

# **OKLAHOMA QUALIFICATION SYSTEM FOR INCIDENT COMMAND SYSTEM POSITIONS**



**National Incident Management  
System**

**National Qualification System**

Adopted June 10, 2025

This Page Intentionally Left Blank

## Introduction

---

Welcome to the Oklahoma Qualification System for Incident Command System (ICS) Positions. You may ask why Oklahoma needs a qualification system for ICS positions. Following disasters in the United States there have been after-action reviews (AAR) and one lesson learned from these AARs is that Incident Management Teams (IMT) and Incident Management Assistance Teams (IMAT) need to be qualified to perform the missions and tasks they have been assigned. Not only should the team be qualified by meeting team preparedness and performance metrics, but individual team members should also be qualified to perform the roles and responsibilities of the incident command system position they are filling. To be qualified in an incident command system position means you possess the knowledge, skills, and abilities (KSA) required for the position.

The Oklahoma Qualification System for ICS Positions uses a performance-based approach that focuses on verifying the capabilities of personnel to perform as required in the various incident-related positions. This approach incorporates education, training, and experience to build proficiency and establishes performance as the primary qualification criterion.

The Oklahoma Qualification System for ICS Positions accomplishes this based on completion of required training, required experience, required physical fitness level, and certification of the applicable FEMA NQS Position Task Books (PTB) on qualifying incidents, events, and exercises.

The legislatively mandated Oklahoma Incident Management Team Advisory Committee has adopted the Oklahoma Qualification System for ICS Positions for Oklahoma residents who are members of a state sponsored IMT/IMAT. There is a provision for others to voluntarily participate in the Oklahoma Qualification System for ICS Positions thereby freeing them up from having to create and administer their own qualification system.

The Oklahoma Qualification System for ICS Positions is well researched with about 99 references listed. It was developed following the National Qualification System (NQS) Guidelines. It was also developed using other qualification systems and documents such as those of the National Wildfire Coordinating Group, All-Hazards Incident Management Team Association, Department of Interior, U.S. Forest Service, and U.S. Coast Guard to flush out the document.

This is a living document, and we plan to conduct annual reviews to revise and update both the system and document as needed. Please send your suggestions for revisions and updates to our email addresses below. To access the most up-to-date version of the Oklahoma Qualification System for ICS Positions, please visit the Oklahoma Office of Homeland Security website at [homelandsecurity.ok.gov](http://homelandsecurity.ok.gov) and browse the NIMS tab.

Thank you.

April Keeler  
State Incident Management Coordinator  
[april.keeler@okohs.ok.gov](mailto:april.keeler@okohs.ok.gov)

Frank Barnes  
Incident Management Specialist  
[frank.barnes@okohs.ok.gov](mailto:frank.barnes@okohs.ok.gov)

This Page Intentionally Left Blank

## Table of Contents

Topic	Page
<b>Introduction</b>	1
<b>Scope</b>	1
<b>Applicability</b>	1
Interstate Deployment	1
Intrastate Deployment	2
Local Deployment	2
State Type 3 Incident Management Team	2
Jurisdiction and Agency Incident Management Teams	2
Single Resources	2
Communications Unit (COMU) Positions	2
Incident Support Teams	3
Voluntary Participation in the State Qualification System	3
<b>Definitions and Key Terms</b>	3
Incident Management Team Related	3
Incident Management Team (IMT)	3
Incident Management Assistance Team (IMAT) – Non-Federal	3
Incident Support Team	4
Other Definitions and Key Terms	4
<b>Authority Having Jurisdiction (AHJ)</b>	6
<b>Voluntary Participation by Other Agencies and Local Jurisdictions</b>	6
<b>Components of the Qualification System</b>	6
Qualification Requirements	6
Qualification	7
Qualification Review and Certification	7
Recertification	7
Credentialing	7
<b>Elements of Qualification Requirements</b>	7
Training	7
Experience	8
Physical/Medical Fitness	9
Currency	10
<b>Qualification Process</b>	10
Obtain Prerequisite Qualifications and Experience	10
Complete Training	10
Position Task Book Initiated	11
Gain Experience and PTB Completion	11
Position Task Book not completed within five-year timeframe	12
Qualification criteria changes in the midst of completing a PTB	12
New or revised PTB is published in the midst of completing PTB	12
Evaluators and Final Evaluators	12
Out-of-State Evaluator or Final Evaluator	12
Qualification Review and Certification	12
Certifying Official (CO)	13

# Oklahoma Qualification System for Incident Command System Positions

<b>Topic</b>	<b>Page</b>
Qualification packet	13
Qualifications review	13
State Qualification Review Board decision	13
<b>Currency and Recertification</b>	14
<b>Decertification</b>	15
Reasons for Decertification	15
Requesting Decertification	15
State Qualification Review Board Action	15
Recertification After Decertification	16
<b>Appeal of State Qualification Review Board Decisions/Actions</b>	16
<b>Endorsements</b>	16
<b>Credentialing Process</b>	17
<b>Record Keeping</b>	18
Trainee Responsibilities	18
Qualified and Certified Individual Responsibilities	18
Jurisdiction or Agency Department Responsibilities	18
Incident Qualification System (IQS)	18
<b>Portability of Qualifications</b>	19
<b>Revisions/Changes</b>	19
<b>Appendix A – Position Descriptions and Qualification Requirements</b>	20
Incident Commander Type 3 (ICT3)	20
Command Staff Positions	22
Operations Function Positions	28
Planning Function Positions	36
Logistics Function Positions	46
Finance/Administration Function Positions	59
Intelligence/Investigation Function Positions	69
<b>Appendix B – Recognition of Prior Learning (RPL) Procedure</b>	83
<b>Definition</b>	83
<b>Applicability to State Qualification System</b>	83
<b>Competency Versus Performance-Based</b>	83
<b>Position Requirements and Competencies</b>	83
<b>Recognition of Prior Learning Process</b>	84
Step #1 – Self-Assessment	84
Step #2 – Compilation of Documentation	84
Step #3 – State Qualification Review Board Review	85
Step #4 – State Qualification Review Board Determination	86
<b>Appendix C – Position Task Book Guidelines</b>	88
<b>Introduction</b>	88
<b>Official Position Task Books</b>	88
<b>Design and Use</b>	88
Initiation	88

# Oklahoma Qualification System for Incident Command System Positions

<b>Topic</b>	<b>Page</b>
Completion Timeframe	88
New or Revised PTB	89
New or Revised Qualification Requirements	89
Number of Open PTBs at One Time	89
<b>The PTB Process</b>	89
PTB Activities	89
Training	89
Coaching	90
Evaluation	90
Front Cover	90
Verification/Certification	90
Qualification Record	90
Evaluation Record	91
<b>PTB Responsibilities</b>	91
Trainee's Supervisor	91
Trainee	91
Evaluator	91
Final Evaluator	92
Certifying Official	92
<b>PTB Record Management</b>	92
<b>Appendix D – Qualifying Incident, Event, and Exercise Guidelines</b>	93
<b>General</b>	93
<b>Incident</b>	93
Incident Complexity	93
Characteristics of Incident Complexity Levels	93
Incident effect indicators	93
Incident management indicators	93
<b>Qualifying Incident Characteristics</b>	94
<b>Event</b>	95
Qualifying Event Characteristics	95
<b>Exercise</b>	95
Discussion-Based Exercise	95
Operations-Based Exercise	96
Qualifying Exercise Characteristics	96
<b>Appendix E – State Qualification Review Board (QRB)</b>	98
<b>General</b>	98
<b>Authority</b>	98
<b>Organization and Membership</b>	98
Membership	98
Organization	99
<b>Roles and Responsibilities</b>	99
Chair	99
Vice-Chair	99

# Oklahoma Qualification System for Incident Command System Positions

<b>Topic</b>	<b>Page</b>
Members	99
<b>Meeting Frequency</b>	100
<b>Qualification Packet</b>	100
Contents	100
<b>Qualification Review Board Process</b>	100
Initial Review	100
State QRB Meeting Review	100
Optional Interview	101
State QRB Decision and Actions	101
<b>Recognition of Prior Learning (RPL)</b>	101
<b>Equivalent Training</b>	101
<b>Currency and Recertification</b>	102
<b>Decertification</b>	103
Reasons for Decertification	103
Requesting Decertification	103
State Qualification Review Board Action	103
<b>Recertification After Decertification</b>	104
<b>Conflicts of Interest</b>	104
<b>Appeal of State Qualification Review Board Decisions/Actions</b>	104
<b>References</b>	105



# **BASIC GUIDELINES**

This Page Intentionally Left Blank

## **Introduction**

The National Incident Management System (NIMS) (2017) has three major components: Resource Management, Command and Coordination, and Communications and Information Management. Resource management preparedness involves identifying and typing resources; qualifying, certifying, and credentialing personnel; planning for resources; and acquiring, storing, and inventorying resources. Qualifying, certifying, and credentialing are the essential steps to ensure that incident management and support personnel have the knowledge, experience, training, and capability to perform the duties of their assigned roles. NIMS is applicable to all stakeholders with incident management and support responsibilities.

The National Qualification System (NQS) (2017) supplements the Resource Management component of NIMS. It provides guidance and tools to assist stakeholders in developing processes for qualifying, certifying, and credentialing incident management and support personnel.

A qualification system establishes standard minimum qualification requirements for specific incident-related positions to provide consistency across the State and support statewide interoperability. A qualification system provides a process for individuals to become qualified, then certified, and finally credentialed in an Incident Command System (ICS) position. It ensures personnel deploying through mutual aid agreements and compacts have the capabilities to perform the duties of their assigned roles.

A qualification system uses a performance-based approach whereas performance is the primary qualification criterion. A performance-based approach is advantageous over a training-based system because it provides greater confidence of on-the-job performance since evaluators have observed the proficiencies of the individual through their performance of a series of pre-designated tasks.

## **Scope**

The Oklahoma Qualification System for Incident Command System Positions is narrowly focused on Single Type and Type 3 Incident Command System Positions as defined by the National Qualification System and Type 3 Incident Management Teams as defined by the U.S. Department of Homeland Security (USDHS), Federal Emergency Management Agency (FEMA), National Integration Center (NIC) which can be found in the Resource Typing Library Tool (RTLT).

## **Applicability**

The Oklahoma Qualification System for Incident Command System Positions (hereafter simply known as the State Qualification System) applies to Oklahoma residents who are members of state-sponsored all-hazards (Type 3) incident management assistance team(s) or incident management teams, and Oklahoma residents from voluntarily participating state, county, and local public sector agencies and organizations. It does not apply to Native American Tribes, but they may agree to voluntarily participate in the State Qualification System. It does not apply to non-government organizations nor private sector entities, but they may agree to voluntarily participate in the State Qualification System.

## **Interstate Deployment**

Individuals filling ICS positions as either a single resource or as a member of an incident management assistance team or incident management team deploying to another state pursuant to the Emergency

Management Assistance Compact (EMAC) are **required** to be qualified and credentialed by the State Qualification System.

### **Intrastate Deployment**

Individuals filling ICS positions as either a single resource or as a member of an incident management assistance team or incident management team deploying outside their home jurisdiction pursuant to the Oklahoma Intrastate Mutual Aid Compact are **recommended** to be qualified and credentialed through the State Qualification System.

### **Local Deployment**

Individuals filling ICS positions as either a single resource or as a member of an incident management assistance team or incident management team deploying inside their home jurisdiction are **not required** to be qualified and credentialed using the State Qualification System. They **may be** qualified and credentialed through their jurisdiction's qualification system that is consistent with the National Qualification System.

### **State Type 3 Incident Management Team**

Members of the State Sponsored Type 3 Incident Management Assistance Team or Incident Management Team are **required** to be qualified and credentialed through the State Qualification System.

### **Local Jurisdiction Incident Management Assistance Teams or Incident Management Teams**

It is optional for the personnel of a local jurisdiction or individual local agency/department incident management assistance teams or incident management teams to be qualified and credentialed through the State Qualification System. They may develop and administer their own local jurisdiction or local agency/department qualification system consistent with the National Qualification System or voluntarily agree to participate in the State Qualification System.

### **Single Resources**

Individuals deploying as a single resource to either fill gaps in rostered incident management assistance teams, incident management teams, or used to augment existing capability will be qualified and credentialed based on their type of deployment – interstate, intrastate, or local.

### **Communication Unit (COMU) Positions**

The State Qualification System does not apply to the following Communication Unit positions:

- Communications Unit Coordinator (COMC)
- Communications Unit Leader (COML)
- Communications Unit Technician (COMT)
- Incident Communications Center Manager (INCM)
- Incident Tactical Dispatcher (INTD)
- Radio Operator (RADO)
- Information Technology Support Unit Leader (ITSL)

The Oklahoma Communications Unit Executive Committee handles the qualification and certification of Communication Unit positions.

### **Incident Support Teams**

It is optional for Incident Support Teams to be qualified and credentialed through the State Qualification System. They may develop their own local or agency/department qualification system consistent with the National Qualification System or voluntarily agree to participate in the State Qualification System.

### **Voluntary Participation in the State Qualification System**

Local jurisdictions, agencies, and departments can voluntarily participate in the State Qualification System in lieu of developing and administering their own qualification system. See the below section - **Voluntary Participation by Other State Agencies and Local Jurisdictions** for details on voluntary participation.

## **Definitions and Key Terms**

### **Incident Management Team Related**

#### **Incident Management Team (IMT).**

An Incident Management Team (IMT) is an ICS organization comprised of a rostered group of ICS-qualified personnel consisting of an Incident Commander, Command and General Staff, and personnel assigned to other key ICS positions that can be deployed or activated when needed to manage an incident or event safely, effectively, and efficiently. Incident Management Teams are “Typed” as Complex Incident Management Team (Formerly Type 1 and Type 2), Type 3, and Type 4 - according to the qualifications of the IMT team members to handle different levels of an incident or events’ “complexity.” The level of qualifications of the IMT members, coupled with the IMT’s identified response capabilities and responsibilities, are factors that determine an IMT’s complexity type. The complexity of an incident may be used to help determine the appropriate Type of an IMT that may be requested. An IMT may be multiagency or multijurisdictional in membership.

#### **Incident Management Assistance Team (IMAT) – Non- Federal.**

An organized Incident Management Team of ICS-qualified personnel built on the foundation that they will only assume a supporting role to the “in place” and on-scene incident management structure provided by the requesting jurisdiction. This concept eliminates the perception that someone from “outside” the jurisdiction is coming in to “take over” the local incident and ensures the jurisdiction maintains responsibility for the management of the incident. In these situations, the IC/UC, selected Command and General Staff, and possibly Unit Leader positions will continue to be staffed by personnel from the initial organization or jurisdiction with the incoming IMAT providing assistance by staffing needed vacant positions, functioning as Assistants, Deputies, or in a support/mentor role for positions filled by the initial organization or jurisdiction.

Not to be confused with FEMA’s National and Regional Incident Management Assistance Teams.

### **Incident Support Team (IST)**

An Oklahoma construct where emergency management personnel and first responders in each Oklahoma Emergency Management Region support one another on an incident or event by rapidly deploying to provide mutual aid and performing needed functions, tasks, and activities for the Incident Commander or jurisdiction. The Incident Commander or jurisdiction retains command and control and responsibility for management of the incident. Incident Support Teams typically are not comprised of ICS-Qualified personnel, but personnel have completed NIMS/ICS training and possess needed skill sets to support the incident.

### **Other Definitions and Key Terms**

**Authority Having Jurisdiction (AHJ):** An entity with the authority and responsibility for the development, implementation, maintenance, and oversight of the qualification process within its organization or jurisdiction. This may be a state or Federal agency, a training commission, or a local agency such as a police or fire department. In some cases, the AHJ may provide support to multiple disciplines that collaborate as a part of a team (e.g., an Incident Management Team).

**Certification:** The process of authoritatively attesting that individuals meet qualifications established for key incident management or support functions and are, therefore, qualified for specific positions.

**Certifying Official (CO):** An individual or entity authorized by the AHJ to certify the qualifications of incident management and support personnel. Also known as the State Certifying Official.

**Coach/Trainer:** An individual possessing specific job skills and experience who provides instructions and mentoring to help guide a trainee in applicable practices, methods, and skills that can result in task completions in a PTB.

**Credentialing:** Providing documentation that identifies personnel and authenticates and verifies their qualification for a particular position.

**Credentialing Authority:** The person or entity that has the authority to credential personnel for a specific jurisdiction or organization. This may or may not be the AHJ (see NIMS). Also known as the State Credentialing Official.

**Currency:** Successfully performing in a position for which the individual has qualified within a specified timeframe. To prevent the degradation of knowledge, experience, training, and capabilities required to successfully carry out the responsibilities of a position, a person needs to perform that function or position at least once every five years.

**Decertification:** A process where an individual's qualifications are removed, making him/her ineligible for deployment in that position. This can occur due to lapse of currency or other issue(s) detrimental to performance.

**Direct Entry:** A process that allows personnel to be qualified for certain supervisory positions without previously obtaining subordinate position qualifications.

**Evaluator:** An individual authorized by the AHJ to observe, document and complete evaluation records on a trainee as contained in PTBs. An evaluator can be a trainee's supervisor and does not have to be qualified in the same position as the one under consideration.

**Final Evaluator:** The individual who evaluates the trainee during his or her final position performance assignment. A final evaluator is generally qualified in the same position under consideration. The final evaluator completes the final evaluator's verification section in the PTB.

**Historical Recognition:** Recognition of an individual's past experience or qualifications as equivalent to the current criteria found in the position qualification criteria for a position.

**Incident Complexity:** Incident criteria determined by the level of difficulty, severity, or overall resistance faced by incident management or support personnel while trying to manage or support an incident to a successful conclusion or to manage one type of incident or event compared to another type.

**Jurisdiction:** Jurisdiction has two definitions depending on the context:

- **A range or sphere of authority.** Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., local, state, tribal, territorial, and Federal boundary lines) and/or functional (e.g., law enforcement, public health).
- **A political subdivision** (e.g., municipality, county, parish, state, Federal) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.

**Position Endorsements:** Documentation validating specific knowledge, skills, and abilities that an AHJ establishes beyond the minimum qualifications for a given position. A specific discipline or hazard may require endorsement to ensure safe and effective operations (e.g., hazardous materials incident response). An AHJ may create a discipline- or hazard-specific position endorsement to distinguish unique qualifications for specialization when necessary.

**Position Qualifications:** The minimum criteria necessary for individuals to fill a specific position.

**Position Task Book:** A document that describes the minimum competencies, behaviors, and tasks to qualify or recertify for a position and documents a trainee's performance of given tasks.

**Qualification:** The process of enabling personnel to perform the duties of specific positions and documenting their demonstration of the capabilities and competencies that those positions require.

**Qualification Review Board (QRB):** A panel representing the AHJ who evaluates the trainee's ability to fulfill an incident-related position. The QRB evaluation results in a recommendation to the CO to certify or not certify the trainee as qualified for a certain position.

**Qualifications Templates:** Tables located in the position qualifications containing the specific criteria for each position. These templates are the reference guide for determining what proficiencies, education, training, experience, physical/medical fitness, currency, and professional and technical licenses and certifications an AHJ requires for an individual to achieve qualification.

**Qualifying Exercise:** An exercise identified by the AHJ as an acceptable means for evaluating certain PTB tasks.

**Qualifying Incident/Event:** An incident or event that the AHJ determines meets complexity, duration, and relevance criteria of a position such that it would provide sufficient opportunity for an individual who is filling that position to exercise the position's roles and responsibilities.

**Recertification:** A process where the AHJ determines what training, tasks, or experience an individual must perform to requalify for a specific incident-related position. Recognition of Prior Learning

**Trainee:** An individual, sponsored by his or her agency and holding an initiated PTB, who is seeking to qualify for an incident-related position.

### **Authority Having Jurisdiction (AHJ)**

Pursuant to 47 OK Stat § 2-108.4 the Oklahoma Incident Management Team Advisory Committee is created within the Oklahoma Department of Public Safety and is the authority having jurisdiction (AHJ) over the state-sponsored all-hazard emergency incident management team. The Team Advisory Committee has authority to establish standards and credentialing guidelines for emergency incident management functions and responders within its scope of authority. This includes responsibility for the development, implementation, maintenance, and oversight of the qualification process for ICS positions for the Oklahoma Incident Management Team. The Team Advisory Committee has established the State Qualification Review Board for ICS Positions (hereafter simply known as the State Qualification Review Board) and delegated to them the authority to serve as the State Certifying Official for the OK Incident Management Team.

### **Voluntary Participation by Other State Agencies and Local Jurisdictions**

Other state agencies/departments, local jurisdictions, or individual local jurisdiction agencies and departments can voluntarily participate in the State Qualification System for ICS Positions by submitting a written request to the Oklahoma Incident Management Team Advisory Committee using the **Voluntary Participation in Oklahoma Qualification System for ICS Positions Form** available on the OKOHS website under the NIMS tab, Incident Management Team folder. The Team Advisory Committee votes to approve or deny the request. Once approved by the Team Advisory Committee, the form will constitute an agreement between the Team Advisory Committee and the requesting entity.

### **Components of the Qualification System**

The State Qualification System is modeled after the National Qualification System and consists of the following components.

#### **Qualification Requirements**

The foundation of the State Qualification System are the **Position Descriptions and Qualification Requirements** for each Incident Command System position. These are the qualification templates for determining what proficiencies, education, training, experience, physical/medical fitness, currency, and professional and technical licenses and certifications that State Qualification System requires for an individual to achieve qualification.



## Qualification

Qualification is the process of enabling personnel to perform the duties of a specific position and documenting their proficiency of the capabilities required by the position. During the qualification process, trainees—individuals seeking to become qualified—work to meet the **Qualification Requirements** for the position they are pursuing by:

- Completing required training courses
- Meeting required experience and/or knowledge, skills, and abilities,
- Obtaining required professional or technical licenses and certifications,
- Completing the required Position Task Book
- if appropriate, meeting the physical and medical fitness requirements established for the position they are pursuing.

## Qualification Review and Certification

Certification is the recognition from the AHJ stating that an individual has met the established **qualification requirements** and is qualified for a specific position. As part of the certification process, a certifying official (CO) and/or Qualification Review Board (QRB) examines the trainee's records of performance and other evidence/documentation to ensure that the trainee meets all requirements for the position. If the trainee meets all requirements, the CO and/or QRB certifies the individual "qualified" for the position.

## Recertification

Recertification is the confirmation that an individual has maintained his/her qualification for the position. Individuals qualified in an ICS position maintain records to establish their currency. The AHJ has established procedures for the review of these individuals' currency in their positions. This may result in a formal periodic recertification or decertification if individuals no longer meet minimum qualification standards or are not current in the position requirements. See the below **Currency and Recertification** section below and **Appendix E – State Qualification Review Board** for details on the recertification process.

## Credentialing

Credentialing is the process of providing documentation that identifies personnel and verifies their qualifications for certain positions. Once an individual is certified for a position, the AHJ issues an identification card or badge—a credential—attesting to the identity of the individual and his/her qualifications and affiliations.

## Elements of Qualification Requirements

The **Qualification Requirements** established by the State Qualification System consist of the following elements:

### Training

Successful completion of required training before initiating a Position Task Book is essential to ensure success when performing the duties of a specific position especially for positions that can be pursued as a **direct entry** position. Required training for each position consists of:

## Oklahoma Qualification System for Incident Command System Positions

- NIMS/ICS – ICS 100, 200, 300, 400 and IS-700 and IS-800
- Position Specific – Completion of the FEMA All-Hazard Position Specific Course. FEMA has not developed All-Hazard Position Specific Courses for every ICS position.
- Incident Management Team – Completion of the United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction.
- Other online courses available from FEMA's Emergency Management Institute, Independent Study Program and other federal entities which are relevant to the position.
- G-191 – Emergency Operations Center/Incident Command System (EOC/ICS) Interface for Command and General Staff positions.

Other training which supports development of knowledge and skills, but which is not required for qualification. This includes:

- Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT) enables individuals to learn about all the Command and General Staff positions, develop their planning process skills, and learn to function as an Incident Management Team.
- Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT) ensures that everyone on an Incident Management Team has at least awareness level training regarding hazardous materials.
- Knowledge, skills, and abilities training that is specific to the responsibilities and duties of the position they are pursuing.
- National Wildfire Coordinating Group (NWCG) position specific course. For positions that do not have a FEMA All-Hazards Position Specific Course an alternative is to complete the NWCG position specific training. However, NWCG position specific training is not readily available in Oklahoma, therefore it is listed under other training which supports development of knowledge and skills.

