



Classification No.: 2073

Approval date: 05/07/2010

EPA Incident Command System Training, Qualifications, and Certification Standards

Purpose of the Directive

These standards are established by EPA to ensure that personnel who may be assigned positions within, or provide support to, an EPA-managed or multi-agency Incident Command System (ICS) structure are appropriately trained, qualified and certified to perform the duties of those positions.

Scope and Applicability

In support of Agency preparedness for nationally significant incidents, each region will adhere to ICS training standards in compliance with the National Incident Management System (NIMS). One of the requirements of the NIMS is to provide a certification process for interoperability of personnel on a multi-agency response. This document provides compliance with that requirement.

On-Scene Coordinators (OSCs) who conduct normal emergency response and removal actions qualify as Type 3 Incident Commanders (ICs). Personnel who meet the qualification standards outlined in this document will be considered qualified as Type 2 personnel under the ICS in accordance with the National Interagency Incident Management System Wildland Fire Qualification System Guide dated April 2006. Personnel completing the training requirements for a Type 2 position will be able to respond effectively to any EPA lead incident.

Background

In February 2008, the Department of Homeland Security (DHS), National Integration Center (NIC) issued Guidelines for NIMS training. The NIMS incorporates by reference the ICS program established by the National Wildfire Coordination Group (NWCG). EPA's agency-specific standards are consistent with the current NIC guidelines, and are based on the NIMS ICS model, with minor modifications to accommodate EPA's unique missions under the National Oil and Hazardous Substances

Pollution Contingency Plan (NCP) and EPA's organizational structure. EPA has agreed that personnel certified and qualified will meet a minimum set of core competencies developed by the US Fire Administration (USFA) and accepted by NWCG, U.S. Coast Guard (USCG), DHS, and EPA.

ICS is being implemented within the federal government as an organizational and procedural system for managing emergencies. As such, the focus of NIMS implementation within EPA is emergency response operations under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and Oil Pollution Act (OPA) authorities, which are administered by the Office of Emergency Management (OEM). However, the National Response Framework (NRF) and NIMS were developed to address complex multi-jurisdictional incidents nation wide, which may require the mobilization of Agency-wide resources. To that end, these standards have Agency-wide scope, covering all personnel who may be mobilized to respond to or support a major incident.

Responsibilities

The Office of Emergency Management (OEM) in the Office of Solid Waste and Emergency Response (OSWER) is responsible for overall maintenance of the Training, Qualification and Certification Standards.

Each regional office and participating Assistant Administrator's Office (AAship) will designate a NIMS Coordinator, who will participate in the EPA NIMS Integration Team (NIT) meetings, update regional and/or participating program office personnel on changes in DHS NIMS requirements, maintain contact with the National NIMS Coordinator, act as advisors on NIMS compliance to regional and/or participating program office management and ensure documentation of training, qualification and certification is taking place. The NIMS Coordinators are responsible for management and maintenance of the program.

Authorities

Under Section 402 of the Stafford Act, federal agencies utilize their own authorities in support of State and local assistance efforts and under Section 403, can provide assistance essential to meeting immediate threats to life and property. The following statutory and regulatory authorities can be utilized in connection with the Agency's roles and responsibilities:

- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
- Clean Water Act (CWA)
- National Oil and Hazardous Substances Pollution Contingency Plan (NCP-40CFR Part 300)

- Resource Conservation and Recovery Act (RCRA)
- Clean Air Act (CAA)
- Indoor Radon Abatement Act (IRAA)
- Safe Drinking Water Act (SDWA)
- Marine Protection, Research, and Sanctuaries Act (MPRSA)
- Toxic Substances Control Act (TSCA)
- Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)
- Competition in Contracting Act (CICA)
- Atomic Energy Act (AEA)
- Public Health Service Act (PHSA)
- Occupational Safety and Health Act (OSHA)
- Pollution Prevention Act (PPA)

Components of the ICS Training Program

Incident Management Team (IMT) Key Leadership Positions (KLPs) will be filled only by Agency personnel who have the appropriate training, and possess the competencies for the position (Appendix 1). However, in order to be certified in a position, and meet the interoperability requirements of the NIMS, personnel must also meet the applicable professional experience requirements in this document. On-Scene Coordinators (OSCs) with 5 years experience performing OSC duties are considered to have met the “applicable professional experience” requirements for IMT-KLP positions except for Public Information Officer and Finance Section Chief. Some OSCs, however, may have the applicable experience for those two positions as well.

A. Training

ICS training includes, but is not limited to, general training at four levels (I-100 through I-400), position-specific training and IMT team training (EPA-420). Appendix 2 identifies the ICS training requirements for all personnel. These standards do not address other required training integral to EPA programs (e.g., Health & Safety, Contract Management, and technical training specific to an EPA job function). EPA ICS training is managed by the Environmental Response Team (ERT), which has established a general, position-specific and team training curriculum based on NIMS. EPA courses are recommended; however, equivalent courses provided by FEMA’s Emergency Management Institute (EMI), the National Fire Academy (NFA), the National Wildfire Coordinating Group (NWCG), and the U.S. Coast Guard (USCG) are acceptable alternatives, as are state and local courses that comply with the National Standard Curriculum Training Development Guidance provided by DHS. All ICS position specific training must be documented electronically in a central database. Currently this database is Train Trax, which is available online at: <http://epaossc.net/training.htm>.