### Experience

Oklahoma is in the process of establishing a qualification and credentialing program and has few if any personnel qualified in incident management or support positions. Some ICS positions can be pursued as a **direct entry** position. Direct entry is an option that allows Oklahoma to get qualified staff in place quickly. Though firsthand experience in being qualified for subordinate positions is desirable, Oklahoma authorizes trainees to pursue a position as a **direct entry** position, which allows trainees who have not had that experience to qualify for some supervisory incident-related positions (i.e., officer, chief, director, supervisor, or leader). Trainees gain experience in the position they are pursuing through completing a Position Task Book. Direct entry is limited to Single Type and Type 3 positions and below.

Some ICS positions do not require any experience or qualification in a subordinate position before pursuing the position. These are known as **entry level** positions. Trainees gain experience in the entry level position they are pursuing through completing a Position Task Book.

Recognition of Prior Learning (RPL) may be used to receive credit for completing tasks under a behavior and competency in a Position Task Book or position specific desirable knowledge, skills, and abilities. RPL is a competency-based process that evaluates an individual's experience, formal and non-formal, to determine the extent to which that individual has achieved the required competencies of an ICS position. RPL measures the candidate's demonstrated knowledge, skills, and experience (the overall performance) against national standard competencies established for specific jobs. The evaluation process focuses on

candidates' ability to meet the established standards rather than how they acquired the knowledge, skills, or abilities. Candidates may have acquired their skills in another emergency response/services discipline, through formal training in a particular field, in the military, or through a combination of career employment experiences.

See **Appendix B – Recognition of Prior Learning** for further information and details on the RPL process.

Trainees are required to complete the appropriate Position Task Book for the position they are pursuing. Oklahoma uses the FEMA NQS Position Task Books that can be downloaded from the following website: FEMA, National Incident Management System, Components – Guidance and Tools: Position Task Books <https://www.fema.gov/emergency-managers/nims/components/position-task-books> Trainees should make multiple copies of the Evaluation Record Form (Page 6) and attach them to the back of the Position Task Book.

See **Appendix C – Position Task Book Guidelines** for further information and details on the use and completion of Position Task Books.

### **Physical/Medical Fitness**

Each position has a required physical/medical fitness level. Physical and medical considerations that, when applied, help to ensure safe performance in potentially hazardous environments. Physical/medical fitness is categorized into four levels:

**Arduous** – Duties involve fieldwork requiring physical performance calling for above average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation.

**Moderate** – Duties involve fieldwork requiring complete control of all physical faculties. This may include considerable walking over irregular ground, standing for long periods of time, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting, and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods. Individuals usually set their own work pace.

**Light** – Duties mainly involve office-type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals can usually govern the extent and pace of their physical activity.

**None required** – Positions that do not require a physical fitness level.

The majority of ICS positions found in **Appendix A – Position Descriptions and Qualification Requirements** have either **None Required** or **Light** physical/medical fitness qualification requirements. However, there are a few positions, especially positions in the Operations functional area, that have a higher level of physical/medical fitness.

The jurisdiction or agency/department determines the method for evaluating the physical/medical fitness level of their personnel (single resource) or their incident management team members. The testing method should be a measurable evaluation process. If a jurisdiction or agency/department lacks a measurable evaluation process, then the State Qualification System recommends they consider using the National Wildfire Coordinating Group (NWCG) Work Capacity Test. Additional information on this test can be found in two documents published by NWCG:

- NWCG Fitness and Work Capacity, PMS 304-2 which can be retrieved from <https://www.nwcg.gov/sites/default/files/publications/pms304-2.pdf>
- NWCG Capacity Test Administrator's Guide PMS 307 which can be retrieved from <https://www.nwcg.gov/sites/default/files/publications/pms307.pdf>

Individuals must meet the established physical/medical fitness levels for assignments involving a wildland fire or hazardous environment requiring the wearing of personnel protective equipment.

### Currency

To prevent the degradation of the knowledge, experience, training, capabilities, and competencies required to successfully carry out the responsibilities of a position, a person must perform in that position frequently enough to maintain competency. This requirement specifies how frequently the individual must perform in the position they are certified in. Individuals can meet currency requirements by demonstrating proficiency in qualifying incidents, events, or exercises. See the **Currency and Recertification** section below for more information and details.

### Qualification Process

There are five steps in the Qualification Process. All steps must be completed by the trainee.

#### Obtain Prerequisite Qualifications and Experience

The State Qualification System currently has no requirement for gaining experience and qualification in one or more subordinate positions to the position they are pursuing except for Incident Commander Type 3 which requires qualification in either Operations Section Chief or Planning Section Chief positions. Therefore, the remaining ICS positions that would typically require experience and qualification in one or more subordinate positions to the position being pursued may be pursued as a **direct entry** position.

Some ICS positions do not require any experience or qualification in a subordinate position before pursuing the position. These are known as **entry level** positions.

#### Complete Training

The trainee must complete all required training, as listed in Appendix A - Position Description and Qualification Requirements, for the position they are pursuing before they can initiate a Position Task Book. This ensures they have the minimum knowledge, skills, and ability to perform the position competencies, behaviors, and tasks in the Position Task Book. The exception is the United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent may be completed after initiation of the Position Task Book but before qualification review and certification.

Required training provides a direct link between training and position performance to provide for responder health and safe operations on an incident, event, or exercise. Required training cannot be challenged.

**Equivalent training.** A trainee may have completed the required training by successfully completing an equivalent course. The State Qualification Review Board reviews and determines if a training course is equivalent to the one listed in Appendix A - Position Description and Qualification Requirements, for the position they are pursuing. The equivalent training must provide, like learning and performance objectives that are adequate to reasonably assure a position candidate who completes the training will be successful as a trainee. Course equivalency shall not be determined by a vendor's advertising material or claims.

### **Position Task Book Initiated**

After completing the required training, trainees are required to complete the appropriate Position Task Book for the position they are pursuing. Position Task Book is initiated by the trainee and their regular job immediate supervisor. This ensures the supervisor knows the trainee is working on becoming qualified, certified, and credentialed in an ICS position and supports their efforts.

Oklahoma uses the FEMA NQS Position Task Books that can be downloaded from the following website: FEMA, National Incident Management System, Components – Guidance and Tools: Position Task Books <https://www.fema.gov/emergency-managers/nims/components/position-task-books>

See **Appendix C – Position Task Book Guidelines** for further information and details on the use and completion of Position Task Books.

### **Gain Experience and PTB Completion**

The trainee gains experience in the position they are pursuing by completing tasks listed in the appropriate Position Task Book during qualifying incidents, events, and exercises. The trainee must complete the Position Task Book within five years of completing their first task in their Position Task Book.

The trainee's experience must meet these criteria:

- Number of assignments. The trainee must complete a minimum of three or more qualifying incidents, events, or exercises.
- Variety of incidents, events, and exercises. Experience different kinds of incidents, events, and exercises.
- Complexity level of incidents.
- Number of operation periods – Experience during qualifying incidents or events the trainee must have worked at least one operational period.

See **Appendix D – Qualifying Incident, Events, and Exercise Guideline** for further information.

A trainee may have no more than three active Position Task Books at one time. No more than two of the three may be in a single functional area (e.g., Command, Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigation). If a trainee has more than one active Position Task Book, then they can only receive credit for tasks completed in one Position Task Book during a qualifying incident, event, or exercise.

**Position Task Book not completed within the five-year timeframe.** The Position Task Book expires, and the trainee must start over by initiating a new, current version of the Position Task Book for the position they are pursuing. The trainee may receive Recognition of Prior Learning for experience documented in the expired PTB. The trainee must meet the current qualification requirements for the position.

**Qualification criteria change in the midst of completing a PTB.** The trainee continues to use the previous qualification requirements from when the Position Task Book was initiated and completes the process before the Position Task Book expires.

**New or revised PTB is published in the midst of completing a PTB.** When a new or revised Position Task Book is published, current trainees with an initiated Position Task Book (including those individuals re-initiating or re-certifying) and at least one documented experience should continue to use their current Position Task Book. Individuals with no tasks completed will use the new or revised Position Task Book. Currently qualified individuals will not be affected by the transition to a new or revised Position Task Book.

**Evaluators and Final Evaluators.** Generally, Evaluators are qualified in the same position that the trainee is pursuing. However, Oklahoma lacks a cadre of ICS-qualified personnel making it likely they will be observed and evaluated by someone who is not qualified in the position the trainee is pursuing. Oklahoma has established a hierarchy of who can serve as an Evaluator and Final Evaluator. Evaluators are ranked in the following order:

1. Person qualified in the ICS position the trainee is pursuing
2. AHIMT Position Specific Instructor
3. NIMS/ICS Instructor
4. Incident Commander or trainee's supervisor on the incident, event, or exercise

**Out-of-State Evaluator or Final Evaluator.** Qualified, certified, and credentialed individuals may come to Oklahoma from out-of-state to serve as instructors and/or evaluators or a trainee deploys out-of-state and works for a person qualified, certified, and credentialed in the position they are pursuing. An out-of-state evaluator or final evaluator must be qualified, certified, and credentialed in the position they are evaluating. They must be registered with the State Qualification Review Board and provide proof of qualification, certification, and credentialing.

**See Appendix C – Position Task Book Guidelines for further information and details on the use and completion of Position Task Books.**

### **Qualification Review and Certification**

Once a trainee completes the Position Task Book and meets all other requirements for the position they are pursuing, they submit their package to the State Qualification Review Board who review it to ensure they meet all of the qualification requirements.

Certification is the final and official documentation indicating that an individual is qualified to perform in a specified NIMS position. Certification of personnel helps to ensure they possess a minimum level of education, training, experience, physical and medical fitness, and capabilities appropriate for a particular position.

**Certifying Official.** The Certifying Official (CO) is an individual or entity authorized by the authority having jurisdiction (AHJ) to certify the qualifications of incident management personnel. The Oklahoma Incident Management Team Advisory Committee is the AHJ for the OK Incident Management Team. They have established the State Qualification Review Board for ICS Positions (hereafter simply known as the State Qualification Review Board) and delegated to them the authority to serve as the State Certifying Official for the OK Incident Management Team.

**See Appendix E – State Qualification Review Board** for further information.

**Qualification packet.** Individuals seeking certification submit their qualification packet to the State Qualification Review Board. A Qualification Packet minimally consists of:

- Copies of Certificates of completion of required training
- Copy of Completed Position Task Book
- Copies of Incident Personnel Performance Ratings (FEMA ICS-225)
- Copies of Activity Logs (FEMA ICS 214) from assignments/deployments (qualifying incidents, events, or exercises)
- Supporting documentation which may include copies of:
  - ICS 203 Organization Assignment Lists from Incident Action Plans listing their assignment on the incident, event, or exercise.
  - ICS 201 Incident Briefing Forms listing their assignment on the incident, event, or exercise
  - Completed Incident Action Plans for the incident, event, or exercise.

**Qualifications review.** The State Qualification Review Board conducts a final review and evaluation of the qualification packet to ensure all qualification requirements have been met. This includes:

- Confirming completion of required training
- Confirming completion of PTB
- Reviewing the quality of the trainee's experience
  - Number of assignments. The trainee must complete a minimum of three or more qualifying incidents, events, or exercises.
  - Variety of incidents, events, and exercises
  - Complexity level of incidents, events, or exercises
  - Number of operation periods – During qualifying incidents or events the trainee must have worked at least one operational period.
- Reviews Incident Personnel Performance Ratings (FEMA ICS-225) to ensure the trainee was rated as “Met Standards” or above on all Rating Factors.

**State Qualification Review Board decision.** After reviewing and evaluating the qualification packet the State Qualification Review Board will render one of the following decisions:

- Qualified - Meets all qualification requirements.
- Not Qualified – Does not meet all qualification requirements.

If the individual is Qualified, then the State Qualification Review Board completes the Documentation of Agency Certification section of the trainees Position Task Book indicating they are certified. The

Board's decision is provided in writing (either email or letter) to the trainee and a copy sent to the State Credentialing Agency.

If not qualified, then the State Qualification Review Board **does not** complete the Documentation of Agency Certification section of the trainees Position Task Book. The Board provides the trainee their decision in writing (either email or letter) along with a list of unmet requirements, and recommendations on how to correct deficiencies.

### **Currency and Recertification**

Certification is not permanent. To ensure personnel continue to be capable of performing in the position they are certified in, they must maintain currency. Oklahoma uses a five-year timeframe for maintaining currency. The five-year timeframe begins on the date the State Qualification Review Board certifies the individual as qualified in an ICS position.

Oklahoma has established that individuals can maintain currency by:

- Successfully performing in the position in which they are qualified at least once every five years.
- Successfully performing in a higher position(s) at least once every five years, provided that their current position is a qualification prerequisite for this higher position (e.g., individual is qualified as a Planning Section Chief and satisfactorily performs the Incident Commander position).
- Successfully performing in a lower or subordinate position(s) at least once every five years, provided that the lower or subordinate position is a qualification prerequisite for the position in which they are qualified (e.g., individual is qualified as a Planning Section Chief and satisfactorily performs the Situation Unit Leader position)
- Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified in.

Individuals who are certified in an ICS position through the State Qualification System can recertify by submitting to the State Qualification Review Board prior to the expiration of their certification, proof they have maintained currency. Proof of currency may include the following documentation:

- For performance in an ICS position during a qualifying incident, event, or exercise
  - ICS 203 Organization Assignment Lists from Incident Action Plans
  - ICS 201 Incident Briefing Forms
  - Completed Incident Action Plans
  - Activity Logs (FEMA ICS-214)
  - Incident Personnel Performance Rating (FEMA ICS-225)
- For performance in the individual's regular agency/organization position
  - Official job description including responsibilities/duties
  - Work performance evaluations
  - Letter from agency/department head stating the timeframe they performed in that position.

If an individual does not maintain currency, then they revert to trainee status. They must initiate a new Position Task Book using the current version for the position they are pursuing. They must meet the current Qualification Requirements for the position they are pursuing. A return to trainee status may have



the advantage of introducing the individual to new technology, procedures, and advances in incident and event management.

See **Appendix E – State Qualification Review Board** for further details on the recertification process.

### **Decertification**

Decertification is the removing or reducing of an individual's ICS position qualifications and certification. It is not an adverse action as an individual may be recertified. It applies to the ICS position the person was performing and not their regular agency/department job. An Incident Commander does not have authority to decertify, they can only relieve the individual from assignment, demobilize them, and send them home. Only the State Qualification Review Board can decertify an individual certified through the State Qualification System.

### **Reasons for Decertification**

An individual can be decertified for the following reasons:

- Does not meet currency requirements.
- Voluntarily surrenders qualification/certification or requests to be qualified at a lower level of responsibility.
- Performs actions that violate recognized standard operating procedures or identified safety procedures that are determined to have been instrumental in the endangerment of personnel or the public.
- Misrepresents incident qualifications.
- Fails to follow Delegation of Authority.
- Inappropriate conduct or behavior.
- Unacceptable of equivalent performance ratings on an ICS-225 Incident Personnel Performance Rating

### **Requesting Decertification.**

A request to decertify an individual must be submitted in writing in the form of a letter to the State Qualification Review Board via the OK IMT Advisory Committee. The request for decertification must include:

- A letter that includes a specific request for decertification including a justification or basis for decertification and supporting facts.
- Supporting documentation (e.g., letters, statements, or affidavits from witnesses, reports, etc.)
- Copy of ICS-225 Incident Personnel Performance Rating

### **State Qualification Review Board Action**

The State Qualification Review Board reviews the request and evidence and makes a decision whether to decertify or not. Any decision by the State Qualification Review Board is provided in writing to the individual and a copy to the State Credentialing Agency.

### **Recertification After Decertification**

An individual who has been decertified may start over as a trainee and pursue qualification and certification in an ICS position. They must:

- Initiate a new, current version of the Position Task Book for the position they are pursuing. No Recognition of Prior Learning will be granted regarding the Position Task Book tasks.
- Meet the current qualification requirements for the position.
- Retake and successfully complete the current version of the position specific training for the position they are pursuing.

### **Appeal of State Qualification Review Board Decisions/Actions**

If an individual disagrees with the decision/actions of the State Qualification Review Board, then they may appeal to the OK IMT Advisory Committee.

The individual has 45 calendar days from the date of the State Qualification Review Board decision to appeal their decision in writing (either email or letter) to the OK IMT Advisory Committee. Their written appeal must include a justification or basis for their appeal and include supporting facts. They may also submit supporting documents with their appeal.

The OK IMT Advisory Committee, within 60 days of receiving the appeal will meet to discuss the appeal and either affirm the actions of the State Qualification Review Board or overturn their actions and either certify an individual or reinstate the individual's certification depending on the circumstances of the appeal.

### **Endorsements**

An endorsement verifies specific education, training, experience, and fitness levels that an individual completes beyond the minimum qualification requirements for a given position. Endorsements indicate that the individual exceeds the baseline position qualification criteria.

A specific discipline or hazard may require endorsement to ensure safe and effective operations (e.g., hazardous materials incident response). The State Qualification Review Board, based on a request or recommendation from an agency, department, subject matter expert, or other, may create a discipline- or hazard-specific position endorsement to distinguish unique qualifications for specialization when necessary. Endorsements are created on a position-by-position basis.

An endorsement does not alter the standard qualification criteria for the base position. The trainee must meet both the normal position qualification requirements and the endorsement criteria to qualify for the position with the discipline- or hazard-specific position endorsement requirement. The endorsement involves additional criteria added to the baseline criteria, and it does not stand by itself as a qualification.

A discipline- or hazard-specific position endorsement may include one or more of the following requirements:

- **Demonstrated Proficiency** - For the purposes of an endorsement, a trainee can demonstrate proficiency through various methods, such as actual incident experience or a full-scale exercise. Proficiency in any identified additional tasks or critical elements unique to a specific discipline or

hazard, which in turn creates the need for endorsements. All discipline- or hazard-specific tasks should relate directly back to the core competencies and behaviors for a specific position.

- **Education/Training** - Discipline- or hazard-specific training and education enhances an individual's ability to perform discipline- or hazard-specific tasks. Training should teach the specific behaviors or tasks identified for the discipline- or hazard-specific position or endorsement.
- **Experience** – Discipline- or hazard-specific experience.
- **Physical/Medical Fitness** - Discipline- or Hazard-specific endorsement may require a higher level of physical/medical fitness than the baseline physical/medical fitness established for the position.
- **Currency** – Discipline- or Hazard-specific endorsement may require more frequent currency than the standard 5-year baseline for currency.
- **Professional and Technical Licenses and Certifications** - Legal requirements include any professional or technical certifications and licenses that a jurisdiction may require for an individual to work in a discipline- or hazard-specific position.

To add tasks to any of the existing Position Task Books for the purpose of endorsements, the State Qualification Review Board adds additional Position Task Book page(s) outlining the new discipline- or hazard-specific tasks. These additional pages will be inserted at the end of existing PTBs. Endorsement criteria should align with the competencies and behaviors listed in the current Position Task Book. If the endorsement was developed at the national level (e.g., that the U.S. Forest Service developed for wildland fire incidents or the U.S. Coast Guard developed for hazardous materials responses), the State Qualification Review Board will incorporate the endorsement criteria without alteration.

### Credentialing Process

The Oklahoma Office of Homeland Security is the State ICS Position Credentialing Agency. They are responsible for producing and issuing credentials to ICS position qualified and certified individuals upon receipt of written notification from the State Qualification Review Board.

Minimum visual aspects of an Oklahoma Incident Command System Position Credential are:

- Name
- Affiliation, Job Title, or Position in the organization
- Organization
- Date Issued
- Expiration Date
- Qualifications

Oklahoma Incident Command System Position Credential must be accompanied with a government issued identification card (e.g., Driver's License, Passport Card, Military ID, State Identification Card) to be valid.

Credentials do not automatically grant access to an incident site. The jurisdiction or the Incident Commander/Unified Command grants access or determines who has access to the incident site. This is necessary to control the response and prevent over response and self-dispatching.

## **Record Keeping**

### **Trainee Responsibilities**

The trainee is responsible for retaining the original of the following documents used for qualification and certification:

- Required training certificates
- Position Task Book

The trainee is responsible for retaining copies of the following documents used for qualification and certification:

- Activity Logs (FEMA ICS-214)
- Incident Personnel Performance Rating (FEMA ICS-225)
- ICS 203 Organization Assignment Lists from Incident Action Plans
- ICS 201 Incident Briefing Forms, Completed Incident Action Plans
- Any other supporting documentation used for qualification and certification

### **Qualified and Certified Individual Responsibilities**

A qualified and certified individual is responsible for maintaining copies of the following documents used for establishing currency:

- ICS 203 Organization Assignment Lists from Incident Action Plans
- ICS 201 Incident Briefing Forms
- Completed Incident Action Plans
- Activity Logs (FEMA ICS 214)
- Performance evaluations (FEMA ICS-225)
- Official job description including responsibilities/duties
- Work performance evaluations
- Letter from agency/department head stating the timeframe they performed in that position.

### **Jurisdiction or Agency/Department Responsibilities**

The jurisdiction or agency/department over the single resource or incident management teams may also maintain records for qualification and certification and establishing currency.

### **Incident Qualification System (IQS)**

The State Qualification System uses the Incident Qualification System (IQS) as its electronic personnel qualifications management system to manage and track individual responder qualifications. Voluntary Participants in the State Qualification System may choose, based on their needs to use either the IQS or FEMA OneResponder system.

### **Portability of Qualifications**

The AHJ will accept and recognize a person's ICS position qualification from the previous Oklahoma All Hazard Incident Management Teams Oversight Committee (2008-2014) and Oklahoma Standards, Qualification, Training Committee for Incident Management Teams (2014-2019), and Agency/Department Qualification Systems or Processes.

Persons who have maintained currency (See **Currency and Recertification** section above for further information about maintaining currency) in the ICS position they were qualified in can **recertify** by submitting to the State Qualification Review Board, proof they maintained currency. Proof of currency can include:

- For performance in an ICS position during a qualifying incident, event, or exercise copies of the following:
  - ICS 203 Organization Assignment Lists from Incident Action Plans listing their assignment on the incident, event, or exercise.
  - ICS 201 Incident Briefing Forms listing their assignment on the incident, event, or exercise
  - Completed Incident Action Plans for the incident, event, or exercise.
  - Activity Logs (FEMA ICS 214) from assignments/deployments (qualifying incidents, events, or exercises)
  - Incident Personnel Performance Rating (FEMA ICS-225)
- For performance in the individual's regular agency/organization position
  - Official job description including responsibilities/duties
  - Copies of Work performance evaluations
  - Letter from agency/department head stating the timeframe they performed in that position.

Persons who did not maintain currency in the ICS position they were qualified in must complete all current training requirements for the position they were qualified in this includes successful completion of the O-305 Type 3 All Hazards Incident Management Team Introduction course. Upon completion of current training requirements, the person submits to the State Qualification Review Board their training certificates.

### **Revisions/Changes**

The State Qualification System for Incident Command System Positions is a living document which can be continually edited and updated. Anyone can propose changes, revisions, modifications, or updates by submitting them in writing to the AHJ. The AHJ will review and consider the proposal at their next meeting. At the meeting the AHJ may decide to accept, accept with modification, or to not accept the proposal.

This Page Intentionally Left Blank

**Appendix A**

**POSITION DESCRIPTIONS AND  
QUALIFICATION REQUIREMENTS**

This Page Intentionally Left Blank



Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Incident Commander Type 3 (ICT3)**

**OVERALL FUNCTION** (FEMA RTLT, 2021i)

The Incident Commander (IC) is responsible for the overall management of the incident and determines which Command and General Staff positions to staff to maintain a manageable span of control and ensure appropriate attention to the necessary incident management functions.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021i)

The Incident Commander 1. Develops and implements a transition plan based on escalating incident complexity, 2. Delegates various management tasks by assigning objectives to Command and General Staff personnel, 3. Provides overall leadership to all assigned incident personnel, 4. Works as a member of a Unified Command, when established, 5. Determines the incident strategy and objectives, 6. Establishes immediate priorities and an Incident Command Post, 7. Approves all plans and operations outlined in the Incident Action Plan (IAP), 8. Coordinates operations at the state, local, tribal, and territorial (SLTT) levels or across jurisdictions, 9. Supervises Command and General Staff and coordinates their activities, 10. Indirectly supervises all other incident personnel through subordinate Incident Command System (ICS) management positions, and 11. Approves the request or release of resources.

**REQUIRED TRAINING** (FEMA RTLT, 2021i)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. E/L 0950 NIMS/ICS All-Hazards Incident Commander Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
5. IS-700: National Incident Management System, An Introduction	

**EXPERIENCE**

1. Prerequisite qualification in one of the following two positions: (OK IMT Advisory Committee, May 2024; AHIMTA, 2018) :
  - a. Operations Section Chief Type 3 (OSC3)
  - b. Planning Section Chief Type 3 (PSC3)
2. Successful completion of the NQS PTB for the NIMS Type 3 Incident Commander (DOI, 2020; FEMA RTLT, 2021i)

**PHYSICAL/MEDICAL FITNESS**

Intrastate Deployment (RTLT)	Interstate Deployment (NWCG)
Light	Arduous

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021i)

1. Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR ICT3	ICT3 MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Incident Commander Type 3</li><li>2. Division/Group Supervisor</li><li>3. Task Force/Strike Team Leader</li><li>4. Finance/Administration Section Chief Type 3 (FSC3)</li><li>5. Logistics Section Chief Type 3 (LSC3)</li><li>6. Operations Section Chief Type 3 (OSC3)</li><li>7. Planning Section Chief Type 3 (PSC3)</li></ol>	<ol style="list-style-type: none"><li>1. Incident Commander Type 3</li><li>2. Division/Group Supervisor</li><li>3. Task Force/Strike Team Leader</li><li>4. Finance/Administration Section Chief Type 3 (FSC3)</li><li>5. Logistics Section Chief Type 3 (LSC3)</li><li>6. Operations Section Chief Type 3 (OSC3)</li><li>7. Planning Section Chief Type 3 (PSC3)</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Command and General Staff position specific courses (e.g., Safety Officer, Planning Section Chief)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oil or Hazardous Materials Release

1. ***On-scene incident commander.*** Incident commanders, who will assume control of the incident scene beyond the first responder awareness level, shall have completed at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify (OSHA CFR 1910.120(q)(6)(v))
2. HAZWOPER (24 or 40-hour)
3. HAZWOPER Refresher (Annual 8-hour)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Safety Officer Type 3 (SOF3)**

**OVERALL FUNCTION** (FEMA RTLT, 2021s)

The Safety Officer monitors incident operations and advises the Incident Commander (IC) or Unified Command on all matters relating to operational safety, including the health and safety of incident personnel.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021s)

The Safety Officer reports to the Incident Commander and works in the command functional area: 1. Identifies incident-related hazardous situations, 2. Identifies actions to mitigate risks and hazards with the greatest potential for serious accident or injury, 3. Ensures the safety, welfare, and accountability of assigned incident personnel, 4. Monitors incident operations and exercises emergency authority to stop unsafe actions at any time, 5. Investigates, or coordinates the investigation of, accidents occurring within the incident area, 6. Conducts inspections, safety analyses, and prepares reports on all incident facilities and locations, as necessary; communicates safety issues or concerns to incident personnel at shift briefings, 7. Determines the need for subject matter experts or technical specialists to advise on or oversee unique safety issues or hazards, such as confined space, hazardous materials (HAZMAT), infectious diseases and so on, 8. Assigns and oversees Assistant Safety Officers, technical specialists and subject matter experts, as necessary, and 9. Provides Safety Briefings, Site Safety Plan, and Safety Message.

**REQUIRED TRAINING** (FEMA RTLT, 2021s)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. E/L 0954: National Incident Management System Incident Command System All-Hazards Safety Officer Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
5. IS-700: National Incident Management System, An Introduction	

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (AHIMTA, 2018; FEMA, 2017a)
2. Successful completion of the NQS PTB for the NIMS Type 3 Safety Officer (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021s)
3. Desired but not required:
  - a. Experience in incident management in a subordinate safety position (FEMA RTLT, 2021s)
    - i. Satisfactory performance as an Assistant Safety Officer
    - ii. Satisfactory performance as a full-time agency Safety Officer

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

- b. Satisfactory performance as a Division or Group Supervisor (AHIMTA, 2018)
- c. Satisfactory performance as a Strike Team or Task Force Leader (AHIMTA, 2018)

**PHYSICAL/MEDICAL FITNESS**

Moderate (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021s, NWCG)

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021s)

- 1. Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR SOF3	SOF3 MAINTAINS CURRENCY FOR THESE POSITIONS
<ul style="list-style-type: none"><li>1. Safety Officer Type 3</li><li>2. Division or Group Supervisor</li><li>3. Task Force/Strike Team Leader</li><li>4. Fulltime Agency Safety Officer</li><li>5. Incident Commander Type 3</li><li>6. Incident Commander Type 4</li></ul>	<ul style="list-style-type: none"><li>1. Safety Officer Type 3</li><li>2. Division or Group Supervisor</li><li>3. Task Force/Strike Team Leader</li></ul>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

- 1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
- 2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
- 3. OSHA 6000 Collateral Duty Safety Officer (AHIMTA, 2018)
- 4. OSHA: Disaster Site Worker Course (OSHA 7600) (AHIMTA, 2018; DOI, 2020)
- 5. IAT – A-100 Basic Aviation Safety Course <https://www.iat.gov/Training/modules/a100/> (AHIMTA, 2018; DOI, 2020)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Public Information Officer Type 3 (PIO3)**

**OVERALL FUNCTION** (FEMA RTLT, 2021q)

The Public Information Officer (PIO) disseminates community information to the public

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021q)

The Public Information Officer reports to the Incident Commander and works in the command functional area: 1. Serves in an ICS role, 2. Interfaces with the public, media and other agencies; monitors public information to ensure accuracy, 3. Engages in active communication and information sharing with elected and appointed officials, 4. Collects, verifies, prepares, coordinates and disseminates community-related incident information to the public through the news media, radio, newspaper and social media stakeholders to provide information and updates based on changes in incident status, 5. Uses information from other members of the Incident Management Team (IMT) and Command and General Staff to develop accurate, accessible and complete information on an incident's cause, size, current situation, resources committed and other matters of general interest for internal and external audiences, 6. Establishes a Joint Information Center (JIC) and a Joint Information System (JIS) as necessary, 7. Supervises assistants, as necessary, 8. Monitors public information to identify and address rumors and misinformation, and 9. Responds to special situations within the incident.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021q)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. IS-29: Public Information Officer Awareness
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. Position Specific Training Course – See list on next page
5. IS-700: National Incident Management System, An Introduction	10. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. This position can be pursued as an **entry level** position (AHIMTA, 2018)
2. Successful completion of the NQS PTB for the NIMS Type 3 Incident Command System Public Information Officer (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021q)
3. Desired but not required:
  - a. Experience in incident management in a subordinate position (FEMA RTLT, 2021q)
    - i. Satisfactory performance as an Assistant Public Information Officer
    - ii. Full-time Agency Public Information Officer or related position

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021q)

1. Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR PIO3	PIO3 MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Public Information Officer</li><li>2. Assistant Public Information Officer</li><li>3. Full-time Agency Public Information Officer</li><li>4. Incident Commander Type 4</li><li>5. Incident Commander Type 3</li></ol>	<ol style="list-style-type: none"><li>1. Public Information Officer</li></ol>

**Position Specific Training Courses**

Any of the following courses will be accepted as position specific training courses for the ICS position of PIO:

1. E/L 0105 Public Information Basics
2. E/L 0952: NIMS ICS All-Hazards Public Information Officer
3. E/L 4952: NIMS ICS All-Hazards Public Information Officer (Next generation course, release date TBD)
4. G290 Basic Public Information Officer

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. E/L/K 0388 Advanced Public Information Officer
4. FEMA NDEMU Executive Public Information Officer (EPIO) Program: Comprised of three in-person courses and submission of an EPIO paper.
  - a. E/K 0389: Executive Public Information Leadership
  - b. E/K 0393: Executive Public Information Management
  - c. E/K 0394: Executive Public Information Application

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Liaison Officer (LOFR)**

**OVERALL FUNCTION** (FEMA RTLT, 2021j)

The Liaison Officer is a conduit of information and assistance between incident personnel and organizations that are assisting or cooperating with the response.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021j)

The Liaison Officer reports to the Incident Commander and works in the command functional area: 1. Serves as the single point of contact (POC) for Agency Representatives of assisting and cooperating entities including government departments and agencies—state, local, tribal and territorial (SLTT) and federal—as well as for jurisdictions, Nongovernmental Organizations (NGO), private sector organizations and other cooperating agencies and organizations, 2. Speaks on behalf of the Incident Commander to assisting and cooperating agencies, 3. Ensures that those who are not part of the command staff but who contribute to an incident’s prevention, protection, mitigation, response and recovery receive appropriate information and exchange communications with the Incident Management Team (IMT), 4. Establishes and coordinates interagency contact, 5. Monitors incidents for potential interagency problems, and 6. Informs coordinating agencies of incident status.

**REQUIRED TRAINING** (FEMA RTLT, 2021j)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. E/L 0956: National Incident Management System Incident Command System All-Hazards Liaison Officer Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
5. IS-700: National Incident Management System, An Introduction	

**EXPERIENCE**

1. This position can be pursued as an **entry level** position. (AHIMTA, 2018)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Liaison Officer. (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021j)

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021j)

1. Functions in this position or lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR LOFR	LOFR MAINTAINS CURRENCY FOR THESE POSITIONS
1. Liaison Officer	1. Liaison Officer
2. Agency Representative (AREP)	2. Agency Representative (AREP)

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**



Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Operations Section Chief Type 3 (OSC3/OPS3)**

**OVERALL FUNCTION** (FEMA RTLT, 2021n)

The Operations Section Chief manages tactical incident activities to achieve incident objectives and oversees Incident Action Plan (IAP) implementation.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021n)

The Operations Section Chief reports to the Incident Commander and works in the operations functional area: 1. Establishes or transitions into the Operations Section, 2. Supervises and configures the Operations Section with branches, divisions, groups, and units to support the incident, 3. Manages all operations and progress related to the incident, 4. Makes the tactical assignments documented in the IAP and directs the plan's execution, 5. Makes expedient changes to current operations based on incident complexity or scope; reports changes to the Incident Commander (IC), 6. Ensures the safety and welfare of Operations Section personnel, 7. Identifies resources required to achieve control objectives, evaluates resource status and tactical needs to determine resource assignments, and considers demobilization needs throughout the incident, and 8. Leads the operational plan for operational period briefings, reports special events, and implements the demobilization plan.

**REQUIRED TRAINING** (AHIMTA, 2018; FEMA RTLT, 2021n)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. E/L 0958: National Incident Management System Incident Command System All-Hazards Operations Section Chief Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
5. IS-700: National Incident Management System, An Introduction	

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (AHIMTA, 2018; FEMA, 2017a)
2. Successful completion of the NQS PTB for the NIMS Type 3 Operations Section Chief (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021n)
3. Desired but not required:
  - a. Experience in incident management in a subordinate position within the Operations Section (FEMA RTLT NQS)
    - i. Satisfactory performance as a Division or Group Supervisor (AHIMTA, 2018; DOI, 2020)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

- ii. Satisfactory performance as a Task Force Leader or Strike Team Leader, or equivalent supervisory experience

**PHYSICAL/MEDICAL FITNESS**

Intrastate Deployment (RTLTL)	Interstate Deployment (NWCG)
Light	Arduous

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLTL, 2021n)

1. Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR OSC3	OSC3 MAINTAINS CURRENCY FOR THESE POSITIONS
1. Operations Section Chief Type 3 2. Incident Commander Type 3 3. Division/Group Supervisor 4. Task Force/Strike Team Leader	1. Operations Section Chief Type 3 2. Incident Commander Type 3 3. Safety Officer Type 3 4. Division/Group Supervisor 5. Task Force/Strike Team Leader

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. Command and General Staff position specific courses (e.g., Safety Officer, Planning Section Chief)
4. IAT – A-100 Basic Aviation Safety Course <https://www.iat.gov/Training/modules/a100/>

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Division or Group Supervisor (DIVS)**

**OVERALL FUNCTION** (FEMA RTLT, 2019a)

The Division/Group Supervisor (DIVS) implements the portion of the Incident Action Plan (IAP) pertaining to his or her Division/Group, supervises assigned resources, reports on the progress of operations and the status of assigned resources, and provides assessment and context as input to the shared situational picture.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2019a)

The DIVS works in the Operations functional area and performs the following duties: 1. Supervises group/division resources, 2. Reviews division and group assignments, 3. Organizes and assigns resources into configurations to meet incident and tactical objectives, 4. Identifies resources assigned to a group/division, resources required to achieve control objectives, determines assigned resources' ability to complete assignment within the time frame to achieve strategies and objectives, and need for assistance on a work task., 5. Coordinates activities with adjacent Divisions/Groups and across functional areas, 6. Implements the portion of the IAP pertaining to his or her Division/Group., 7. Resolves logistical problems within the group/division, and 8. Reports resource status and special occurrences.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2019a)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L960: NIMS ICS All-Hazards Division/Group Supervisor Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (AHIMTA, 2018; FEMA, 2017a)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Division/Group Supervisor. (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2019a)
3. Desired but not required:
  - a. Experience in a position that applies the behaviors and competencies that support the DIVS, such as Task Force Leader, Strike Team Leader, or Type 4 Incident Commander (FEMA RTLT, 2019)

**PHYSICAL/MEDICAL FITNESS**

Intrastate Deployment (RTLT)	Interstate Deployment (NWCG)
Moderate	Arduous

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2019a)

1. Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

<b>THESE POSITIONS MAINTAIN CURRENCY FOR DIVS</b>	<b>DIVS MAINTAINS CURRENCY FOR THESE POSITIONS</b>
<ol style="list-style-type: none"><li>1. Division/Group Supervisor</li><li>2. Operations Section Chief Type 3</li><li>3. Incident Commander Type 3</li><li>4. Task Force/Strike Team Leader</li></ol>	<ol style="list-style-type: none"><li>1. Division/Group Supervisor</li><li>2. Operations Section Chief Type 3</li><li>3. Task Force/Strike Team Leader</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Task Force Leader (TFLD)**

**OVERALL FUNCTION**

All Hazards Task Force Leader (TFLD) directs **a combination of personnel, crews, and different types of resources/equipment** in performing tactical missions in a division, group, or segment of a division (DOI, 2020; NWCG, 2023ii). The TFLD implements the portion of the Incident Action Plan (IAP) pertaining to his or her Task Force, supervises assigned resources, reports on the progress of operations and the status of assigned resources, and provides assessment and context as input to the shared situational picture.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA, 2012; NWCG, 2023ii)

The TFLD works in Operations, reports to a Division or Group Supervisor, and performs the following: 1. Obtain a briefing from Division or Group Supervisor, 2. Attends Operations Briefing, 3. Reviews task force assignments with subordinates, 4. Supervises task force resources and monitors work progress and makes changes, when necessary, 5. Coordinates activities with adjacent Strike Team, Task Forces, and Single Resources; 6. Monitor safety of resources, 7. Reports situation information, resource status, and special occurrences to Division or Group Supervisor, and 8. Responsible for ensuring task force has all equipment, supplies, and personnel that are required to meet an assignment.

**REQUIRED TRAINING** (AHIMTA, 2018; NWCG, 2023jj)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L-984 Strike Team/Task Force Leader
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. None. This position can be pursued as an **entry level** position. (AHIMTA, 2018)
2. Successful completion of the Oklahoma Qualification System for ICS Positions Position Task Book (PTB) for Strike Team/Task Force Leader available for download at the Oklahoma Office of Homeland Security Website under the NIMS tab, Incident Management Team folder.
3. Desired but not required:
  - a. Experience and qualification in low and mid-level supervisory jobs that entail some decision making under stress. These positions should have equivalency to the skills and abilities of the ICS Single Resource Leader. Some examples are law enforcement sergeants or lieutenants, structural fire apparatus officers, Public Works crew supervisors, or an equivalent position requiring lead supervisory experience. (AHIMTA, 2018)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**PHYSICAL/MEDICAL FITNESS**

Intrastate Deployment (RTLTL)	Interstate Deployment (NWCG)
Moderate	Arduous

Task, function, mission, or type of assignment specific physical/medical required endorsements for Task Force Leader or Strike Team Leader positions:

<b>Task Force Leader Position</b>	<b>Physical/Medical Requirement</b>	<b>Source</b>
Ambulance Strike Team Leader	Arduous	RTLTL
Donations Coordination Task Force Leader (NQS)	Arduous	RTLTL
Emergency Medical Services Task Force Leader	Moderate	RTLTL
Housing Task Force Leader (NQS)	Light	RTLTL
Land Search and Rescue Strike Team/Task Force Leader	Arduous	RTLTL
Mass Evacuee Support Task Force Leader	Arduous	RTLTL
Medical Team or Task Force Leader	Moderate	RTLTL
Mine Search and Rescue Strike Team/Task Force Leader	Arduous	RTLTL
Mountain Search and Rescue Strike Team/Task Force Leader	Arduous	RTLTL
Post-Disaster Building Safety Evaluation Strike Team Leader	Moderate	RTLTL
Receiving, Staging, and Storage Task Force Leader	Moderate	RTLTL
Strike Team Leader Crew (STCR)	Arduous	NWCG
Strike Team Leader Engine (STEN)	Moderate	NWCG
Strike Team Leader Heavy Equipment (STEQ)	Moderate	NWCG
Strike Team Leader Military (STLM)	Arduous	FWFQS
Task Force Leader – Wildland Fire	Arduous	NWCG
Urban Search and Rescue (US&R) Task Force Leader	Arduous	RTLTL

**CURRENCY** (AHIMTA, 2018; DOI, 2020; NWCG, 2023jj)

- Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

<b>THESE POSITIONS MAINTAIN CURRENCY FOR TFLD</b>	<b>TFLD MAINTAINS CURRENCY FOR THESE POSITIONS</b>
<ol style="list-style-type: none"> <li>Task Force/Strike Team Leader</li> <li>Division/Group Supervisor</li> <li>Operations Section Chief Type 3</li> <li>Incident Commander Type 3</li> </ol>	<ol style="list-style-type: none"> <li>Task Force/Strike Team Leader</li> <li>Division/Group Supervisor</li> <li>Operations Section Chief Type 3</li> </ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

- Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
- Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Strike Team Leader (STLD)**

**OVERALL FUNCTION**

A Strike Team Leader (STLD) directs the **same kind and type of resources (personnel, crews, and equipment)** in performing tactical missions in a division, group, or segment of a division (NWCG, 2023ee). The STLD implements the portion of the Incident Action Plan (IAP) pertaining to his or her Strike Team, supervises assigned resources, reports on the progress of operations and the status of assigned resources, and provides assessment and context as input to the shared situational picture.

**DESCRIPTION/DUTIES** (FEMA, 2012; NWCG, 2023ee)

The STLD works in Operations, reports to a Division or Group Supervisor, and performs the following: 1. Obtain a briefing from Division or Group Supervisor, 2. Attends Operations Briefing, 3. Reviews task force assignments with subordinates, 4. Supervises task force resources and monitors work progress and makes changes, when necessary, 5. Coordinates activities with adjacent Strike Team, Task Forces, and Single Resources; 6. Monitor safety of resources, 7. Reports situation information, resource status, and special occurrences to Division or Group Supervisor, and 8. Responsible for ensuring task force has all equipment, supplies, and personnel that are required to meet an assignment.

**REQUIRED TRAINING** (FEMA RTLT; NWCG, 2023ff)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L-984 Strike Team/Task Force Leader
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. None. This position can be pursued as an **entry level** position. (AHIMTA, 2018)
2. Successful completion of the Oklahoma Qualification System for ICS Positions Position Task Book (PTB) for Strike Team/Task Force Leader available for download at the Oklahoma Office of Homeland Security Website under the NIMS tab, Incident Management Team folder.
3. Desired but not required:
  - a. Experience and qualification in low and mid-level supervisory jobs that entail some decision making under stress. These positions should have equivalency to the skills and abilities of the ICS Single Resource Leader. Some examples are law enforcement sergeants or lieutenants, structural fire apparatus officers, Public Works crew supervisors, or an equivalent position requiring lead supervisory experience. (AHIMTA, 2018)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**PHYSICAL/MEDICAL FITNESS**

Intrastate Deployment (RTLTL)	Interstate Deployment (NWCG)
Moderate	Arduous

Task, function, mission, or type of assignment specific physical/medical required endorsements for Task Force Leader or Strike Team Leader positions:

<b>Task Force Leader Position</b>	<b>Physical/Medical Requirement</b>	<b>Source</b>
Ambulance Strike Team Leader	Arduous	RTLTL
Donations Coordination Task Force Leader (NQS)	Arduous	RTLTL
Emergency Medical Services Task Force Leader	Moderate	RTLTL
Housing Task Force Leader (NQS)	Light	RTLTL
Land Search and Rescue Strike Team/Task Force Leader	Arduous	RTLTL
Mass Evacuee Support Task Force Leader	Arduous	RTLTL
Medical Team or Task Force Leader	Moderate	RTLTL
Mine Search and Rescue Strike Team/Task Force Leader	Arduous	RTLTL
Mountain Search and Rescue Strike Team/Task Force Leader	Arduous	RTLTL
Post-Disaster Building Safety Evaluation Strike Team Leader	Moderate	RTLTL
Receiving, Staging, and Storage Task Force Leader	Moderate	RTLTL
Strike Team Leader Crew (STCR)	Arduous	NWCG
Strike Team Leader Engine (STEN)	Moderate	NWCG
Strike Team Leader Heavy Equipment (STEQ)	Moderate	NWCG
Strike Team Leader Military (STLM)	Arduous	FWFQS
Task Force Leader – Wildland Fire	Arduous	NWCG
Urban Search and Rescue (US&R) Task Force Leader	Arduous	RTLTL

**CURRENCY** (AHIMTA, 2018; DOI, 2020; NWCG 2023ff)

- Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

<b>THESE POSITIONS MAINTAIN CURRENCY FOR STLD</b>	<b>STLD MAINTAINS CURRENCY FOR THESE POSITIONS</b>
<ol style="list-style-type: none"> <li>Task Force/Strike Team Leader</li> <li>Division/Group Supervisor</li> <li>Operations Section Chief Type 3</li> <li>Incident Commander Type 3</li> </ol>	<ol style="list-style-type: none"> <li>Task Force/Strike Team Leader</li> <li>Division/Group Supervisor</li> <li>Operations Section Chief Type 3</li> </ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

- Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
- Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**



Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Planning Section Chief Type 3 (PSC3)**

**OVERALL FUNCTION** (NWCG, 2023w)

The Planning Section Chief Type 3 (PSC3) manages all aspects of incident planning, situation and resource status, and demobilization of an incident. The PSC3 supervises members of the Planning section and may perform all functions of various positions in that section dependent upon incident complexity and assigned resources. The PSC3 is part of the Command and General (C&G) and reports to the Incident Commander (IC) under typical incident organizations. The PSC3 works in the Planning functional area.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021o)

The Planning Section Chief reports to the Incident Commander and works in the planning functional area:

1. Establishes or transitions into the Planning Section,
2. Supervises and configures section with units and single resources as necessary,
3. Submits incident status reports,
4. Facilitates the planning process,
5. Manages the planning cycle,
6. Oversees preparation of the Incident Action Plan IAP for each operational period,
7. Manages the creation of the demobilization plan,
8. Oversees incident-related data gathering and analysis regarding incident operations and assigned resources,
9. Facilitates and disseminates incident information to maintain situational awareness (current and future), and
10. Provides periodic predictions on incident potential and incident courses of action.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021o; NWCG, 2023x)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. E/L 0962: National Incident Management System Incident Command System All-Hazards Planning Section Chief Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
5. IS-700: National Incident Management System, An Introduction	

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (AHIMTA, 2018; FEMA, 2017a)
2. Successful completion of the NQS PTB for the NIMS Type 3 Planning Section Chief. (AHIMTA, 2018; FEMA RTLT, 2021o; NWCG, 2023x)
3. Desired but not required:
  - a. Experience in incident management in a subordinate position within the Planning Section. (FEMA RTLT, 2021o)
    - i. Situation Unit Leader
    - ii. Resource Unit Leader

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

- iii. Demobilization Unit Leader
- iv. Documentation Unit Leader

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021o; NWCG, 2023x)

1. Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR PSC3	PSC3 MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Planning Section Chief Type 3</li><li>2. Incident Commander Type 3</li><li>3. Resource Unit Leader</li><li>4. Situation Unit Leader</li><li>5. Demobilization Unit Leader</li><li>6. Status/Check-In Recorder</li></ol>	<ol style="list-style-type: none"><li>1. Planning Section Chief Type 3</li><li>2. Resource Unit Leader</li><li>3. Situation Unit Leader</li><li>4. Demobilization Unit Leader</li><li>5. Documentation Unit Leader</li><li>6. Status/Check-In Recorder</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. E/L-965 All-Hazards Resources Unit Leader (or Equivalent)
4. E/L-964 All-Hazards Situation Unit Leader (or Equivalent)
5. Incident Base Automation Software such as e-ISuite (AHIMTA, 2018)
6. EOC management software such as WebEOC (AHIMTA, 2018)
7. Resource check-in and tracking and IAP software such as TRG – IAP Software or Rhodium Incident Management

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Situation Unit Leader (SITL)**

**OVERALL FUNCTION** (FEMA RTLT, 2021t)

The Situation Unit Leader oversees unit staff who collect, process, and organize situation information, prepare situation summaries, and develop projections and forecasts related to the incident.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2021t)

The Situation Unit Leader reports to the Planning Section Chief and works in the Planning functional area:

1. Establishes or transitions into a unit under the Planning Section, 2. Configures unit with personnel to support the incident, 3. Oversees unit staff in: a. Preparing situation summaries, b. Identifying graphical and numerical projections and displaying incident information relating to movement, growth, mitigation or activities; c. Projecting and forecasting changes to provide and maintain a Common Operating Picture (COP)/Situation Picture (SITPIC), d. Preparing maps, charts, and graphs as necessary; e. Preparing for and participating in planning meetings, f. Providing up-to-date situational awareness and incident status, and g. Collecting, processing, organizing, displaying and disseminating incident information and intelligence.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021t; NWCG, 2023dd)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L 0964: National Incident Management System Incident Command System All-Hazards Situation Unit Leader Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. None. This position can be pursued as an **entry level** position. (AHIMTA, 2018; NWCG, 2023dd)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Situation Unit Leader. (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021t; NWCG, 2023dd)
3. Desired but not required:
  - a. Experience in gathering, updating, and applying situational information to make informed strategic decisions and to exchange relevant incident information. (FEMA RTLT, 2021s)
  - b. Experience in incident management in a subordinate position. (FEMA RTLT, 2021s)

**PHYSICAL/MEDICAL FITNESS**

Light (FEMA RTLT, 2021t, NWCG)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021t; NWCG, 2023dd)

1. Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR SITL	SITL MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Planning Section Chief Type 3</li><li>2. Situation Unit Leader</li></ol>	<ol style="list-style-type: none"><li>1. Planning Section Chief Type 3</li><li>2. Situation Unit Leader</li><li>3. Display Processor (DPRO)</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. Incident Base Automation Software such as e-ISuite (AHIMTA, 2018)
4. EOC management software such as WebEOC (AHIMTA, 2018)
5. Resource check-in and tracking and IAP software such as TRG – IAP Software or Rhodium Incident Management

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Resource Unit Leader (RESL)**

**OVERALL FUNCTION** (FEMA RTLT, 2021r; NWCG, 2023aa)

The Resources Unit Leader establishes all incident check-in and tracking activities including preparing and processing resource status information and maintaining a master list of all resources assigned to the incident and their assignment, location, and status at the incident.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2021r)

The Resources Unit Leader reports to the Planning Section Chief and works in the Planning functional are:

1. Establishes or transitions into a unit under the Planning Section, 2. Configures unit with personnel to support operations, 3. Compares resource needs with a list of resources available for assignment and follows the ordering process to submit completed resource requests, as necessary, 4. Coordinates with other units to maintain the status of available, assigned and out-of-service resources, 5. Ensures all assigned resources have checked in at the incident, 6. Helps to prepare the Incident Action Plan, and 7. Coordinates with the Demobilization Unit to track demobilizing resources.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021r; NWCG, 2023bb)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	7. IS-706: NIMS Intrastate Mutual Aid – An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	8. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	9. E/L 0965: National Incident Management System Incident Command System All-Hazards Resources and Demobilization Unit Leaders Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	10. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
5. IS-700: National Incident Management System, An Introduction	11. IS-2900: National Disaster Recovery Framework (NDRF) Overview
6. IS-703: National Incident Management System Resource Management	

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (AHIMTA, 2018; FEMA, 2017a)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Resources Unit Leader. (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021r; NWCG, 2023bb)
3. Desired but not required:
  - a. Experience in incident management in a subordinate position. (AHIMTA, 2018; FEMA RTLT, 2021r)
  - i. Status/Check-In Recorder (SCKN)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021r; NWCG, 2023bb)

Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR RESL	RESL MAINTAINS CURRENCY FOR THESE POSITIONS
1. Planning Section Chief Type 3 2. Situation Unit Leader 3. Demobilization Unit Leader 4. Status/Check-in Recorder	1. Planning Section Chief Type 3 2. Situation Unit Leader 3. Demobilization Unit Leader 4. Status/Check-in Recorder

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. Incident Base Automation Software such as e-ISuite (AHIMTA, 2018)
4. EOC management software such as WebEOC (AHIMTA, 2018)
5. Resource check-in and tracking and IAP software such as TRG – IAP Software or Rhodium Incident Management

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Demobilization Unit Leader (DMOB)**

**OVERALL FUNCTION** (FEMA RTLT, 2021c; NWCG, 2023e)

The Demobilization Unit Leader (DMOB) assists the Command and General Staff (C&G) in ensuring the orderly, safe, and efficient movement of personnel and equipment from the incident. The Demobilization Unit Leader oversees unit staff who develop an incident demobilization plan that includes specific instructions for all personnel and other resources to be demobilized.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2021c)

The Demobilization Unit Leader reports to the Planning Section Chief and works in the Planning functional area: 1. Establishes or transitions into a unit under the Planning Section, 2. Configures unit with personnel to support the incident, 3. Oversees the collection, evaluation and dissemination of information on the demobilization of all incident resources, 4. Manages the development and dissemination of the demobilization plan, 5. Monitors demobilization process and progress, and 6. Coordinates implementation of the demobilization plan

**REQUIRED TRAINING** (AHIMTA, 2018; FEMA RTLT, 2021c)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L 0965: National Incident Management System Incident Command System All-Hazards Resources and Demobilization Unit Leaders Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

4. None. This position can be pursued as an **entry level** position. (AHIMTA, 2018)
5. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Demobilization Unit Leader. (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021c; NWCG, 2023f)
6. Desired but not required:
  - a. Satisfactory performance as a Resource Unit Leader (NWCG, 2023f)

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021c; NWCG, 2023f)

Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR DMOB	DMOB MAINTAINS CURRENCY FOR THESE POSITIONS
1. Planning Section Chief Type 3 2. Resource Unit Leader 3. Documentation Unit Leader	1. Planning Section Chief Type 3 2. Resource Unit Leader 3. Documentation Unit Leader 4. Status/Check-in Recorder

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. Incident Base Automation Software such as e-ISuite (AHIMTA, 2018)
4. EOC management software such as WebEOC (AHIMTA, 2018)
5. Resource check-in and tracking and IAP software such as TRG – IAP Software or Rhodium Incident Management

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**



Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Documentation Unit Leader (DOCL)**

**OVERALL FUNCTION** (FEMA RTLT, 2021d; NWCG, 2023g)

The Documentation Unit Leader oversees unit staff who maintain accurate and complete incident files and data for legal, analytical, and historical purposes, including a complete record of the major steps taken to resolve the incident.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021d; NWCG, 2023g)

The Documentation Unit Leader reports to the Planning Section Chief and works in the Planning functional area: 1. Establishes or transitions into a unit under the Planning Section, 2. Configures unit with personnel and essential equipment to support the incident, 3. Establishes and oversees the maintenance of accurate, complete, up-to-date incident files and filing system, 4. Ensures that each section maintains and submits appropriate files for post-incident documentation purposes, 5. Provides duplication services to support incident operations, 6. Assists with compiling, reproducing and distributing the Incident Action Plan (IAP), 7. Ensures that all personnel who handle data or intelligence are aware of and maintain a document security plan to manage the confidentiality and security of any classified, confidential, sensitive and For Official Use Only (FOUO) documentation, intelligence, data or incident information, and 8. Produces, tracks, compiles, packs, and arranges for the storage of the final incident documentation package comprised of incident files for the agency having jurisdiction.

**REQUIRED TRAINING** (AHIMTA, 2018; FEMA RTLT, 2021d; NWCG, 2023h)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction 6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction 7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	

**EXPERIENCE**

1. None. This position can be pursued as an **entry level** position. (AHIMTA, 2018)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Documentation Unit Leader. (FEMA RTLT, 2021d)
3. Desired but not required:
  - a. Experience in gathering, updating, and applying situational information to make informed strategic decisions and in exchanging relevant incident information. (FEMA RTLT, 2021d)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021d; NWCG, 2023h)

Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR DOCL	DOCL MAINTAINS CURRENCY FOR THESE POSITIONS
1. Planning Section Chief Type 3 2. Documentation Unit Leader 3. Demobilization Unit Leader 4. Resource Unit Leader	1. Planning Section Chief Type 3 2. Documentation Unit Leader 3. Demobilization Unit Leader 4. Resource Unit Leader

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. NWCG J-342 Documentation Unit Leader Job Aid
4. Incident Base Automation Software such as e-ISuite (AHIMTA, 2018)
5. EOC management software such as WebEOC (AHIMTA, 2018)
6. Resource check-in and tracking and IAP software such as TRG – IAP Software or Rhodium Incident Management

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Logistics Section Chief Type 3 (LSC3)**

**OVERALL FUNCTION** (FEMA RTLT, 2021k)

The Logistics Section Chief oversees the provision of all the incident's support needs—such as ordering resources and providing facilities, transportation, supplies, equipment maintenance, equipment fuel, communications and food and medical services—for incident personnel.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021k; NWCG, 2023r)

The Logistics Section Chief reports to the Incident Commander and works in the logistics functional area: 1. Establishes or transitions into the Logistics Section, 2. Configures the section with branches and units to support operations, as necessary, 3. Supervises the Communications (**COML**), Medical (**MEDL**), Food (**FDUL**), Supply (**SPUL**), Facilities (**FACL**), and Ground Support (**GSUL**) Unit Leaders when those positions are filled, 4. When unit leader positions are not filled, the LSC3 performs tasks assigned to that unit as needed. 5. Manages logistical needs, 6. Provides facilities, services, personnel, and materials in support of the incident, and 7. Advises the Incident Commander (IC) on all matters related to logistics planning, facilities, communications and the ordering, receipt, storage, transport and onward.

**REQUIRED TRAINING** (FEMA RTLT, 2021k; NWCG, 2023s)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. E/L 0967: National Incident Management System Incident Command System All-Hazards Logistics Section Chief
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
5. IS-700: National Incident Management System, An Introduction	

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (AHIMTA, 2018; FEMA, 2017a)
2. Successful completion of the NQS PTB for the NIMS Type 3 Logistics Section Chief. (AHIMTA, 2018; FEMA RTLT, 2021k; NWCG, 2023s)
3. Desired but not required:
  - a. Experience in incident management in a subordinate position within the Logistics Section. (FEMA RTLT, 2021k; NWCG, 2023s)
    - i. Communications Unit Leader
    - ii. Medical Unit Leader
    - iii. Food Unit Leader
    - iv. Supply Unit Leader

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

- v. Facility Unit Leader
- vi. Ground Support Unit Leader

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021k; NWCG, 2023s)

1. Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR LSC3	LSC3 MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Logistics Section Chief Type 3</li><li>2. Incident Commander Type 3</li><li>3. Facilities Unit Leader</li><li>4. Ground Support Unit Leader</li><li>5. Service Branch Director</li><li>6. Supply Unit Leader</li><li>7. Support Branch Director</li></ol>	<ol style="list-style-type: none"><li>1. Logistics Section Chief Type 3</li><li>2. Incident Commander Type 3</li><li>3. Communications Unit Leader</li><li>4. Facilities Unit Leader</li><li>5. Food Unit Leader</li><li>6. Ground Support Unit Leader</li><li>7. Medical Unit Leader</li><li>8. Service Branch Director</li><li>9. Supply Unit Leader</li><li>10. Support Branch Director</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. E/L-0970 All-Hazards Supply Unit Leader
4. E/L-0971 All-Hazards Facilities Unit Leader
5. E/L-0969 All-Hazards Communications Unit Leader
6. Incident Base Automation Software such as e-ISuite (AHIMTA, 2018)
7. EOC management software such as WebEOC (AHIMTA, 2018)
8. Resource check-in and tracking and IAP software such as TRG – IAP Software or Rhodium Incident Management

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Communications Unit (COMU) Positions**

The State Qualification System Appendix A **does not** apply to the following Communication Unit positions:

- Communications Unit Coordinator (COMC)
- Communications Unit Leader (COML)
- Communications Unit Technician (COMT)
- Incident Communications Center Manager (INCM)
- Incident Tactical Dispatcher (INTD)
- Radio Operator (RADO)
- Information Technology Support Unit Leader (ITSL)

The Oklahoma Communications Unit Executive Committee handles the qualification and certification of Communication Unit positions.

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Medical Unit Leader (MEDL)**

**OVERALL FUNCTION** (DOI, 2020; FEMA RTLT, 2021m)

The Medical Unit Leader coordinates the medical needs of incident personnel and supervises the Medical Unit.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021m; NWCG, 2023t)

The Medical Unit Leader reports to the Logistics Section Chief or Safety Officer and works in the logistics functional area: 1. Ensures occupational health of all incident personnel, including planning for and coordinating incident emergency response. Incident emergency response often involves Medical Unit Leader coordination of patient evacuations/extractions from remote areas requiring good knowledge of available resources and their capability, 2. Establish contact and maintain relationships with local medical facilities, 3. Arrange for appropriate transport during a medical emergency, 4. Prepares the Medical Plan (ICS-206) and procedures for a major medical emergency, 5. Provides aid to incident personnel in a timely manner; and 6. Evaluates the medical unit's ability to perform patient care.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021m; NWCG, 2023u)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	

**EXPERIENCE**

1. Required minimum - National Registry and Oklahoma State licensure as an Emergency Medical Technician (EMT) or equivalent. (AHIMTA, 2018; DOI, 2020; NWCG, 2023u)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Medical Unit Leader. (AHIMTA, 2018; FEMA RTLT, 2021m; NWCG, 2023u)
3. Desired but not required:
  - a. Experience with emergency medical services including triage, pre-hospital care, and patient transport.

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY (FEMA RTLT, 2021m)**

1. Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR MEDL	MEDL MAINTAINS CURRENCY FOR THESE POSITIONS
1. Medical Unit Leader	1. Medical Unit Leader

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. NWCG S-359 Medical Unit Leader (AHIMTA, 2018; DOI, 2020; NWCG, 2023u)

**PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS (AHIMTA, 2018; FEMA RTLT, 2021m; NWCG, 2023u)**

1. Minimum - National Registry and Oklahoma State licensure as an Emergency Medical Technician (EMT) or equivalent

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Food Unit Leader (FDUL)**

**OVERALL FUNCTION** (FEMA RTLT, 2021g; NWCG, 2023m)

The Food Unit Leader oversees unit staff who determine the food and hydration needs of personnel assigned to the incident and plan menus, order food, provide cooking facilities, cook, serve food, maintain food service areas, and manage food security and safety.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021g; NWCG, 2023m)

The Food Unit Leader reports to the Logistics Section Chief and works in the logistics functional area: 1. Establishes or transitions into a unit under the Logistics Section, 2. Configures unit with personnel to support operations, 3. Manages the Food Unit for emergency response, disaster response and relief personnel, 4. Coordinates feeding of response personnel using field kitchens, contracted catering, and other available resources, 5. Determines feeding needs at all incident facilities; responsibilities include menu plans, facilities for food preparation and serving, potable water and maintenance of food service areas; 6. Ensures staff take appropriate health and safety measures during food preparation and service, 7. Conducts routine inspections, 8. Interfaces with contractor personnel, and 9. Keeps inventory of food and monitors food orders.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021g; NWCG, 2023n)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	

**EXPERIENCE**

1. None; This position can be pursued as an **entry level** position. (AHIMTA, 2018)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Food Unit Leader. (AHIMTA, 2018; FEMA RTLT, 2021g, NWCG, 2023n)
3. Desired but not required: (FEMA RTLT, 2021g)
  - a. Experience in feeding, or organizing the feeding of, large groups (three meals per day for 50 to 250 persons) for multiple days.
  - b. Experience in developing, coordinating, and evaluating integrated and comprehensive plans for food preparation, as well as coordinating the feeding of large groups.

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)



Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY (FEMA RTLT, 2021g)**

1. Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR FDUL	FDUL MAINTAINS CURRENCY FOR THESE POSITIONS
1. Logistics Section Chief Type 3 2. Food Unit Leader	1. Food Unit Leader

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. NWCG S-357 Food Unit Leader (AHIMTA, 2018; NWCG, 2023n)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Supply Unit Leader (SUPL)**

**OVERALL FUNCTION** (FEMA RTLT, 2021u; NWCG, 2023gg)

The Supply Unit Leader oversees unit staff who order personnel, equipment, and supplies for incidents; and receive, process, store, inventory and distribute all incident-related supplies/materials. The Supply Unit Leader also oversees unit staff who assist in projecting resource needs.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2021u; NWCG, 2023gg)

The Supply Unit Leader reports to the Logistics Section Chief and works in the logistics functional area: 1. Establishes or transitions into a unit under the Logistics Section, 2. Configures unit with personnel to meet incident needs, 3. May supervise a Receiving and Distribution Manager (**RCDM**) and an Ordering Manager (**ORDM**), 4. Supervises the ordering of resources—including personnel, equipment, and supplies—for incident support, 5. Oversees the receiving, processing, storage, inventorying, and distribution of incident-related resources and supplies, 6. Determines the right size inventory, and 7. Helps project operational support resource needs

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021u; NWCG, 2023hh)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L 0970: National Incident Management System Incident Command System All-Hazards Supply Unit Leader
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (AHIMTA, 2018; FEMA, 2017a)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Supply Unit Leader. (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021u; NWCG, 2023hh)
3. Desired but not required: (FEMA RTLT, 2021u)
  - a. Leadership experience in incident management in a subordinate position, including experience in ordering, receiving and inventorying resources, as well as managing incident logistics.
    - i. Ordering Manager (ORDM)
    - ii. Receiving/Distribution Manager (RCDM)

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021u; NWCG, 2023hh)

1. Functions in this position, a lower position, or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR SUPL	SUPL MAINTAINS CURRENCY FOR THESE POSITIONS
1. Logistics Section Chief Type 3 2. Supply Unit Leader 3. Ordering Manager 4. Receiving/Distribution Manager	1. Logistics Section Chief Type 3 2. Supply Unit Leader 3. Ordering Manager 4. Receiving/Distribution Manager

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. IS-703: National Incident Management System Resource Management
4. IS-706: NIMS Intrastate Mutual Aid – An Introduction
5. The Practice and Implementation of EMAC available at <https://www.emacweb.org/moodle/>

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Facilities Unit Leader (FACL)**

**OVERALL FUNCTION** (FEMA RTLT, 2021e; NWCG, 2023i)

The Facilities Unit Leader (FACL) is responsible for organizing and supervising the Facilities Unit. The Facility Unit establishes, sets up, maintains, and demobilizes the Incident Command Post (ICP), incident base facilities, and other incident facilities used in support of incident operations. and who provide facility maintenance and law enforcement/security services necessary for incident support.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021e; NWCG, 2023i)

The Facilities Unit Leader reports to the Logistics Section Chief and works in the logistics functional area: 1. Establishes or transitions into a unit under the Logistics Section, 2. Configures unit with personnel to support operations, 3. May supervises Base Camp Managers (**BCMG**), Security Manager (**SECM**), contractors, and Camp Crews. 4. Coordinates the setup, layout, maintenance, and demobilization of all incident facilities, 5. Coordinates and oversees support services for incident facilities, such as: a. Maintenance b. Law enforcement/security services for incident facilities c. Communications d. Supplies e. Food and beverage, 6. Coordinates with the Finance and Administration Section on facility location agreements, 7. Ensures shower units compliance, and 8. Manages base and camp operations.

**REQUIRED TRAINING** (AHIMTA, 2018; Doi, 2020; FEMA RTLT, 2021e; NWCG, 2023j)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L 0971: National Incident Management System Incident Command System All-Hazards Facilities Unit Leader Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (AHIMTA, 2018; FEMA, 2017a)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Facilities Unit Leader. (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021e; NWCG, 2023j)
3. Desired but not required: (FEMA RTLT, 2021e)
  - a. Leadership experience in incident management in a subordinate position, with an emphasis in facilities management
    - i. Base/Camp Manager (BCMG)

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021e; NWCG, 2023j)

1. Functions in this position, a lower position, or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

<b>THESE POSITIONS MAINTAIN CURRENCY FOR FACL</b>	<b>FACL MAINTAINS CURRENCY FOR THESE POSITIONS</b>
1. Logistics Section Chief Type 3 2. Facilities Unit Leader 3. Base/Camp Manager	1. Logistics Section Chief Type 3 2. Facilities Unit Leader 3. Base/Camp Manager

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Ground Support Unit Leader (GSUL)**

**OVERALL FUNCTION** (FEMA RTLT, 2021h)

The Ground Support Unit Leader oversees unit staff who provide ground transportation in support of incident operations, oversees the maintenance and repair of vehicles and mobile ground support equipment, and performs pre- and post-use inspections on all ground equipment assigned to an incident. The Ground Support Unit Leader also oversees the supply of fuel for incident mobile equipment and the development and implementation of the incident traffic plan.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021h; NWCG, 2023o)

The Ground Support Unit Leader reports to the Logistics Section Chief and works in the logistics functional area: 1. Establishes or transitions into a unit under the Logistics Section, 2. Configures unit with personnel to support operations, 3. Plans, staffs, and manages the Ground Support Unit to meet incident needs safely, 4. Supervises Equipment Manager(s) (**EQPM**), contractors, and driver(s), 5. Coordinates with the Logistics Section and other sections to help meet overall incident objectives, 6. Manages the following: a. Support for out-of-service resources, b. Transportation for personnel, supplies, food and equipment, c. Fueling, service, maintenance and repair for vehicles and other ground support equipment; 7. Conducts an incident road survey to determine maintenance requirements, and corrects road system safety hazards, 8. Development and implementation of the incident transportation and traffic plans.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021h; NWCG, 2023p)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	

**EXPERIENCE**

1. None; This position can be pursued as an **entry level** position. (AHIMTA, 2018)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Ground Support Unit Leader. (AHIMTA, 2023; DOI, 2020; FEMA RTLT, 2021h; NWCG, 2023p)
3. Desired but not required: (FEMA RTLT, 2021h)
  - a. Experience in incident management in a subordinate position within the Logistics Section
    - i. Equipment Manager (EQPM) (DOI, 2020; NWCG, 2023p)

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021h; NWCG, 2023p)

1. Functions in this position, a lower position, or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR GSUL	GSUL MAINTAINS CURRENCY FOR THESE POSITIONS
1. Logistics Section Chief Type 3 2. Gound Support Unit Leader 3. Equipment Manager	1. Logistics Section Chief Type 3 2. Ground Support Unit Leader 3. Equipment Manager

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. NWCG S-355 Ground Support Unit Leader (AHIMTA, 2018; NWCG, 2023p)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Finance/Administration Section Chief Type 3 (FSC3)**

**OVERALL FUNCTION** (FEMA RTLT, 2021f; NWCG,2023k)

The Finance/Administration Section Chief Type 3 (FSC3) is responsible for all financial, administrative, and cost analysis aspects of the incident. The FSC3 may perform all functions of various positions dependent upon incident complexity or oversees staff responsible for recording personnel time, negotiating leases, maintaining vendor contracts, administering claims, and tracking and analyzing incident costs.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021f)

The Finance/Administration Section Chief reports to the Incident Commander and works in the finance/administration functional area: 1. Establishes or transitions into an existing Finance/Administration Section, 2. Supervises and configures section with units to support incident as necessary, 3. Is responsible for the financial, administrative, and cost analysis aspects of an incident; 4. Develops the Finance/ Administration Section's operating plan, 5. Creates, maintains, and transfers section documentation; 6. Maintains contact with agency administrative headquarters on finance and administration matters as the Authority Having Jurisdiction (AHJ) directs, 7. Coordinates with assisting and cooperating agency representatives on finance-related issues, 8. Advises the Incident Commander (IC) on financial and administrative matters, 9. Reviews contracts, memoranda of understanding, and cooperative agreements; 10. Shares pertinent finance and administrative information that may affect the incident management team; and 11. Provides financial summary information on current operations.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021f; NWCG, 2023I)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. E/L 0973: National Incident Management System Incident Command System All-Hazards Finance/ Administration Section Chief,
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
5. IS-700: National Incident Management System, An Introduction	

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (AHIMTA, 2018; FEMA, 2017a)
2. Successful completion of the NQS PTB for the NIMS Type 3 Finance/ Administration Section Chief. (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021f; NWCG, 2023I)
3. Desired but not required:
  - a. Experience in incident management in a subordinate position. (FEMA RTLT, 2021f)
    - i. Time Unit Leader
    - ii. Procurement Unit Leader



Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

- iii. Compensation and Claims Unit Leader
- iv. Cost Unit Leader

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021f; NWCG, 2023l)

1. Functions in this position, a higher position, or a lower position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR FSC3	FSC3 MAINTAINS CURRENCY FOR THESE POSITIONS
1. Finance/Administration Section Chief Type 3 2. Incident Commander Type 3 3. Cost Unit Leader 4. Compensation/Claims Unit Leader 5. Procurement Unit Leader 6. Time Unit Leader	1. Finance/Administration Section Chief Type 3 2. Incident Commander Type 3 3. Cost Unit Leader 4. Compensation/Claims Unit Leader 5. Procurement Unit Leader 6. Time Unit Leader

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. E/L-975 All-Hazards Finance/Administration Section Unit Leader. (AHIMTA, 2018)
4. IS-703: National Incident Management System Resource Management
5. IS-706: NIMS Intrastate Mutual Aid – An Introduction
6. The Practice and Implementation of EMAC available at <https://www.emacweb.org/moodle/>
7. Incident Base Automation Software such as e-ISuite (AHIMTA, 2018)
8. EOC management software such as WebEOC (AHIMTA, 2018)
9. Resource check-in and tracking and IAP software such as TRG – IAP Software or Rhodium Incident Management

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Cost Unit Leader (COST)**

**OVERALL FUNCTION** (FEMA RTLT, 2021b; NWCG, 2023c)

The Cost Unit Leader Is responsible for collecting and recording all cost data, performing cost-effectiveness analyzes, and providing cost estimates and cost-saving recommendations.

**DESCRIPTION/DUTIES** (DOI, 2020; FEMA RTLT, 2021b; NWCG, 2023c)

The Cost Unit Leader reports to the Finance/Administration Section Chief and works in the finance/administration functional area: 1. Establishes or transitions into a unit under the Finance/Administration Section, 2. Configures unit with personnel to support the incident, 3. Oversees unit staff in: a. Collecting and recording incident cost data, b. Maintaining cumulative incident cost documentation at the direction of the Finance/Administration Section Chief to meet Authority Having Jurisdiction (AHJ) needs, c. Performing cost-effectiveness analyses, and d. Providing incident-related cost estimates and cost-saving recommendations; 4. Works with interagency partners on information needs to produce billing documents, 5. Coordinates with incident agency to acquire off incident support costs, and 6. Ensures all cost information is accurate.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021b; NWCG, 2023d)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L 0975: National Incident Management System Incident Command System All-Hazards Finance/Administration Unit Leader
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. None; This position can be pursued as an **entry level** position. (AHIMTA, 2018; DOI, 2020; NWCG, 2023d)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Cost Unit Leader. (DOI, 2020; FEMA RTLT, 2021b; NWCG, 2023d)
3. Desired but not required:
  - a. Experience in incident management in a finance-related position. (FEMA RTLT, 2021b)
  - b. Knowledge, Skills, and Abilities: (FEMA RTLT, 2021b)
    - i. Knowledge of financial management concepts and principles
    - ii. Knowledge of time- and cost-tracking systems, such as spreadsheet software or automated systems

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021b; NWCG, 2023d)

1. Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR COST	COST MAINTAINS CURRENCY FOR THESE POSITIONS
1. Finance/Administration Section Chief Type 3 2. Cost Unit Leader	1. Finance/Administration Section Chief Type 3 2. Cost Unit Leader

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. IS-703: National Incident Management System Resource Management
4. IS-706: NIMS Intrastate Mutual Aid – An Introduction
5. The Practice and Implementation of EMAC available at <https://www.emacweb.org/moodle/>
6. Incident Base Automation Software such as e-ISuite (AHIMTA, 2018)
7. EOC management software such as WebEOC (AHIMTA, 2018)
8. Resource check-in and tracking and IAP software such as TRG – IAP Software or Rhodium Incident Management

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Compensation/Claims Unit Leader (COMP)**

**OVERALL FUNCTION** (DOI, 2020; FEMA RTLT, 2021a; NWCG, 2023a)

The Compensation and Claims Unit Leader oversees unit staff responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident. Coordinates with personnel to ensure completion of claims documentation, injury/illness reporting, and with medical unit leader and safety officer for any accident.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2021a)

The Compensation and Claims Unit Leader reports to the Finance/Administration Section Chief and works in the finance/administration functional area: 1. Establishes or transitions into a unit under the Finance/Administration Section, 2. Configures unit with personnel to support incident needs, in consultation with the Finance/Administration Section Chief, 3. Reviews and coordinates procedures for handling compensation and claims, 4. Maintains cumulative incident compensation and claims documentation, 5. Coordinates status of accident and injury-related investigations, 6. Advises on the nature and status of all existing and potential claims, 7. Coordinates closely with the Medical Unit, Cost Unit and Safety Officer, and 8. Coordinates with the Authority Having Jurisdiction (AHJ) to maintain documentation.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021a; NWCG, 2023b)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L 0975: National Incident Management System Incident Command System All-Hazards Finance/Administration Unit Leader
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. None; This position can be pursued as an **entry level** position. (AHIMTA, 2018; NWCG, 2023b)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Compensation and Claims Unit Leader. (DOI, 2020; FEMA RTLT, 2021a; NWCG, 2023b)
3. Desired but not required:
  - a. Experience in incident management in a finance-related position. (FEMA RTLT, 2021a)
  - b. Knowledge, Skills, and Abilities: (FEMA RTLT, 2021a)
    - i. Knowledge of financial management concepts and principles

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021a; NWCG, 2023b)

1. Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR COMP	COMP MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Finance/Administration Section Chief Type 3</li><li>2. Compensation/Claims Unit Leader</li><li>3. Full-time Agency Risk Manager or equivalent position</li><li>4. Full-time Agency Claims Analyst or equivalent position</li></ol>	<ol style="list-style-type: none"><li>1. Finance/Administration Section Chief Type 3</li><li>2. Compensation/Claims Unit Leader</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Procurement Unit Leader (PROC)**

**OVERALL FUNCTION** (DOI, 2020; FEMA RTLT, 2021p; NWCG, 2023y)

The Procurement Unit Leader is responsible for administering financial matters pertaining to leases, vendor contracts, and fiscal agreements, overseeing unit staff, and ensuring compliance with incident agency policy.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2021p; NWCG, 2023y)

The Procurement Unit Leader reports to the Finance/Administration Section Chief and works in the finance/administration functional area: 1. Establishes or transitions into a unit under the Finance/Administration Section, 2. Configures unit with personnel to meet incident needs, 3. May Supervise an Equipment Time Recorder (**EQTR**) 4. Manages the administration of financial matters pertaining to vendor contracts, leases, and fiscal agreements, as the Authority Having Jurisdiction (AHJ) delegates; 5. Manages the administration of documentation associated with equipment rental and supply contracts, 6. Works with operations and logistics personnel to meet incident needs under the delegation the AHJ provides, and 7. Ensures complete, organized contract documentation and works closely with the AHJ to ensure timely contract closeout.

**REQUIRED TRAINING** (FEMA RTLT, 2021p; NWCG, 2023z)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L 0975: National Incident Management System Incident Command System All-Hazards Finance/Administration Unit Leader
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. None; This position can be pursued as an **entry level** position. (AHIMTA, 2018)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Procurement Unit Leader. (DOI, 2020; FEMA RTLT, 2021p; NWCG, 2023z)
3. Desired but not required:
  - a. Experience in incident management in a finance-related position. (FEMA RTLT, 2021p)
  - b. Knowledge, Skills, and Abilities: (FEMA RTLT, 2021p)
    - i. Knowledge of financial management concepts and principles
    - ii. Understanding of private, local, state, tribal, territorial, and federal acquisition and procurement processes, policies, and procedures as well as applicable laws and regulations

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)

**CURRENCY** (AHIMTA, 2018; FEMA RTLT, 2021p; NWCG, 2023z)

1. Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR PROC	PROC MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Finance/Administration Section Chief Type 3</li><li>2. Procurement Unit Leader</li><li>3. Time Unit Leader</li><li>4. Full-time Agency Purchasing Agent or equivalent position</li><li>5. Full-time Agency Purchasing Analyst or equivalent position</li><li>6. Full-time Agency Purchasing Specialist or equivalent position</li></ol>	<ol style="list-style-type: none"><li>1. Finance/Administration Section Chief Type 3</li><li>2. Procurement Unit Leader</li><li>3. Time Unit Leader</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. IS-703: National Incident Management System Resource Management
4. IS-706: NIMS Intrastate Mutual Aid – An Introduction
5. The Practice and Implementation of EMAC available at <https://www.emacweb.org/moodle/>
6. Incident Base Automation Software such as e-ISuite (AHIMTA, 2018)
7. EOC management software such as WebEOC (AHIMTA, 2018)
8. Resource check-in and tracking and IAP software such as TRG – IAP Software or Rhodium Incident Management

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Time Unit Leader (TIME)**

**OVERALL FUNCTION** (FEMA RTLT, 2021v; NWCG, 2023kk)

The Time Unit Leader is responsible for collecting, recording, and maintaining all incident personnel and equipment time data and cumulative time records.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2021v; NWCG, 2023kk)

The Time Unit Leader reports to the Finance/Administration Section Chief and works in the finance/administration functional area: 1. Establishes or transitions into a unit under the Finance/Administration Section, 2. Configures unit with personnel to meet incident needs, 3. Supervises the Personnel Time Recorder (**PTRC**) and an Equipment Time Recorder (**EQTR**), 4. Oversees the collection, recording and maintenance of time data and cumulative time documentation, as the Authority Having Jurisdiction (AHJ) requires, 5. Determines, in coordination with the Finance/Administration Section Chief, the incident personnel and equipment for which staff will track time, and 6. Provides Incident Commander (IC) and Operations Section Chief with documentation on personnel hours worked and equipment time usage to ensure compliance with established work/rest ratios.

**REQUIRED TRAINING** (AHIMTA, 2018; DOI, 2020; FEMA RTLT, 2021v; NWCG, 2023II)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. E/L 0975: National Incident Management System Incident Command System All-Hazards Finance/Administration Unit Leader
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. IS-2900: National Disaster Recovery Framework (NDRF) Overview
5. IS-700: National Incident Management System, An Introduction	

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (AHIMTA, 2018; FEMA, 2017b)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Time Unit Leader. (DOI, 2020; FEMA RTLT, 2021v; NWCG, 2023II)
3. Desired but not required:
  - a. Experience in incident management in a finance-related position. (FEMA RTLT, 2021v)
  - b. Knowledge, Skills, and Abilities: (FEMA RTLT, 2021v)
    - i. Knowledge of financial management concepts and principles

**PHYSICAL/MEDICAL FITNESS**

None required (NWCG)



Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY** (AHIMTA, 2018; DOI, 2023; FEMA RTLT, 2021v; NWCG, 2023II)

1. Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR TIME	TIME MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Finance/Administration Section Chief Type 3</li><li>2. Time Unit Leader</li><li>3. Procurement Unit Leader</li><li>4. Full-time Agency Payroll Supervisor or equivalent position</li></ol>	<ol style="list-style-type: none"><li>1. Finance/Administration Section Chief Type 3</li><li>2. Time Unit Leader</li><li>3. Procurement Unit Leader</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)
3. IS-703: National Incident Management System Resource Management
4. IS-706: NIMS Intrastate Mutual Aid – An Introduction
5. The Practice and Implementation of EMAC available at <https://www.emacweb.org/moodle/>
6. Incident Base Automation Software such as e-ISuite (AHIMTA, 2018)
7. EOC management software such as WebEOC (AHIMTA, 2018)
8. Resource check-in and tracking and IAP software such as TRG – IAP Software or Rhodium Incident Management

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Intelligence/Investigations Section Chief Type 3 (IISC3)**

**OVERALL FUNCTION** (FEMA RTLT, 2019d)

The Intelligence/Investigations (I/I) Section Chief coordinates intelligence and investigation efforts.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2019d)

The Intelligence/Investigations Section Chief Type 3 reports to the Incident Commander and works in the Intelligence/Investigation functional area: 1. Coordinates intelligence and investigation efforts at a local level or within a single jurisdiction, 2. Manages and coordinates all I/I functions in response to a major or complex criminal event, 3. Ensures coordination between all groups within the I/I Section and other Incident Management Team (IMT) or Emergency Operations Center (EOC) sections, 4. Ensures use of appropriate protocols for handling sensitive or classified information, and 5. Supervises and configures section to support operations with branches, divisions, and groups as necessary.

**REQUIRED TRAINING** (FEMA RTLT, 2019d)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-706: National Incident Management System Intrastate Mutual Aid – An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. IS-2900: National Disaster Recovery Framework (NDRF) Overview
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. E/G/L 0191: Emergency Operations Center/Incident Command System Interface
5. IS-700: National Incident Management System, An Introduction	10. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (FEMA, 2017b)
2. Successful completion of the NQS PTB for the NIMS Type 3 Intelligence/Investigations Section Chief. (FEMA RTLT, 2019d)
3. Experience managing personnel involved in investigations or intelligence operations. (FEMA RTLT, 2019d)

**PHYSICAL/MEDICAL FITNESS**

Light (FEMA RTLT, 2019d)

**CURRENCY** (FEMA RTLT, 2019d)

1. Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR IISC3	IISC3 MAINTAINS CURRENCY FOR THESE POSITIONS
1. Intelligence/Investigation Section Chief Type 3 2. Full-time law enforcement agency criminal investigations supervisor or equivalent	1. Intelligence/Investigation Section Chief Type 3

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

1. Criminal Incidents – Oklahoma Commission on Law Enforcement Education and Training (CLEET) Basic Peace Officer Certification.

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Intelligence Group Supervisor (INGS)**

**OVERALL FUNCTION** (FEMA RTLT, 2019c)

The Intelligence Group Supervisor manages and coordinates the gathering and dissemination of intelligence and information.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2019c)

The Intelligence Group Supervisor reports to the Intelligence/Investigations Branch Director, the Intelligence/Investigations Section Chief Type 3, or Operations Section Chief Type 3 depending on the incident kind and complexity and works in the Intelligence/Investigation functional area: 1. Manages and coordinates the gathering and dissemination of accurate, actionable intelligence and information to the Investigative Operations Group and other relevant sections and personnel and 2. Supervises and configures the Intelligence Group to support operations as necessary.

**REQUIRED TRAINING** (FEMA RTLT, 2019c)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. E/L 0960: NIMS ICS All-Hazards Division/Group Supervisor Course
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. Information Sharing Environment (ISE) Core Awareness Training - <a href="http://ise.gov/ise-core-awareness-training">http://ise.gov/ise-core-awareness-training</a>
5. IS-700: National Incident Management System, An Introduction	10. Training in accordance with U.S. Department of Justice (DOJ) 28 Code of Federal Regulations (CFR) Part 23: Criminal Intelligence Systems Operating Policies - <a href="https://www.ncirc.gov/28CFR/default.aspx">https://www.ncirc.gov/28CFR/default.aspx</a>

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (FEMA, 2017b)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Intelligence Group Supervisor. (FEMA RTLT, 2019c)
3. Experience supervising or managing criminal intelligence operatives or analysts at the local, state, tribal, territorial, or Federal level. (FEMA RTLT, 2019c)
4. Knowledge, Skills, and Abilities: (FEMA RTLT, 2019c)
  - a. Knowledge of the intelligence processes that generate tactical and strategic intelligence products
  - b. Understanding of legal, privacy, and ethical considerations related to gathering, sharing, and safeguarding information and intelligence

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

- c. Knowledge of the methods, tools, and techniques in intelligence gathering, analysis, storage, and dissemination, such as intelligence databases, systems, and portals
- d. Knowledge of the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI) and the “If You See Something, Say Something” public awareness campaign
- e. Knowledge of Federal intelligence resource agencies/entities, including the Information Sharing Environment (ISE); Joint Terrorism Task Force (JTTF); Federal Bureau of Investigation (FBI) Field Intelligence Groups (FIG); High Intensity Drug Trafficking Areas (HIDTA); Regional Information Sharing Systems (RISS) Centers; and the Terrorist Screening Center (TSC)

**PHYSICAL/MEDICAL FITNESS**

Light (FEMA RTLT, 2019c)

**CURRENCY (FEMA RTLT, 2019c)**

- 1. Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual’s regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR IGS	IGS MAINTAINS CURRENCY FOR THESE POSITIONS
1. Intelligence Group Supervisor 2. Full-time law enforcement agency criminal intelligence/investigations supervisor or equivalent position	1. Intelligence Group Supervisor

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

- 1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
- 2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

- 1. Criminal Incidents – Oklahoma Commission on Law Enforcement Education and Training (CLEET) Basic Peace Officer Certification.

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Investigative Operations Group Supervisor (IOGS)**

**OVERALL FUNCTION** (FEMA RTLT, 2019e)

The Investigative Operations Group Supervisor manages and directs the overall investigative effort, including management of plans, leads, evidence, and documentation.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2019e)

The Intelligence Group Supervisor reports to the Intelligence/Investigations Branch Director, the Intelligence/Investigations Section Chief Type 3, or Operations Section Chief Type 3 depending on the incident kind and complexity and works in the Intelligence/Investigation functional area: 1. Liaises with other investigation entities, including local, state, tribal, territorial, and Federal law enforcement, 2. Monitors Investigative Operations Group progress and ensures proper organization and staffing, 3. Maintains a common operating picture, including ongoing investigations, number of victims, and identified threats or suspects, and 4. Supervises and configures group to support operations as necessary.

**REQUIRED TRAINING** (FEMA RTLT, 2019e)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	6. IS-800: National Response Framework, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	7. E/L 0960: NIMS ICS All-Hazards Division/Group Supervisor Course
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. Training in accordance with U.S. Department of Justice (DOJ) 28 Code of Federal Regulations (CFR) Part 23: Criminal Intelligence Systems Operating Policies - <a href="https://www.ncirc.gov/28CFR/default.aspx">https://www.ncirc.gov/28CFR/default.aspx</a>
5. IS-700: National Incident Management System, An Introduction	

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (FEMA, 2017b)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Investigative Operations Group Supervisor. (FEMA RTLT, 2019e)
3. Experience supervising or managing investigations at the local, state, tribal, territorial, and Federal levels. (FEMA RTLT, 2019e)
4. Knowledge, Skills, and Abilities: (FEMA RTLT, 2019e)
  - a. Understands legal, privacy, and ethical issues related to gathering and safeguarding information and evidence acquired during investigations
  - b. Knows the laws, policies, rules, methods, and tools in conducting investigations
  - c. Understands the available local, state, tribal, territorial, and Federal investigation databases, systems, and portals

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**PHYSICAL/MEDICAL FITNESS**

1. Light
2. Is able to work while wearing appropriate personal protective equipment (PPE) (FEMA RTLT, 2019b)

**CURRENCY (FEMA RTLT, 2019e)**

1. Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR IOGS	IOGS MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Investigative Operations Group Supervisor</li><li>2. Full-time law enforcement agency criminal investigations supervisor or equivalent position</li></ol>	<ol style="list-style-type: none"><li>1. Investigative Operations Group Supervisor</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

1. Criminal Incidents – Oklahoma Commission on Law Enforcement Education and Training (CLEET) Basic Peace Officer Certification.

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Investigative Support Group Supervisor (ISGS)**

**OVERALL FUNCTION** (FEMA RTLT, 2019f)

The Investigative Support Group Supervisor manages and coordinates support for the Investigative Operations Group.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2019f)

The Investigative Support Group Supervisor reports to the Intelligence/Investigations Branch Director, the Intelligence/Investigations Section Chief Type 3, or Operations Section Chief Type 3 depending on the incident kind and complexity and works in the Intelligence/Investigation functional area: 1. Liaises with other investigation entities, including local, state, tribal, territorial, and Federal law enforcement, 2. Manages and coordinates support for the Investigative Operations Group by anticipating and responding to requests for resources, and 3. Supervises and configures the group to support operations as necessary.

**REQUIRED TRAINING** (FEMA RTLT, 2019f)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L 0960: NIMS ICS All-Hazards Division/Group Supervisor Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (FEMA, 2017b)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Investigative Support Group Supervisor. (FEMA RTLT, 2019f)
3. Experience supervising or managing criminal investigations at the local, state, tribal, territorial, and Federal levels. (FEMA RTLT, 2019f)
4. Knowledge, Skills, and Abilities: (FEMA RTLT, 2019f)
  - a. Understands legal, privacy, and ethical issues related to gathering and safeguarding information and evidence acquired during a criminal investigation
  - b. Knows the laws, policies, rules, methods, and tools involved in conducting a criminal investigation
  - c. Understands the available local, state, tribal, territorial, and Federal criminal investigation databases, systems, and portals

**PHYSICAL/MEDICAL FITNESS**

Light (FEMA RTLT, 2019f)



Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY (FEMA RTLT, 2019f)**

1. Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR ISGS	ISGS MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Investigative Support Group Supervisor</li><li>2. Full-time law enforcement agency criminal investigations supervisor or equivalent position</li></ol>	<ol style="list-style-type: none"><li>1. Investigative Support Group Supervisor</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Criminal Incidents – Oklahoma Commission on Law Enforcement Education and Training (CLEET) Basic Peace Officer Certification.

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Forensic Group Supervisor (FOGS)**

**OVERALL FUNCTION** (FEMA RTLT, 2019b)

The Forensic Group Supervisor oversees forensic operations and coordinates with other groups and authorities regarding forensic needs.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2019b)

The Forensic Group Supervisor reports to the Intelligence/Investigations Branch Director, the Intelligence/Investigations Section Chief Type 3, or Operations Section Chief Type 3 depending on the incident kind and complexity and works in the Intelligence/Investigation functional area: 1. Coordinates with other Intelligence/Investigations groups and other authorities having jurisdiction regarding forensic needs, 2. Coordinates with appropriate partners for lab processing and analysis, 3. Oversees forensic operations, and 4. Supervises and configures the group to support operations as necessary

**REQUIRED TRAINING** (FEMA RTLT, 2019b)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L 0960: NIMS ICS All-Hazards Division/Group Supervisor Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (FEMA, 2017b)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Forensic Group Supervisor. (FEMA RTLT, 2019b)
3. Supervisory investigative or criminalist experience in a forensic unit. (FEMA RTLT, 2019b)
4. Knowledge, Skills, and Abilities: (FEMA RTLT, 2019b)
  - a. Ability to work with database operations and tracking software
  - b. Familiarity with communications, logistics, crime scene management, evidence, and chain of custody

**PHYSICAL/MEDICAL FITNESS**

3. Light
4. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's recommended adult immunization schedule for the United States of America (FEMA RTLT, 2019b)
5. Is able to work while wearing appropriate personal protective equipment (PPE) (FEMA RTLT, 2019b)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY (FEMA RTLT, 2019b)**

1. Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR FGS	FGS MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Forensic Group Supervisor</li><li>2. Full-time law enforcement agency crime scene investigations supervisor or equivalent position</li></ol>	<ol style="list-style-type: none"><li>1. Forensic Support Group Supervisor</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

1. Criminal Incidents – Oklahoma Commission on Law Enforcement Education and Training (CLEET) Basic Peace Officer Certification.

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Mass Fatality Management Group Supervisor (MFMS)**

**OVERALL FUNCTION** (FEMA RTLT, 2021I)

The Mass Fatality Management Group Supervisor oversees the disaster portable morgue and forensic morgue operations.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2021I)

The Mass Fatality Management Group Supervisor reports to the Intelligence/Investigations Branch Director, the Intelligence/Investigations Section Chief Type 3, or Operations Section Chief Type 3 depending on the incident kind and complexity and works in the Intelligence/Investigation functional area: 1. Oversees disaster portable morgue and forensic morgue operations, and 2. Supervises and configures the group to support operations as necessary.

**REQUIRED TRAINING** (FEMA RTLT, 2021I)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	8. E/L 0960: NIMS ICS All-Hazards Division/Group Supervisor Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	9. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (FEMA, 2017b)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Mass Fatality Management Group Supervisor. (FEMA RTLT, 2021I)
3. **Current employee of the Oklahoma Office of the Chief Medical Examiner** with administrative or investigative experience in the medical examiner system and morgue operations. (FEMA RTLT, 2021I)
4. Knowledge, Skills, and Abilities: (FEMA RTLT, 2021I)
  - a. Able to work with database operations and tracking software
  - b. Familiar with communications and logistics
  - c. Familiar with public health needs, missing persons procedures, forensic requirements, and chain of custody needs

**PHYSICAL/MEDICAL FITNESS**

Light (FEMA RTLT, 2021I)

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**CURRENCY (FEMA RTLT, 2021I)**

1. Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

<b>THESE POSITIONS MAINTAIN CURRENCY FOR MFMS</b>	<b>MFMS MAINTAINS CURRENCY FOR THESE POSITIONS</b>
<ol style="list-style-type: none"><li>1. Mass Fatality Management Group Supervisor</li><li>2. Full-time employee of Oklahoma Office of Chief Medical Examiner</li></ol>	<ol style="list-style-type: none"><li>1. Mass Fatality Management Group Supervisor</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**Missing Person Group Supervisor (MPGS)**

**OVERALL FUNCTION** (FEMA RTLT, 2019g)

The Missing Persons Group Supervisor coordinates and manages Missing Persons Group functions.

**DESCRIPTION/DUTIES** (FEMA RTLT, 2019g)

The Missing Person Group Supervisor reports to the Intelligence/Investigations Branch Director, the Intelligence/Investigations Section Chief Type 3, or Operations Section Chief Type 3 depending on the incident kind and complexity and works in the Intelligence/Investigation functional area: 1. Coordinates and manages Missing Persons Group functions to ensure resources, such as personnel, facilities, equipment, and missing persons management systems, are adequate to accomplish the missing persons mission; 2. Maintains an operational picture, including the number of potential, confirmed, and found missing persons; 3. Coordinates with other Intelligence and Investigations (I/I) groups, and 4. Supervises and configures the group to support operations as necessary.

**REQUIRED TRAINING** (FEMA RTLT, 2019g)

Completion of the following:

1. IS-100: Introduction to the Incident Command System, ICS-100	5. IS-700: National Incident Management System, An Introduction
2. IS-200: Basic Incident Command System for Initial Response, ICS-200	6. IS-800: National Response Framework, An Introduction
3. ICS-300: Intermediate Incident Command System for Expanding Incidents	7. E/L 0960: NIMS ICS All-Hazards Division/Group Supervisor Course
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents	8. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent

**EXPERIENCE**

1. This position can be pursued as a **direct entry** position. (FEMA, 2017b)
2. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Missing Person Group Supervisor. (FEMA RTLT, 2019g)
3. Experience supervising or managing missing person investigations. (FEMA RTLT, 2019g)
4. Knowledge, Skills, and Abilities: (FEMA RTLT, 2019g)
  - a. Knowledge of the various policies, laws, investigative systems, and databases in conducting missing person investigations
  - b. Knowledge of the missing person investigation processes to locate and identify people using data, records, DNA reference samples, investigative evidence, and multi-media evidence
  - c. Understanding of legal, privacy, and ethical issues related to gathering and sharing missing person information
  - d. Knowledge of the methods, tools, and techniques in missing persons investigations, including the National Missing and Unidentified Persons System (NamUs), AMBER Alert, Project Lifesaver, Silver Alert, Medic Alert, and global positioning system (GPS) locators

Oklahoma Qualification System for Incident Command System Positions  
Appendix A – Position Descriptions and Qualification Requirements

**PHYSICAL/MEDICAL FITNESS**

Light (FEMA RTLT, 2019g)

**CURRENCY (FEMA RTLT, 2019g)**

1. Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years. Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified for. See below table.

THESE POSITIONS MAINTAIN CURRENCY FOR MPGS	MPGS MAINTAINS CURRENCY FOR THESE POSITIONS
<ol style="list-style-type: none"><li>1. Missing Person Group Supervisor</li><li>2. Full-time law enforcement agency criminal investigations supervisor</li></ol>	<ol style="list-style-type: none"><li>1. Missing Person Group Supervisor</li></ol>

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

1. Command and General Staff Functions for Local Incident Management Teams (CGSFLIMT)
2. Hazardous Material Awareness Training or Standardized Awareness Training (AWR-160 SAT)

**ENDORSEMENTS BY INCIDENT KIND OR DISCIPLINE**

1. Criminal Incidents – Oklahoma Commission on Law Enforcement Education and Training (CLEET) Basic Peace Officer Certification.

This Page Intentionally Left Blank



**Appendix B**

**RECOGNITION of PRIOR LEARNING  
PROCEDURE**

This Page Intentionally Left Blank

Oklahoma Qualification System for Incident Command System Positions  
Appendix B – Recognition of Prior Learning (RPL) Procedure

**Definition**

Recognition of Prior Learning (RPL) is a **competency-based** process that evaluates an individual's experience, formal and non-formal, to determine the extent to which that individual has achieved the required competencies of an incident command system position. (NWCG, 2022)

RPL is a qualification process used to determine a person's **competency** to do a job at a prescribed level on the basis of credentialing. RPL measures the trainee's demonstrated knowledge, skills, and experience (the overall performance) against national standard competencies established for specific jobs. The evaluation process focuses on trainees' ability to meet the established standards rather than how they acquired the knowledge, skills, or abilities. Trainees may have acquired their skills in another emergency response/services discipline, through formal training in a particular field, in the military, or through a combination of career employment experiences. Trainees should not be judged on where or how they learned to do a job, but rather **their ability to do the job**. (NWCG, 2022)

**Applicability to State Qualification System**

The use of RPL is limited within the State Qualification System. It may be used to receive credit for completing tasks under a behavior and competency in a Position Task Book (PTB) or for position specific desirable knowledge, skills, and abilities.

In the event an individual, through the RPL process, is determined to be competent in all tasks, behaviors, and competencies in the PTB for the position they are pursuing, they are still required to deploy to a qualifying incident or event of at least one operational period and demonstrate to an evaluator their ability to satisfactorily perform the position under real world conditions.

**Competency Versus Performance-Based**

In a **performance-based** qualification system, qualification is based on completion of required training and demonstrated successful position performance by completing a PTB. The primary criterion for qualification is the individual's performance as observed by a qualified evaluator. The PTB contains all critical tasks required to perform the job. The process of demonstrating the abilities to perform the position is the completion of a PTB. Many of the tasks being evaluated may require they be observed during an actual incident. (NWCG, 2022)

In a **competency-based** system for credentialing, a trainee demonstrates to qualified evaluators the competencies required to perform the job adequately. Skills are evaluated holistically using the combined knowledge, skills, and abilities required to demonstrate the level of competency in performing the job. A competency-based assessment process is an "outcomes-based" tool; it is designed to assess the trainee's ability to perform the duties of the position. (NWCG, 2022)

**Position Requirements and Competencies**

Position requirements and competencies refer to the qualification requirements outlined in the incident command system positions found in **Appendix A – Position Descriptions and Qualification Requirements** and the competencies found in the **Position Task Book** for the position the trainee is pursuing.

## Oklahoma Qualification System for Incident Command System Positions

### Appendix B – Recognition of Prior Learning (RPL) Procedure

#### Recognition of Prior Learning Process

##### Step #1 – Self-Assessment

The first step in the RPL process is completing a **Self-Assessment and Portfolio Worksheet**, which will serve as the trainee's entry into the RPL process. The Self-Assessment and Portfolio Worksheet is an evaluation performed by trainees documenting knowledge, skills, and abilities that demonstrate their competence in a specific position. (NWCG, 2022)

A trainee will be given a Self-Assessment and Portfolio Worksheet for the ICS position they are pursuing. The self-assessment begins with an honest, supportable appraisal by the trainee of their abilities, past training, and experience to evaluate whether they have successfully performed the duties of the ICS position they are pursuing. The appraisal is not based on "what the trainee thinks he/she can do", but rather is based on "I have already successfully performed this function". (AHIMTA, 2018)

This requires the applicant to systematically detail the experiences and learning that he or she believes match the position competencies (NWCG, 2022). As the trainee goes through the competencies, behaviors, and tasks in the PTB, they should make notes as to how, where, and when actions were performed, or knowledge attained that would account for having met the competency. If the self-assessment supports the trainee's view that he/she may meet the position competencies, the notes may be used as a guide in developing the portfolio.

##### Step #2 – Compilation of Documentation

The second step of the RPL process is compiling a **Professional Portfolio**. A Professional Portfolio will be developed by the trainee that accurately reflects the experiences in meeting the competencies for the position. The Professional Portfolio is a collection of documentation supporting the trainee's claim of meeting the position competencies. (NWCG, 2022)

The responsibility for providing evidence documenting the trainee's knowledge and experience rests entirely with the trainee. All evidence must be sufficient to satisfy the State Qualification Review Board (QRB) of the trainee's competency to perform the desired position (NWCG, 2022).

The Professional Portfolio should include **copies of documents** that demonstrate the trainee's knowledge, skills, and abilities relating to the position competencies (NWCG, 2022).

The documentation submitted by the trainee will need to provide evidence that is: (AHIMTA, 2018; NWCG, 2022)

1. Valid and applicable to the position being assessed.
2. Sufficient to clearly show competence.
3. Current enough to demonstrate up-to-date competence. To be considered, it must be within the last 5 years.
4. Authentic and specific to the trainee, not to someone else. Original certificates should be available during the interview and not included as part of the portfolio.

Falsification or forgery of documents used in the RPL process will be considered grounds for dismissal from participation in the State Qualification System and the qualification process (AHIMTA, 2018; NWCG, 2022).

## Oklahoma Qualification System for Incident Command System Positions

### Appendix B – Recognition of Prior Learning (RPL) Procedure

The Professional Portfolio should be laid out to follow and support the trainee's Self-Assessment and Portfolio Worksheet. This aids the State QRB in reviewing the documents that support how the trainee meets the position competencies.

#### Step #3 – State Qualification Review Board Review

The trainee is required to submit their **Professional Portfolio** and **Self-Assessment and Portfolio Worksheet** as part of their RPL package to the State QRB.

The third step is a comprehensive review of the Professional Portfolio and Self-Assessment and Portfolio Worksheet by the State QRB which should include at least one person fully qualified and experienced in the position being evaluated (NWCG, 2022).

Evaluating competence is the process of collecting evidence and making judgments about whether a trainee has achieved the minimum competencies expected for a specific position. Competence means having the knowledge, skills, and abilities to perform the duties of the position safely and correctly. (NWCG, 2022)

There are four categories of evidence used by the State QRB in the RPL process (AHIMTA, 2018):

- **Products** - Items shown to the State QRB to imply competence:
  - Records, documents (e.g., Incident Action Plans), or reports from incidents showing participation.
  - Records or reports of training exercises showing participation.
  - Reports, papers, published material written by the trainee that relate to the competencies the trainee is trying to document.
- **Performance** - Completing tasks under the observation of the State QRB in order to demonstrate competence.
- **Knowledge** - Answering questions posed by the State QRB to demonstrate competence. The ability to provide thoughtful, detailed, and correct answers to questions may constitute a significant part of the overall assessment. This type of evidence helps confirm competence, particularly as it applies to the required technical knowledge and the way variable circumstances are managed and contingencies developed.
- **Other Evidence** - Documentation of activities or written statements that the trainee or others can provide to the State QRB to imply competence:
  - Video recordings, photographs, or After-Action Report (AAR) notes can contain useful evidence.
  - Written statements or testimonials from others.
    - These statements must be provided by someone with known technical proficiency in their field and who has worked with or supervised the trainee in a job or task that is relevant to the competency being addressed.
    - Testimonials must address the ability to do a job, perform a task, or manage a given situation and speak to this exclusively in an objective manner.
    - Character references are not accepted as evidence supporting competency. Such statements are useful, but it is best to rely on evidence less prone to subjectivity.

## Oklahoma Qualification System for Incident Command System Positions

### Appendix B – Recognition of Prior Learning (RPL) Procedure

- While RPL acknowledges skills and competency derived from applicable “on the job” and life experiences, statements with a direct linkage to the competency standard are more useful and straightforward for the State QRB to judge.
- The State QRB may gather statements about competence from others who have seen the trainee perform the duties of the desired position.

The State QRB will first thoroughly review the trainee’s submitted Professional Portfolio and Self-Assessment and Portfolio Worksheet and compare it against the competency standards for the position (AHIMTA, 2018; NWCG, 2022).

If the State QRB does not gain sufficient information from the Professional Portfolio and Self-Assessment and Portfolio Worksheet to make a judgment about the trainee’s competence in a specific area, needs clarification of submitted material, or additional information, they will then invite the trainee to an **Evaluation Interview** (in-person or virtual meeting) (AHIMTA, 2018; NWCG, 2022)

The Evaluation Interview may be the State QRB’s most valuable tool in making a conclusion as to a trainee’s competency. (AHIMTA, 2018; NWCG, 2022)

1. An interview provides the State QRB an opportunity to ensure they are satisfied with the quality of the evidence provided in the portfolio.
2. The interview with the trainee allows the evaluator to delve into the trainee’s relevant knowledge, skills, and abilities.
3. The State QRB may use a combination of competency-based evaluation methods, such as:
  - a. Evidence of prior learning
  - b. Interview questions seeking more information about the portfolio and experiences or an explanation of knowledge
  - c. Direct observation of the trainee demonstrating or performing a skill
  - d. Simulations
4. Evaluators should look for consistency in multiple categories of evidence.

#### Step #4 – State Qualification Review Board Determination

The final step is for the State QRB to make a decision about the trainee’s competency in each Task listed under each behavior of each competency listed in the PTB of the position the trainee is pursuing.

1. The State QRB has two choices, either “Competent” or “Not-Yet-Competent.” A State QRB recommendation of “Competent” must be unanimous.
2. If the State QRB’s decision on a Task is “Competent”, it will be noted on the RPL Evaluation Form and a member of the State QRB conducting the evaluation will in the sections that corresponds to that Task in the PTB of the position the trainee is pursuing:
  - a. Enter their initials and the date in the “Evaluator Initials and Date” section.
  - b. Enter “State QRB RPL” in the “Evaluation Record #” section.
3. If the State QRB’s decision in a Task is “Not-Yet-Competent,” it will be noted on the RPL Evaluation Form, no entries will be made into the trainee’s PTB, and State QRB will complete the position development plan section of the RPL Evaluation Form.
4. State QRB members may discuss the results of the evaluation with the trainee.

**Oklahoma Qualification System for Incident Command System Positions**  
**Appendix B – Recognition of Prior Learning (RPL) Procedure**

If the trainee is determined to be “Competent” in all Tasks of all behaviors of all competencies in the PTB for the position they are pursuing, then:

1. The trainee must deploy to a qualifying incident or event of at least one operational period and demonstrate to an Evaluator their ability to satisfactorily perform the position under real world conditions.
2. The Evaluator will complete
  - a. An Evaluation Record Form in the PTB.
  - b. The Final Evaluator Verification section in the PTB.
3. The trainee will submit their completed PTB to the State QRB.
4. The State QRB will complete the Documentation of Agency Certification section of the PTB.
5. The State QRB will notify the State ICS Credentialing Agency that the individual is qualified and certified in the ICS position.

If the trainee is determined to be “Not Yet Competent” in all Tasks of all behaviors of all competencies in the PTB, then they will need to deploy on qualifying incidents, events, and exercises until all Tasks have been successfully performed and then complete the remaining steps in the Qualification Process.

This Page Intentionally Left Blank



**Appendix C**

**POSITION TASK BOOKS GUIDELINES**

This Page Intentionally Left Blank

## **Oklahoma Qualification System for Incident Command System Positions**

### **Appendix C – Position Task Book Guidelines**

#### **Introduction**

A Position Task Book (PTB) is a document that describes the minimum competencies, behaviors, and tasks to qualify or recertify for a position and documents a trainee's performance of given tasks (FEMA, 2017b).

#### **Official Position Task Books**

The State of Oklahoma Qualification System for Incident Command System Positions recognizes and uses the Federal Emergency Management Agency (FEMA) Position Task Books for National Qualification System Incident Command System Positions which can be downloaded from the following website: FEMA, National Incident Management System, Components – Guidance and Tools: Position Task Books <https://www.fema.gov/emergency-managers/nims/components/position-task-books>

#### **Design and Use**

PTBs are performance evaluation tools that provide a standardized method to document the successful performance of the specific tasks a trainee is required to perform to qualify for a particular ICS position. The performance criteria for each position include competencies, behaviors, and tasks. Once the trainee demonstrates proficiency in all the position tasks, an evaluator documents the results and recommends that the Certifying Official (CO) or CO's designee certify the trainee as qualified in that position (FEMA, 2017b).

The PTBs document the trainee's successful performance of the identified tasks and include areas for evaluator comments and notes regarding the evaluated experience. A PTB does not replace the use of an Incident Personnel Performance Rating (ICS Form 225), which a supervisor should complete and submit after each incident or event assignment to document a trainee's performance (2017b).

#### **Initiation**

After completing the required training, trainees may initiate the appropriate Position Task Book for the position they are pursuing. A Position Task Book is initiated by the trainee and their regular job immediate supervisor. This ensures the supervisor knows the trainee is working on becoming qualified, certified, and credentialed in an ICS position and supports their efforts.

#### **Completion Timeframe**

Once initiated, a PTB is valid and must be completed within five years of completing the first task (FEMA, 2017b).

If the trainee does not complete the PTB within the five-year timeframe, the PTB expires and is no longer valid. The trainee must initiate a new PTB. Prior to a trainee initiating a new PTB, he or she shall complete any new criteria in the current position qualification requirements for the position that he or she has not already completed (AHIMTA, 2018; FEMA, 2017b; NWCG, 2023v).

The trainee may receive credit for prior experience documented in the expired PTB by completing the Recognition of Prior Learning process described in Appendix B – Recognition of Prior Learning.

## Oklahoma Qualification System for Incident Command System Positions

### Appendix C - Position Task Book Guidelines

#### **New or Revised PTB**

If a new or revised PTB has been approved or published, current trainees with an initiated PTB and at least one documented experience, will continue to use their current PTB (NWCG, 2023v).

A trainee with no tasks completed in their open and valid PTB must use the new or revised PTB (NWCG, 2023v)

#### **New or Revised Qualification Requirements**

If the qualification criteria for a position change while a trainee is in the midst of completing an open and valid PTB, trainees can continue to use the previous criteria as long as he or she completes the PTB prior to its expiration deadline (FEMA, 2017b).

If the qualification criteria for a position change after the individual is qualified and certified in an ICS position they retain their certification, but they must meet the current qualification criteria for recertification (FEMA, 2017b).

#### **Number of Open PTBs at One Time**

Oklahoma has established a trainee can have up to three open and valid PTBs at one time. No more than two of the three allowed may be in a single functional area (e.g., Command, Operations, Planning, Logistics, and Finance/Administration). If a trainee has more than one active PTB, then they can only receive credit for tasks successfully completed in only one PTB during a qualifying incident, event, or exercise.

### **The PTB Process**

The trainee completes the PTB process during qualifying incidents, events, and exercises (AHIMTA, 2018). See Appendix D – Qualifying Incidents, Events, and Exercises for further information. The trainee must complete a minimum of three or more qualifying incidents, events, or exercises.

Accurate completion of the PTB is important to the position qualification process (NWCG, 2023v). Instructions for properly completing the PTB are found in the introductory pages of every PTB.

#### **PTB Activities**

A trainee is typically involved in three types of activities during the PTB process: training, coaching, and evaluation. When a trainee needs to learn a new knowledge, skill, or ability, the trainee is paired with a coach (an individual who is qualified in the position or task). The coach instructs and trains the trainee to meet the performance qualification criteria for the position. When the trainee is ready, an evaluator observes and assesses the trainee's performance. The coach and the evaluator have different functions, but may be the same individual (FEMA, 2017b).

**Training.** During training, the trainee's role is to watch and observe the coach performing the tasks associated with the position: what he or she does and in what order, why he or she does it, and how he or she does it. The coach and trainee discuss what occurred and why the coach performed particular actions. The number of times the trainee observes the coach depends on the complexity, risk, and trainee's experience with the task (AHIMTA, 2018; FEMA, 2017b).

## Oklahoma Qualification System for Incident Command System Positions

### Appendix C - Position Task Book Guidelines

**Coaching.** During this activity, the trainee practices the skill or task under the mentorship and observation of a coach. Coaching consists of the coach observing the trainee performing the same tasks, assessing the trainee's performance, and providing feedback. It also provides the coach with an opportunity to correct any problems and ensure the task is performed safely (AHIMTA, 2018; FEMA, 2017b).

**Evaluation.** When the trainee is ready to perform the task(s) to be assessed, the trainee asks an evaluator to assess his or her competency. The evaluator observes, evaluates, and records performance. Only when the trainee is performing a task that may endanger the trainee or others does the evaluator typically step in to offer corrective guidance (AHIMTA, 2018; FEMA, 2017b).

#### Front Cover

The front cover documents the trainee's name, home unit/agency, and home unit phone number. It also contains the information of the individual initiating the PTB (NWCG, 2023v). Command and General Staff job titles/positions qualifications are based on incident complexity (Type 1, Type2, and Type 3). In Oklahoma, trainees shall check the Type 3 box as the State Qualification System for ICS Positions only qualifies individuals in Type 3 and Single Type positions.

#### Verification/Certification

The Verification/Certification page located on the inside front cover provides a record of the Final Evaluator's recommendation and State Qualification Review Board (QRB) certification. The Final Evaluator will complete the Final Evaluator's Verification section along with recommending the trainee for certification on the evaluation record. The State QRB, when appropriate, will complete the agency certification. (NWCG, 2023v)

#### Qualification Record

The left column contains a list of tasks that must be performed. If a specific standard (quality or quantity) is required, it will be specified in the task. The sequential numbering does not indicate the order in which the tasks need to be performed or evaluated. (NWCG, 2023v)

The bullets under each numbered task are examples or indicators of items or actions related to the task that assist the evaluator in evaluating the trainee. They are not all inclusive. The evaluator will evaluate and initial only the tasks, not each individual bullet. (NWCG, 2023v)

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during qualifying incidents, events, and exercises. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all of the listed circumstances.

- **Code C:** Task performed in training or classroom setting, including seminars and workshops.
- **Code E:** Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).
- **Code F:** Task performed during a functional exercise managed under the ICS.

## Oklahoma Qualification System for Incident Command System Positions

### Appendix C - Position Task Book Guidelines

- **Code I:** Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or nonemergency (planned or unplanned) events.
- **Code J:** Task performed as part of day-to-day job duties.
- **Code T:** Task performed during a tabletop exercise.
- **Code R:** Task performed very rarely and required only if applicable to the event.

Each evaluator will complete an evaluation record sheet and enter the corresponding number to reference completed tasks in the Evaluator Record # column (NWCG, 2023v)

The final column is for the evaluator to initial and date when the task is completed. All tasks must be completed, initialed, and dated before the trainee can be recommended for certification in the position (NWCG, 2023v).

#### Evaluation Record

An evaluation record is required for each trainee evaluation. The evaluation record documents specific trainee performance for those specific tasks being evaluated and provides a recommendation for further trainee assignments or for certification (NWCG, 2023v). Trainees will need to make additional copies of the **Evaluation Record Form** and attach them to the back of their PTB.

#### PTB Responsibilities

##### Trainee's Supervisor

The trainee's regular job immediate supervisor initiates the PTB at the request of the trainee. The trainee's supervisor completes the following sections of the first page of the PTB – "POSITION TASK BOOK ASSIGNED TO", "POSITION TASK BOOK INITIATED BY", and "POSITION TASK BOOK WAS INITIATED".

##### Trainee (NWCG, 2023v)

The trainee is the individual seeking qualification for a position.

The trainee will:

- Ensure readiness to perform the tasks of the position before undertaking an assignment.
- Meet with the evaluator and discuss past experience and training, current qualifications, goals, and objectives of the assignment.
- Ensure evaluators complete the evaluation record, initial completed tasks, and enter a number in the Evaluation Record # column.
- Provide a copy of the completed PTB to the State Qualification Review Board and retain the original. A lost or destroyed PTB may require additional position performance assignments.

#### Evaluator

The evaluator is the person who observes the trainee and associated task(s) being performed and documents successful performance in the PTB (NWCG, 2023v).

## Oklahoma Qualification System for Incident Command System Positions

### Appendix C - Position Task Book Guidelines

Generally, Evaluators are qualified in the same position that the trainee is pursuing. However, Oklahoma lacks a cadre of ICS-qualified personnel making it likely they will be observed and evaluated by someone who is not qualified in the position the trainee is pursuing. Oklahoma has established a hierarchy of who can serve as an Evaluator and Final Evaluator. Evaluators are ranked in the following order:

1. Person qualified in the ICS position the trainee is pursuing.
2. AHIMT Position Specific Instructor
3. NIMS/ICS Instructor
4. Incident Commander or trainee's supervisor on the incident, event, or exercise

The evaluator will (NWCG, 2023v):

- Meet with the trainee and discuss past experience and training, current qualifications, goals, and objectives of the assignment.
- Ensure the trainee has an initiated and valid PTB.
- Review the tasks in the PTB with the trainee and explain the procedures that will be used in the evaluation and the objectives that should be met during the assignment.
- Discuss with the trainee on the specific tasks that can be performed and evaluated during the assignment.
- Accurately evaluate and record the completion of performed tasks.
- Complete the appropriate Evaluation Record in the back of the PTB for each trainee evaluation.

#### Final Evaluator

The individual who is evaluating the trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed is known as the Final Evaluator (AHIMTA, 2018). The Final Evaluator reviews the entire PTB, ensuring that all tasks have been completed (AHIMTA, 2018). The Final Evaluator will complete the Final Evaluator's Verification section inside the front cover of the PTB to recommend certification once all tasks have been evaluated (NWCG, 2023v).

#### Certifying Official

In the Oklahoma State Qualification System for ICS Positions, the State QRB serves as the Certifying Official (CO). The State QRB reviews and confirms the completion of the PTB and makes a determination for certification. This determination should be based on the trainee's demonstration of position competencies and behaviors, as well as the completed PTB—which includes a Final Evaluator's Verification. In the Oklahoma State Qualification System for ICS Positions, only the State QRB has the authority to certify any qualifications (NWCG, 2023v).

#### PTB Record Management

The **trainee retains the original PTB** and provides a copy of the completed PTB to the State QRB for qualification review and certification (NWCG, 2023v).

The **State QRB retains an electronic copy of the PTB** and records its completion in the Incident Qualification System (IQS) as part of the individual's qualification record.

This Page Intentionally Left Blank



**Appendix D**

**QUALIFYING INCIDENT, EVENT,  
EXERCISE GUIDELINES**

This Page Intentionally Left Blank

## Oklahoma Qualification System for Incident Command System Positions

### Appendix D – Qualifying Incident, Event, Exercise Guidelines

#### General

Experience can be gained, and position task performance can be demonstrated, evaluated, and documented in a Position Task Book (PTB) through qualifying incidents, events, and/or exercises.

Ideally, a trainee should satisfactorily complete at least one qualifying incident position performance assignment to be qualified and certified (AHIMTA, 2018). However, experience in Oklahoma has shown that there are an insufficient number of qualifying incidents managed by incident management teams for trainees to meet this requirement. Some trainees have had to travel to out-of-state incidents to meet this requirement, something that not all trainees can do. Therefore, the State Qualification Review Board can designate certain large scale or protracted events (e.g., OKC Memorial Marathon, Governor's Inauguration, etc.) or exercises (e.g., Operational Readiness Exercise) as a qualifying incident for purposes of completing at least one qualifying incident.

It is an important factor in a performance-based qualification system that trainees demonstrate their proficiency at performing the tasks of an ICS position during incidents, events, and exercises that are typed at the same level of complexity as the target positions the trainees are pursuing (AHIMTA, 2018).

#### Incident

An incident is an occurrence, natural or human-caused, that necessitates a response to protect life or property (FEMA, 2017b).

#### Incident Complexity

Incident criteria determined by the level of difficulty, severity, or overall resistance faced by incident management or support personnel while trying to manage or support an incident to a successful conclusion or to manage one type of incident or event compared to another type (FEMA, 2017b).

#### Characteristics of Incident Complexity Levels

Incident/emergency management personnel can determine the complexity level (Types 5 through 1) by reviewing a standard set of observable characteristics that an incident displays or an exercise encompasses (FEMA, 2021). These characteristics fall into two categories:

**Incident effect indicators.** Incident Effect Indicators are observable characteristics that help leaders determine complexity level based on the impact an incident has. These characteristics vary in scale depending on an incident's complexity. FEMA defines Incident Effect Indicators as observable "damage, consequence or disruption to the residents, population, infrastructure and government operations surrounding the incident or event." (FEMA, 2021)

**Incident management indicators.** Incident Management Indicators assist incident and emergency personnel in managing and supporting incidents of any complexity level by helping them complete the following under the Incident Command System (ICS):

- Understand and anticipate incident management conditions and determine appropriate management structure
- Provide necessary and appropriate structures for response, management, and coordination

## Oklahoma Qualification System for Incident Command System Positions

### Appendix D – Qualifying Incident, Event, Exercise Guidelines

- Align off-site resources and logistical support requirements (FEMA, 2021)

#### Qualifying Incident Characteristics

A trainee must gain experience and be evaluated while performing tasks in their PTB during a Type 3 incident or higher. The characteristics of a Type 3 Incident are found in the below table (FEMA, 2021).

Incident Effect Indicators	Incident Management Indicators
<ul style="list-style-type: none"> <li>Incident shows moderate resistance to stabilization or mitigation</li> <li>Resources typically do not meet incident objectives within the first 24 hours of resources arriving on scene</li> <li>Incident may extend from several days to over one week</li> <li>Population within and immediately surrounding incident area may require evacuation or shelter during mitigation</li> <li>Incident threatens, damages, or destroys residential, commercial, or cultural properties</li> <li>CIKR may suffer adverse impacts</li> <li>CIKR mitigation actions may extend into multiple operational periods</li> <li>Elected/appointed governing officials and stakeholder groups require some level of coordination</li> <li>Conditions or actions that caused the incident may persist; as a result, there is medium probability of a cascading event or exacerbation of the current incident</li> </ul>	<ul style="list-style-type: none"> <li>IC/Unified Command role is filled</li> <li>EOC activation may be necessary</li> <li>Command Staff positions are filled to reduce workload or span of control</li> <li>At least one General Staff position is filled to reduce workload or span of control</li> <li>Numerous resources receive supervision indirectly through the Operations Section and its subordinate positions</li> <li>Branch Director position(s) may be filled for organizational purposes and occasionally for span of control</li> <li>Division Supervisors, Group Supervisors, Task Forces and Strike Teams/Resource Teams are necessary to reduce span of control</li> <li>ICS functional units may be necessary to reduce workload</li> <li>Incident typically extends into multiple operational periods</li> <li>Resources may need to remain on scene for over a week and will require logistical support</li> <li>Incident may require an incident base to support resources</li> <li>Numerous kinds and types of resources may be required which may include mutual aid resources</li> <li>Aviation operations may involve multiple aircraft</li> <li>Number of responders depends on the kind of incident but could add up to <b>several hundred personnel</b></li> <li>Leaders initiate and follow formal incident planning process</li> <li>Written IAP may be necessary for each operational period</li> </ul>
<p><b>Examples:</b> Type 3 incidents, events and exercises can include a tornado that damages a small section of a city, village or town; a railroad tank car HAZMAT leak requiring evacuation of a neighborhood or section of a community; a detonation of a large explosive device; an active shooter; a large diameter water main break affecting water supply to a section of a city, village, or town; a Category 1 or 2 hurricane; or a small aircraft crash in a populated area. Planned events can include a county/state fair, foot race (e.g., marathon, half marathon, 5K), concert, sporting event, or an auto racing event.</p>	

For characteristics of incident complexity levels Type 2 and Type 1 refer to FEMA National Incident Management System, Incident Complexity Guide (FEMA, 2021).

## Oklahoma Qualification System for Incident Command System Positions

### Appendix D – Qualifying Incident, Event, Exercise Guidelines

#### Event

Also known as a Planned Event, is a scheduled, non-emergency planned activity (e.g., sporting event, concert, parade).

#### Qualifying Event Characteristics

A trainee may gain experience and be evaluated while performing tasks in their PTB during an event with the following characteristics:

- The event is complex enough to meet some or all of the **Incident Management Indicators** of a Type 3 Incident found in the above table.
- Sharing of information between Incident Management Team (IMT) members is necessary in order to close critical decision loops (AHIMTA, 2018)
- The event involves a significant amount of coordination between functional areas and subordinate elements or the maintaining of good working relationships (AHIMTA, 2018)
- The event must span at least two distinct periods of time in which the IMT members are involved:
  - Formal incident planning process resulting in the development and production of an Incident Action Plan (IAP) for the event
  - On-scene management of the event (AHIMTA, 2018)
- The time spent by IMT members on planning and providing on-scene event management totals 16 hours or more (AHIMTA, 2018)
- The event should involve multijurisdictional resources or multiagency resources from the same jurisdiction (AHIMTA, 2018)
- Planning should include contingency planning (e.g., incident within the event) (AHIMTA, 2018)
- All applicable ICS forms are completed as part of the formal incident planning process (e.g., ICS-215 and ICS-215A) (AHIMTA, 2018)
- All applicable ICS forms are completed for the IAP (AHIMTA, 2018)

#### Exercise

An exercise is an event or activity delivered through discussion or action to develop, assess, or validate capabilities to achieve planned objectives. There are two categories of exercises: Discussion-Based and Operations-Based.

#### Discussion-Based Exercises

Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises familiarize players with or develop new plans, policies, procedures, and agreements. Discussion-based exercises focus on strategic, policy-oriented issues, and facilitators or presenters lead the discussion, keeping participants moving towards meeting the exercise objectives (DHS, 2020).

Although discussion-based exercises may provide an opportunity to learn about or gain experience in the application of plans, policies, and procedures to a given scenario, they **cannot be used as a qualifying exercise** for position task performance evaluation and documentation in a Position Task Book (PTB).

## Oklahoma Qualification System for Incident Command System Positions

### Appendix D – Qualifying Incident, Event, Exercise Guidelines

#### Operations-Based Exercises

Operations-based exercises include **drills**, **functional exercises (FE)**, and **full-scale exercises (FSE)**. These exercises validate plans, policies, procedures, and agreements; clarify roles and responsibilities; and identify resource gaps. Operations-based exercises include a real-time response such as initiating communications or mobilizing personnel and resources (DHS, 2020).

**Drills** are a coordinated, supervised activity to validate a specific function or capability in a single agency/organization, often employed to validate a single operation or function. They typically provide training on new equipment, validate procedures, or practice and maintain current skills (DHS, 2020).

**Functional Exercise (FE)** is designed to test and evaluate capabilities and functions while in a realistic, real-time environment; however, movement of resources is usually simulated (DHS, 2020).

**Full-Scale Exercise (FSE):** An operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions/organizations, and real-time movement of resources (DHS, 2020).

#### Qualifying Exercise Characteristics

A trainee may gain experience and be evaluated while performing tasks in their PTB during an exercise with the following characteristics:

- The exercise is developed and conducted using the Homeland Security Exercise and Evaluation Program (HSEEP) guidance (DHS, 2020)
- The exercise must be operations-based either a **Function or Full-Scale Exercise**. (AHIMTA, 2018)
  - Drills may be used as a qualifying exercise only if they provide an opportunity to learn about or gain experience in the use of ICS position specific equipment, computer applications, procedures, or skills linked to a task(s) in the specific position's PTB, **and** which have been identified to be evaluated during the drill in the exercise materials. Otherwise, a drill cannot be used as a qualifying exercise for position task performance evaluation and documentation in a Position Task Book (PTB).
- The exercise scenario is complex enough to meet some or all of the **Incident Effect Indicators** and **Incident Management Indicators** of a Type 3 Incident found in the above table.
- If the incident planning process is required to be exercised and evaluated as part of the exercise, then the exercise scenario must encompass multiple operational periods or require at least one complete cycle of the planning process. The exercise must be of sufficient duration to properly complete the incident planning process and production of an IAP. (AHIMTA, 2018)
- Exercise injects must include information that is required to be shared with other Incident Management Team (IMT) members to demonstrate the ability to receive, prioritize, and share the essential elements of information/critical information requirements necessary to successfully complete a task, duty, or responsibility of an ICS position (AHIMTA, 2018)
- The exercise involves a significant amount of coordination between functional areas and subordinate elements or the maintaining of good working relationships necessary on an actual incident or event (AHIMTA, 2018)

## **Oklahoma Qualification System for Incident Command System Positions**

### **Appendix D – Qualifying Incident, Event, Exercise Guidelines**

- The exercise scenario should involve multijurisdictional resources or multiagency resources from the same jurisdiction (AHIMTA, 2018)
- The exercise should have a sufficient number of injects to fully engage each member of the IMT and immerse them into the ongoing incident response while participating in the NIMS planning process (AHIMTA, 2018)
- During the exercise an ordering process must be utilized that either utilizes or simulates the jurisdiction's processes and procedures for incident ordering. This ordering process can involve a local Emergency Operations Center (EOC), local or geographic dispatch centers, or an expanded dispatch function (AHIMTA, 2018)
- All applicable ICS forms are completed as part of the formal incident planning process (e.g., ICS-215 and ICS-215A) (AHIMTA, 2018)
- All applicable ICS forms are completed for the IAP (AHIMTA, 2018)

A qualifying exercise must have the appropriate exercise materials per HSEEP guidance, and the materials must:

- Include the use and evaluation of NIMS/ICS as one of its objectives
- Identify and list Operational Coordination as one of the core capabilities being evaluated

A qualifying exercise post-exercise and evaluation activities must include completion of an After-Action Report and Improvement Plan.

This Page Intentionally Left Blank



**Appendix E**

**STATE QUALIFICATIONS REVIEW**

**BOARD**

This Page Intentionally Left Blank

**Oklahoma Qualification System for Incident Command System Positions**  
**Appendix E – State Qualification Review Board (QRB)**

**General**

Once a trainee completes the Position Task Book and meets all other requirements for the position they are pursuing, they submit their package to the State Qualification Review Board who review it to ensure they meet all of the qualification requirements.

Certification is the final and official documentation indicating that an individual is qualified to perform in a specified ICS position. Certification of personnel helps to ensure they possess a minimum level of education, training, experience, physical and medical fitness, and capabilities appropriate for a particular position.

**Authority**

Pursuant to 47 OK Stat § 2-108.4 the Oklahoma Incident Management Team Advisory Committee is created within the Oklahoma Department of Public Safety and is the authority having jurisdiction (AHJ) over the state-sponsored all-hazard emergency incident management team. The Team Advisory Committee has authority to establish standards and credentialing guidelines for emergency incident management functions and responders within its scope of authority.

The Team Advisory Committee has established the State Qualification Review Board for ICS Positions (hereafter simply known as the State Qualification Review Board) and is charged to conduct a final review and evaluation of a trainee's Qualification Packet to ensure all qualification requirements have been met and then certify the individual in an Incident Command System (ICS) position. The State QRB only reviews the qualifications and certifies for Type 3 ICS positions and Single Type ICS positions.

The Team Advisory Committee is the state's Certifying Official for the state-sponsored all-hazard emergency incident management team. The Team Advisory Committee has delegated to the State QRB the authority to serve as the State Certifying Official for the state-sponsored all-hazard emergency incident management team.

**Organization and Membership**

The State QRB shall have a minimum of three members to conduct a qualification review.

**Membership**

The State QRB membership shall include a cross-section of relevant agencies, organizations, individuals, and disciplines. This reduces the potential for favoritism and unequal treatment of individuals during the certification process (FEMA, 2017b).

The State QRB membership should be comprised of individuals who are qualified and certified in ICS positions with at least one member qualified and certified in the ICS position being reviewed for qualification and certification. However, Oklahoma lacks qualified members to staff the State QRB therefore members may be selected who meet one or more of the following criteria:

- Qualified and certified in an ICS position
- AHIMT Position Specific Instructor
- NIMS/ICS Instructor
- IMT/IMAT Program Manager

**Oklahoma Qualification System for Incident Command System Positions**  
**Appendix E – State Qualification Review Board (QRB)**

- IMT/IMAT, Team Lead
- Member of an IMT/IMAT

**Organization**

The State QRB has the following positions:

- Chair
- Vice-Chair
- Member(s)

State QRB Chair and Vice-Chair are appointed by the Team Advisory Committee and serve three-year terms. After the initial three-year term, a member's term may be extended by the Team Advisory Committee at increments of up to three-years and there is no limit on the number of terms a member can serve.

Members are drawn from Oklahoma's NIMS/ICS, Incident Management Team and/or Incident Management Assistance Team communities as needed to conduct a qualification review. Members should meet the criteria listed above in the Membership section. The Chair and Vice-Chair will recruit and select individuals to serve as ad hoc members to conduct a qualification review.

**Roles and Responsibilities**

The members of the State QRB have the following roles and responsibilities:

- **Chair** - The Chair shall:
  - Schedule meetings
  - Coordinate meeting location and/or virtual meeting application
  - Prepare the meeting agenda
  - Convene and preside over scheduled meetings
  - Arrange for the Vice-Chair to convene and preside over a meeting if unavailable
  - Select Members to serve on a qualification review.
- **Vice-Chair** - The Vice-Chair shall:
  - Convene and preside over scheduled meetings at the request of the Chair when the Chair is unavailable
  - Prepare and distribute Meeting Minutes. Meeting Minutes are a summary of the proceedings. This document serves as a record of the meeting and helps keep everyone up to date on the activities and actions of the State QRB.
  - Manage State QRB documents keeping them organized and accessible
  - Convene and preside over scheduled meetings at the request of the Chair when the Chair is unavailable.
  - Assist with selecting Members to serve on a qualification review.
- **Member** – Members including the Chair and Vice-Chair shall:
  - Attend scheduled meetings
  - Apply their collective expertise to the review process, and
  - Fairly and objectively assess all documents in a trainee's Qualification Packet to determine whether the trainee meets the ICS position's qualification requirements.

**Oklahoma Qualification System for Incident Command System Positions**  
**Appendix E – State Qualification Review Board (QRB)**

**Meeting Frequency**

The State QRB shall meet at least annually but may meet more frequently to review trainee Qualification Packets submitted to it.

**Qualification Packet**

Once the Final Evaluator has completed the Final Evaluator Verification section of the trainee's Position Task Book, then the trainee seeking certification submits their Qualification Packet to the State Qualification Review Board.

**Contents**

A Qualification Packet **minimally** consists of the following documents:

- Copies of Certificates of completion of required training
- Copy of Completed Position Task Book
- Copies of Incident Personnel Performance Ratings (FEMA ICS-225)
- Copies of Activity Logs (FEMA ICS-214) from assignments/deployments (qualifying incidents, events, or exercises)
- Supporting documentation which may include copies of one or more of the following:
  - ICS 203 Organization Assignment Lists from Incident Action Plans listing their assignment on the incident, event, or exercise.
  - ICS 201 Incident Briefing Forms listing their assignment on the incident, event, or exercise
  - Completed Incident Action Plans for the incident, event, or exercise.

**Qualification Review Board Process**

**Initial Review**

Upon receipt of a trainee Qualification Packet, the State QRB Chair, Vice-Chair, or their designee will review the submitted packet confirming that submitted documents are complete and adequate. If the Qualification Packet is incomplete, the trainee will be asked to provide the missing documents. The State QRB meeting to review the trainee's Qualification Packet will not be scheduled until the missing documents are received.

**State QRB Meeting Review**

At the scheduled meeting the State QRB members conduct a final review and evaluation of the Qualification Packet to ensure all qualification requirements have been met. This includes:

- Confirming completion of required training
- Confirming completion of PTB
- Reviewing the quality of the trainee's experience
  - Number of assignments. The trainee must complete a minimum of three or more qualifying incidents, events, or exercises.
  - Variety of incidents, events, and exercises.
  - Complexity level of incidents, events, or exercises.

**Oklahoma Qualification System for Incident Command System Positions**  
**Appendix E – State Qualification Review Board (QRB)**

- Number of operation periods – During qualifying incidents or events the trainee must have worked at least one operational period.
- Reviews Incident Personnel Performance Ratings (FEMA ICS-225) to ensure the trainee was rated as “Met Standards” or above on all Rating Factors.

**Optional Interview**

After the State QRB conducts a thorough review of a Qualification Packet, the State QRB has the option of inviting the applicant to an assessment interview to answer questions about his/her documentation, education, training, and experience. The interview may consist of questions proposed by State QRB members after reviewing the trainee’s documents. The questions should seek to address any gaps in the qualification record. The interview may be conducted in-person or virtually and is scheduled at a time convenient for both the State QRB and the trainee to be interviewed.

**State QRB Decision and Actions**

After reviewing and evaluating the Qualification Packet the State QRB will render one of the following decisions which must be unanimous by all State QRB Members present at the meeting:

- Qualified - Meets all qualification requirements.
- Not Qualified – Does not meet all qualification requirements.

If the State QRB unanimously decides the individual is Qualified, then the:

- Decision is documented in the Meeting Minutes
- State QRB Chair, Vice-Chair, or member presiding over the meeting completes the Documentation of Agency Certification section of the trainees Position Task Book indicating they are certified.
- Decision is provided in writing (either email or letter) to the trainee and a copy sent to the State Credentialing Agency.

If the State QRB unanimously decides the individual is not qualified, then the:

- Decision is documented in the Meeting Minutes
- State QRB **does not** complete the Documentation of Agency Certification section of the trainees Position Task Book.
- Board provides to the trainee their decision in writing (either email or letter), a list of unmet requirements, and recommendations on how to correct deficiencies.

**Recognition of Prior Learning (RPL)**

The State QRB is responsible for conducting comprehensive review of a trainee’s **Professional Portfolio** and **Self-Assessment and Portfolio Worksheet** as part of the RPL process. See Appendix B – Recognition of Prior Learning for further details and information.

**Equivalent Training**

A trainee may have completed the required training by successfully completing an equivalent course. The State QRB reviews and determines if a training course is equivalent to the one listed in Appendix A - Position Description and Qualification Requirements, for the position they are pursuing. The equivalent

**Oklahoma Qualification System for Incident Command System Positions**  
**Appendix E – State Qualification Review Board (QRB)**

training must provide, like learning and performance objectives that are adequate to reasonably assure a position candidate who completes the training will be successful as a trainee. Course equivalency shall not be determined by a vendor's advertising material or claims.

**Currency and Recertification**

Certification is not permanent. To ensure personnel continue to be capable of performing in the position they are certified in, they must maintain currency. Oklahoma uses a five-year timeframe for maintaining currency. The five-year timeframe begins on the date the State Qualification Review Board certifies the individual as qualified in an ICS position.

Oklahoma has established that individuals can maintain currency by:

- Successfully performing in the position in which they are qualified at least once every five years.
- Successfully performing in a higher position(s) at least once every five years, provided that their current position is a qualification prerequisite for this higher position (e.g., individual is qualified as a Planning Section Chief and satisfactorily performs the Incident Commander position).
- Successfully performing in a lower or subordinate position(s) at least once every five years, provided that the lower or subordinate position is a qualification prerequisite for the position in which they are qualified (e.g., individual is qualified as a Planning Section Chief and satisfactorily performs the Situation Unit Leader position)
- Satisfactory performance in an individual's regular agency/organization position if it is the same as the position they are qualified in.

Individuals who are certified in an ICS position through the State Qualification System can recertify by submitting to the State Qualification Review Board prior to the expiration of their certification, a Recertification Packet which contains proof they have maintained currency. Proof of currency includes:

- For performance in an ICS position during a qualifying incident, event, or exercise
  - ICS 203 Organization Assignment Lists from Incident Action Plans
  - ICS 201 Incident Briefing Forms
  - Completed Incident Action Plans
  - Activity Logs (FEMA ICS-214)
  - Incident Personnel Performance Rating (FEMA ICS-225)
- For performance in the individual's regular agency/organization position
  - Official job description including responsibilities/duties
  - Work performance evaluations
  - Letter from agency/department head stating the timeframe they performed in that position.

Once the individual submits their Recertification Packet to the State QRB, it will go through the **Qualification Review Board Process** described above.

Except as otherwise specified in the **Portability of Qualifications Section** (Page 18), if an individual does not maintain currency, then they revert to trainee status. They must initiate a new Position Task Book using the current version for the position they are pursuing. They must meet the current Qualification Requirements for the position they are pursuing. A return to trainee status may have the advantage of

**Oklahoma Qualification System for Incident Command System Positions**  
**Appendix E – State Qualification Review Board (QRB)**

introducing the individual to new technology, procedures, and advances in incident and event management.

**Decertification**

Decertification is the removing or reducing of an individual's position qualifications and certification. It is not an adverse action as an individual may be recertified. It applies to the ICS position the person was performing and not their regular agency/department job. An Incident Commander does not have authority to decertify, they can only relieve the individual from assignment, demobilize them, and send them home. Only the State Qualification Review Board can decertify an individual certified through the State Qualification System.

**Reasons for Decertification**

An individual can be decertified for the following reasons:

- Does not meet currency requirements.
- Voluntarily surrenders qualification/certification or requests to be qualified at a lower level of responsibility.
- Performs actions that violate recognized standard operating procedures or identified safety procedures that are determined to have been instrumental in the endangerment of personnel or the public.
- Misrepresents incident qualifications.
- Fails to follow Delegation of Authority.
- Inappropriate conduct or behavior.
- Unacceptable of equivalent performance ratings on an ICS-225 Incident Personnel Performance Rating

**Requesting Decertification.**

A request to decertify an individual must be submitted in writing in the form of a letter to the State Qualification Review Board via the OK IMT Advisory Committee. The request for decertification must include:

- A letter that includes a specific request for decertification including a justification or basis for decertification and supporting facts.
- Supporting documentation (e.g., letters, statements, or affidavits from witnesses, reports, etc.)
- ICS-225 Incident Personnel Performance Rating

**State Qualification Review Board Action**

The State Qualification Review Board reviews the request and evidence and makes a decision whether to decertify or not. Any decision by the State Qualification Review Board is provided in writing (either email or letter) to the individual and a copy to the State Credentialing Agency.



**Oklahoma Qualification System for Incident Command System Positions**  
**Appendix E – State Qualification Review Board (QRB)**

**Recertification After Decertification**

An individual who has been decertified may start over as a trainee and pursue qualification and certification in an ICS position. They must:

- Initiate a new, current version of the Position Task Book for the position they are pursuing. No Recognition of Prior Learning will be granted regarding the Position Task Book tasks.
- Meet the current qualification requirements for the position.
- Retake and successfully complete the current version of the position specific training for the position they are pursuing.

**Conflicts of Interest**

State QRB members should disclose any conflicts of interest situations as early as possible and no later than prior to commencing the qualification review process of a trainee's Qualification Packet (FEMA, 2017b).

A trainee's Coach and Evaluators can participate as members of the State QRB and evaluate their own trainees (FEMA, 2017b).

If a trainee's family member, current or former spouse, current or former partner, person they are dating or dated in the past, or person they live with or lived with in the past is a Member of the State QRB, then they must recuse themselves from the qualification review and decision-making process.

If a member of the State QRB is seeking qualification and certification in an ICS position, then they must recuse themselves from the qualification review and decision-making process of their Qualification Packet.

**Appeal of State Qualification Review Board Decisions/Actions**

If an individual disagrees with the decision/actions of the State Qualification Review Board, then they may appeal to the OK IMT Advisory Committee.

The individual has 45 calendar days from the date of the State Qualification Review Board decision to appeal their decision in writing (either email or letter) to the OK IMT Advisory Committee. Their written appeal must include a justification or basis for their appeal and include supporting facts. They may also submit supporting documents with their appeal.

The OK IMT Advisory Committee, within 60 days of receiving the appeal will meet to discuss the appeal and either affirm the actions of the State Qualification Review Board or overturn their actions and either certify an individual or reinstate the individual's certification depending on the circumstances of the appeal.

This Page Intentionally Left Blank

## **REFERENCES**

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

- All-Hazard Incident Management Team Association. (2016). Recognition of prior learning. Retrieved from <https://ahimta.wildapricot.org/resources/RPL-May2016.pdf>
- All-Hazard Incident Management Team Association. (2018). Interstate incident management qualifications system (IIMQS) guide. Retrieved from <https://ahimta.wildapricot.org/resources/Documents/IIMTQS/IIMQS%20Final%20Accepted%200181001.pdf>
- Department of Homeland Security. (2020). Homeland security exercise and evaluation program (HSEEP). Retrieved from <https://www.fema.gov/sites/default/files/2020-04/Homeland-Security-Exercise-and-Evaluation-Program-Doctrine-2020-Revision-2-2-25.pdf>
- Department of Homeland Security, United States Coast Guard. (n.d.). Example type 3 memo. Retrieved from <https://homeport.uscg.mil/Lists/Content/Attachments/2922/ExampleType%203%20memo.doc>
- Department of Homeland Security, United States Coast Guard. (n.d.). Type 3 incident management team (IMT) performance qualification standard (PQS) verifying officers. Retrieved from <https://homeport.uscg.mil/Lists/Content/Attachments/2922/Example%20ICS%20VO%20Designation.doc>
- Department of Homeland Security, United States Coast Guard. (n.d.). Incident command system qualification program. Retrieved from [https://homeport.uscg.mil/Lists/Content/Attachments/2922/ICS%20Sector%20PQS%20Inst-Nov08\\_2.doc](https://homeport.uscg.mil/Lists/Content/Attachments/2922/ICS%20Sector%20PQS%20Inst-Nov08_2.doc)

## **Oklahoma Qualification System for Incident Command System Positions**

### **References**

- Department of Homeland Security, United States Coast Guard. (n.d.). Master list of competencies and behaviors. Retrieved from <https://homeport.uscg.mil/Lists/Content/Attachments/2922/Master%20Clist%20of%20Competencies-Behaviors.doc>
- Department of Homeland Security, United States Coast Guard. (n.d.). NIMS ICS performance qualification standards (PQS) recertification form. Retrieved from <https://homeport.uscg.mil/Lists/Content/Attachments/2922/NIMS%20ICS%20Recertification%20Form%20locked.pdf>
- Department of Homeland Security, United States Coast Guard. (2023a). Incident command system (ICS) training job aid. Retrieved from [https://homeport.uscg.mil/Lists/Content/Attachments/2922/ICS%20Training%20Job%20Aid\\_JAN23.pdf](https://homeport.uscg.mil/Lists/Content/Attachments/2922/ICS%20Training%20Job%20Aid_JAN23.pdf)
- Department of Homeland Security, United States Coast Guard. (2023b). Incident command system type 3 ICS activation & deployment performance qualification standard workbook. Retrieved from [file:///E:/00%20-%20FN%20Barnes%20Consulting/00%20-%20OKSQS%20Project/USCG/Activation\\_Deployment%20PQS\\_July%202023.pdf](file:///E:/00%20-%20FN%20Barnes%20Consulting/00%20-%20OKSQS%20Project/USCG/Activation_Deployment%20PQS_July%202023.pdf)
- Department of the Interior, Office of Emergency Management. (2020). Incident positions qualification guide (IPCG). Retrieved from <https://doi.gov/sites/doi.gov/files/ipqg-final-march-2021-508.pdf>
- Federal Emergency Management Agency. (2012). Strike team/task force leader position checklist. Retrieved from [https://training.fema.gov/emiweb/is/icsresource/assets/sttfl\\_pcl.pdf](https://training.fema.gov/emiweb/is/icsresource/assets/sttfl_pcl.pdf)

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

Federal Emergency Management Agency. (2017a). National incident management system (3<sup>rd</sup> ed.).

Retrieved from [https://www.fema.gov/sites/default/files/2020-07/fema\\_nims\\_doctrine-2017.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf)

Federal Emergency Management Agency. (2017b). National incident management system: Guideline for the national qualification system. Retrieved from

[https://www.fema.gov/sites/default/files/2020-05/fema\\_nims\\_nqs\\_guideline\\_0.pdf](https://www.fema.gov/sites/default/files/2020-05/fema_nims_nqs_guideline_0.pdf)

Federal Emergency Management Agency. (2019a). National incident management system: National qualification system supplemental guide for coaches and evaluators. Retrieved from

[https://www.fema.gov/sites/default/files/2020-05/fema\\_nims\\_nqs\\_supplemental\\_coaches-evaluators\\_0.pdf](https://www.fema.gov/sites/default/files/2020-05/fema_nims_nqs_supplemental_coaches-evaluators_0.pdf)

Federal Emergency Management Agency. (2019b). National incident management system: National qualification system supplemental guide for qualification review boards. Retrieved from

[https://www.fema.gov/sites/default/files/2020-05/fema\\_nims\\_nqs\\_supplemental\\_qualification-review\\_0.pdf](https://www.fema.gov/sites/default/files/2020-05/fema_nims_nqs_supplemental_qualification-review_0.pdf)

Federal Emergency Management Agency. (2021). National incident management system: Incident complexity guide. Retrieved from [https://www.waterisac.org/system/files/articles/nims-](https://www.waterisac.org/system/files/articles/nims-incident-complexity-guide.pdf)

[incident-complexity-guide.pdf](https://www.waterisac.org/system/files/articles/nims-incident-complexity-guide.pdf)

Federal Emergency Management Agency. (2022a). FAQ: National qualification system process. Retrieved

from [https://www.fema.gov/sites/default/files/documents/fema\\_nqs-implementation-objectives\\_faq.pdf](https://www.fema.gov/sites/default/files/documents/fema_nqs-implementation-objectives_faq.pdf)

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

Federal Emergency Management Agency. (2022b). National qualification system implementation objectives. Retrieved from [https://www.fema.gov/sites/default/files/documents/fema\\_nims-nqs-implementation-objectives\\_fact-sheet.pdf](https://www.fema.gov/sites/default/files/documents/fema_nims-nqs-implementation-objectives_fact-sheet.pdf)

Federal Emergency Management Agency. (2022c). NQS sample implementation plan template.

Retrieved from [https://www.fema.gov/sites/default/files/documents/fema\\_nqs-sample-implemetation-plan.pptx](https://www.fema.gov/sites/default/files/documents/fema_nqs-sample-implemetation-plan.pptx)

Federal Emergency Management Agency, Resource Typing Library Tool. (2019a). Position qualification:

Division/Group Supervisor (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1406?q=division%20supervisor>

Federal Emergency Management Agency, Resource Typing Library Tool. (2019b). Position qualification:

Forensic Group Supervisor (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1429?q=forensic%20group>

Federal Emergency Management Agency, Resource Typing Library Tool. (2019c). Position qualification:

Intelligence Group Supervisor (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1433?q=intelligence>

Federal Emergency Management Agency, Resource Typing Library Tool. (2019d). Position qualification:

Intelligence/Investigation Section Chief (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1432?q=intelligence>

Federal Emergency Management Agency, Resource Typing Library Tool. (2019e). Position qualification:

Investigative Operations Group Supervisor (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1434?q=intelligence>

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

Federal Emergency Management Agency, Resource Typing Library Tool. (2019f). Position qualification:

Investigative support group supervisor (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1435?q=support>

Federal Emergency Management Agency, Resource Typing Library Tool. (2019g). Position qualification:

Missing person group supervisor (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1436?q=missing%20person>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021a). Position qualification:

Compensation/claims unit leader (NQS). Retrieved from

[https://rtlt.preptoolkit.fema.gov/Public/Position/View/10-509-](https://rtlt.preptoolkit.fema.gov/Public/Position/View/10-509-1288?q=compensation%20claims%20unit%20leader)

[1288?q=compensation%20claims%20unit%20leader](https://rtlt.preptoolkit.fema.gov/Public/Position/View/10-509-1288?q=compensation%20claims%20unit%20leader)

Federal Emergency Management Agency, Resource Typing Library Tool. (2021b). Position qualification:

Cost unit leader (NQS). Retrieved from [https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-](https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1426?q=cost%20unit%20leader)

[509-1426?q=cost%20unit%20leader](https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1426?q=cost%20unit%20leader)

Federal Emergency Management Agency, Resource Typing Library Tool. (2021c). Position qualification:

Demobilization unit leader (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1427?q=demobilization%20unit>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021d). Position qualification:

Documentation unit leader (NQS). Retrieved from

[https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-](https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1428?q=documentation%20unit%20leader)

[1428?q=documentation%20unit%20leader](https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1428?q=documentation%20unit%20leader)



**Oklahoma Qualification System for Incident Command System Positions**  
**References**

Federal Emergency Management Agency, Resource Typing Library Tool. (2021e). Position qualification:

Facility unit leader (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/11-509-1325?q=facilities%20unit%20leader>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021f). Position qualification:

Finance/administration section chief (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1031?q=finance>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021g). Position qualification:

Food unit leader (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/11-509-1293?q=FOOD%20UNIT%20LEADER>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021h). Position qualification:

Ground support unit leader (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/11-509-1298?q=ground%20support%20unit%20leader>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021i). Position qualification:

Incident commander (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1032?q=incident%20commander>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021j). Position qualification:

Liaison officer (NQS). Retrieved from <https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1033?q=liaison%20officer>

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

Federal Emergency Management Agency, Resource Typing Library Tool. (2021k). Position qualification:

Logistics section chief (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1034?q=logistics%20section>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021l). Position qualification:

Mass fatality management group supervisor (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/12-509-1318?q=mass%20fatality>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021m). Position qualification:

Medical unit leader (NQS). Retrieved from

[https://rtlt.preptoolkit.fema.gov/Public/Position/View/10-509-](https://rtlt.preptoolkit.fema.gov/Public/Position/View/10-509-1317?q=medical%20unit%20leader)

[1317?q=medical%20unit%20leader](https://rtlt.preptoolkit.fema.gov/Public/Position/View/10-509-1317?q=medical%20unit%20leader)

Federal Emergency Management Agency, Resource Typing Library Tool. (2021n). Position qualification:

Operations section chief (NQS). Retrieved from

[https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-](https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1035?q=operations%20section%20chief)

[1035?q=operations%20section%20chief](https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1035?q=operations%20section%20chief)

Federal Emergency Management Agency, Resource Typing Library Tool. (2021o). Position qualification:

Planning section chief (NQS). Retrieved from

[https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-](https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1036?q=planning%20section%20chief)

[1036?q=planning%20section%20chief](https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1036?q=planning%20section%20chief)

Federal Emergency Management Agency, Resource Typing Library Tool. (2021p). Position qualification:

Procurement unit leader. Retrieved from

[https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-](https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1437?q=procurement%20unit%20leader)

[1437?q=procurement%20unit%20leader](https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1437?q=procurement%20unit%20leader)

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

Federal Emergency Management Agency, Resource Typing Library Tool. (2021q). Position qualification:

Public information officer (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1037?q=public%20information%20officer>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021r). Position qualification:

Resource unit leader (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1440?q=resource%20unit%20leader>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021s). Position qualification:

Safety officer (NQS). Retrieved from <https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1441?q=safety%20officer>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021t). Position qualification:

Situation unit leader (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1442?q=situation%20unit%20leader>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021u). Position qualification:

Supply unit leader (NQS). Retrieved from

<https://rtlt.preptoolkit.fema.gov/Public/Position/View/11-509-1304?q=supply%20unit%20leader>

Federal Emergency Management Agency, Resource Typing Library Tool. (2021v). Position qualification:

Time unit leader. Retrieved from <https://rtlt.preptoolkit.fema.gov/Public/Position/View/2-509-1444?q=time%20unit%20leader>

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

National Wildfire Coordinating Group. (n.d.). NWCG wildland fire risk and complexity assessment, PMS-236. Retrieved from <https://www.nwcg.gov/sites/default/files/publications/pms236.pdf>

National Wildfire Coordinating Group. (2022). NWCG Standards for Recognition of Prior Learning (RPL), PMS-309. Retrieved from <https://www.nwcg.gov/sites/default/files/publications/pms309.pdf>

National Wildfire Coordinating Group. (2003). Work capacity test; Administrator's guide. Retrieved from <https://www.nwcg.gov/sites/default/files/publications/pms307.pdf>

National Wildfire Coordinating Group. (2009) Fitness and work capacity (2009 ed.). Retrieved from <https://www.nwcg.gov/sites/default/files/publications/pms304-2.pdf>

National Wildfire Coordinating Group. (2023a). Compensation/claims unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/comp/position-ipd>

National Wildfire Coordinating Group. (2023b). Compensation/claims unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/comp/position-qualification-requirements>

National Wildfire Coordinating Group. (2023c). Cost unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/cost/position-ipd>

National Wildfire Coordinating Group. (2023d). Cost unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/cost/position-qualification-requirements>

National Wildfire Coordinating Group. (2023e). Demobilization unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/dmob/position-ipd>

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

National Wildfire Coordinating Group. (2023f). Demobilization unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/dmob/position-qualification-requirements>

National Wildfire Coordinating Group. (2023g). Documentation unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/docl/position-ipd>

National Wildfire Coordinating Group. (2023h). Documentation unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/docl/position-qualification-requirements>

National Wildfire Coordinating Group. (2023i). Facility unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/fac1/position-ipd>

National Wildfire Coordinating Group. (2023j). Facility unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/fac1/position-qualification-requirements>

National Wildfire Coordinating Group. (2023k). Finance/administration section chief type 3: Incident position description. Retrieved from <https://www.nwcg.gov/positions/fsc3/position-ipd>

National Wildfire Coordinating Group. (2023l). Finance/administration section chief type 3: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/fsc3/position-qualification-requirements>

National Wildfire Coordinating Group. (2023m). Food unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/fdul/position-ipd>

National Wildfire Coordinating Group. (2023n). Food unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/fdul/position-qualification-requirements>

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

- National Wildfire Coordinating Group. (2023o). Ground support unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/gsul/position-ipd>
- National Wildfire Coordinating Group. (2023p). Ground support unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/gsul/position-qualification-requirements>
- National Wildfire Coordinating Group. (2023q). Incident qualification certification system: Federal wildland fire qualifications supplement. Retrieved from [https://iqcsweb.nwcg.gov/sites/default/files/documents/FedSupplement\\_2023\\_0.pdf](https://iqcsweb.nwcg.gov/sites/default/files/documents/FedSupplement_2023_0.pdf)
- National Wildfire Coordinating Group. (2023r). Logistics section chief type 3: Incident position description. Retrieved from <https://www.nwcg.gov/positions/lsc3/position-ipd>
- National Wildfire Coordinating Group. (2023s). Logistics section chief type 3: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/lsc3/position-qualification-requirements>
- National Wildfire Coordinating Group. (2023t). Medical unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/medl/position-ipd>
- National Wildfire Coordinating Group. (2023u). Medical unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/medl/position-qualification-requirements>
- National Wildfire Coordinating Group. (2023v). NWCG standards for wildland fire position qualifications, PMS 310-1. Retrieved from <https://www.nwcg.gov/publications/pms310-1>
- National Wildfire Coordinating Group. (2023w). Planning section chief type 3: Incident position description. Retrieved from <https://www.nwcg.gov/positions/psc3/position-ipd>

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

National Wildfire Coordinating Group. (2023x). Planning section chief type 3: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/psc3/position-qualification-requirements>

National Wildfire Coordinating Group. (2023y). Procurement unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/proc/position-ipd>

National Wildfire Coordinating Group. (2023z). Procurement unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/proc/position-qualification-requirements>

National Wildfire Coordinating Group. (2023aa). Resource unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/resl/position-ipd>

National Wildfire Coordinating Group. (2023bb). Resource unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/resl/position-qualification-requirements>

National Wildfire Coordinating Group. (2023cc). Situation unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/sitl/position-ipd>

National Wildfire Coordinating Group. (2023dd). Situation unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/sitl/position-qualification-requirements>

National Wildfire Coordinating Group. (2023ee). Strike team leader crew: Incident position description. Retrieved from <https://www.nwcg.gov/positions/stcr/position-ipd>

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

- National Wildfire Coordinating Group. (2023ff). Strike team leader crew: Position qualification requirements, PMS 310-1. Retrieved from <https://www.nwcg.gov/positions/stcr/position-qualification-requirements>
- National Wildfire Coordinating Group. (2023gg). Supply unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/spul/position-ipd>
- National Wildfire Coordinating Group. (2023hh). Supply unit leader: Position qualification requirements. Retrieved from <https://www.nwcg.gov/positions/spul/position-qualification-requirements>
- National Wildfire Coordinating Group. (2023ii). Task force leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/tfld/position-ipd>
- National Wildfire Coordinating Group. (2023jj). Task force leader: Position Qualification requirements, PMS 310-1. Retrieved from <https://www.nwcg.gov/positions/tfld/position-qualification-requirements>
- National Wildfire Coordinating Group. (2023kk). Time unit leader: Incident position description. Retrieved from <https://www.nwcg.gov/positions/time/position-ipd>
- National Wildfire Coordinating Group. (2023ll). Time unit leader: Position Qualification requirements, PMS 310-1. Retrieved from <https://www.nwcg.gov/positions/time/position-qualification-requirements>
- Oklahoma Office of Homeland Security. (2023). Communications unit (COMU). Retrieved from <https://oklahoma.gov/homeland-security/interoperable-communications/comu.html>



## Oklahoma Qualification System for Incident Command System Positions

### References

United States Department of Homeland Security. (2013). National incident management system:

Intelligence/investigations function guidance and field operations guide. Retrieved from [https://www.fema.gov/sites/default/files/2020-07/fema\\_nims\\_intelligence-investigations-function-guidance-oct-2013.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_nims_intelligence-investigations-function-guidance-oct-2013.pdf)

United States Fire Administration. (n.d.). Model qualification guide and forms package. Retrieved from

<https://ahimta.wildapricot.org/resources/Documents/IIMTQS/USFA%20MQG%20and%20Forms%20Package.zip>

United States Fire Administration. (n.d.). Model qualification guide instructions. Retrieved from

<https://ahimta.wildapricot.org/resources/Documents/IIMTQS/Instructions-Model%20Qualification%20Guide%20V-1.pdf>

United States Fire Administration. (2022). National incident management system: National

qualification system. Retrieved from <https://www.usfa.fema.gov/a-z/nims/national-qualification-system.html>

United States Forest Service. (2016). Forest service fire and aviation qualifications guide: Chapter 4 – fire and aviation management position competencies hotshot, exclusive use helitack, ifpm/fs-fpm, and duty officer. Retrieved from

[https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.fs.usda.gov%2Fsites%2Fdefault%2Ffiles%2Fmedia\\_wysiwyg%2Ffsfaqg\\_chapter4\\_dec2016.docx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.fs.usda.gov%2Fsites%2Fdefault%2Ffiles%2Fmedia_wysiwyg%2Ffsfaqg_chapter4_dec2016.docx&wdOrigin=BROWSELINK)

United States Forest Service. (2023). Forest service fire and aviation qualifications guide: Chapter 2 –

qualifications certification, decertification, and fitness. Retrieved from

<https://www.fs.usda.gov/sites/default/files/2023-02/FSFAQ-2023-Chapter2-ocr.pdf>

**Oklahoma Qualification System for Incident Command System Positions**  
**References**

United States Forest Service. (2023). Forest service fire and aviation qualifications guide: Chapter 3 – training development, leadership training, refresher training and history. Retrieved from <https://www.fs.usda.gov/sites/default/files/2023-02/FSFAQG-Chapter-3-v2.pdf>