B. Qualification

Qualification is required only for KLPs. Individuals who meet core competencies, pre-requisite requirements and who have completed required training courses will be qualified for a position by demonstrating proficiency in the position through an exercise, event, actual incident, or EPA-420 course. It is the responsibility of the individual employee to maintain documentation of qualification experience in addition to ensuring it is posted on Train Trax.

C. Certification

Upon completion of the qualification requirements in this document, an employee may submit a “Nomination for Qualification and Certification of NIMS Duties” form, found in Appendix 3, to his/her supervisor. The supervisor reviews the request and may consult with the regional or program NIMS Coordinator on the certification requirements. If the supervisor determines that the employee meets the requirements for certification, he/she signs the nomination form and forwards the form to the NIMS Coordinator. The NIMS Coordinator will ensure that the Certification is documented in Train Trax.

D. Qualification Maintenance

Documentation of participation in exercises, events, actual incidents, or an EPA-420 course is required to maintain certification in a KLP. The general standard for recertification is 5 years, during which time the individual must document their experience and training specific to the position. The “Documentation of NIMS Position Qualification Maintenance” form in Appendix 4 should be used to document re-certification. Failure to document experience relevant to the position will require the individual to re-qualify for the position by retaking the KLP training.

E. Document Maintenance

This document will be amended by EPA’s National NIMS Coordinator, if national ICS training and qualification standards are promulgated by DHS that impact EPA NIMS ICS certification.

Appendix 1: Requirements for Core Competencies, Training, and Professional Experience

| Position Requirements | | | |
|--|--|---|---|
| Position | Core Competencies | Minimum Training | Professional Experience |
| Incident Commander (IC) Deputy Incident Commander (DIC) | <ul style="list-style-type: none"> ○ Excellent interpersonal skills ○ Lead assigned personnel: be able to influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.¹ ○ Communicate effectively: use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.¹ ○ Assume position responsibilities: be able to successfully assume role of IC (or deputy) and initiate position activities at the appropriate time including gathering & applying situational information and establishing organization structure & reporting procedures employing ICS concepts & principles.¹ ○ Ensure completion of assigned actions to meet identified objectives: identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established timeframe.¹ ○ Ability to work 12-14 hour days under physical and emotional stress for sustained periods. | <ul style="list-style-type: none"> ○ ICS training to level 400² ○ EPA-400 (Incident Commander) ○ EPA-420 (recommended) ○ FEMA IS-700 NIMS, an Introduction ○ FEMA IS-800 National Response Framework (NRF), an Introduction | <ul style="list-style-type: none"> ○ 5 years as an OSC or 5 years other applicable professional experience ○ Certified as a Contracting Officer Representative (COR) Operations level training compliant with OSHA 29CFR1910.120 ○ Enrolled in a medical surveillance program ○ Experience in emergency management ○ Operation experience in establishing strategy and tactics at emergency responses ○ Experience in risk-based decision making ○ Have a knowledge and understanding of appropriate statutes, regulations and procedures including Comprehensive Emergency Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), Clean Water Act (CWA), OSHA 1910.120, NCP, and NRF Emergency Support Functions (ESFs) #3 and #10 ○ Have knowledge of EPA policies including National Approach to Response (NAR), reporting procedures with the Regional Incident Coordinator (RIC), and the EPA Crisis Communication Plan ○ Have significant ongoing experience related to the management of emergency incidents and events that may involve multiple jurisdictions |

¹ Interagency Core Competencies

² ICS-100, ICS-200, ICS-300, and ICS-400

| Position Requirements | | | |
|---|---|---|---|
| Position | Core Competencies | Minimum Training | Professional Experience |
| Public Information Officer (PIO) | <ul style="list-style-type: none"> ○ Lead assigned personnel: be able to influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.¹ ○ Communicate effectively: use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.¹ ○ Assume position responsibilities: be able to successfully assume role of PIO and initiate position activities at the appropriate time including gathering & applying situational information and establishing organization structure & reporting procedures employing ICS concepts & principles.¹ ○ Ensure completion of assigned actions to meet identified objectives: identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established timeframe.¹ ○ Ability to work 12-14 hour days under physical and emotional stress for sustained periods. | <ul style="list-style-type: none"> ○ ICS training to 400-level² ○ EPA-403 (Information Officer Training) ○ EPA- 420 (recommended) ○ FEMA IS-700 NIMS, an Introduction ○ FEMA IS-800 National Response Framework (NRF), an Introduction ○ EPA Crisis Communication Plan | <ul style="list-style-type: none"> ○ 3 years of communications/media relations field experience ○ Have a knowledge and understanding of the EPA Crisis Communication Plan and ESF #15 ○ Have demonstrated skills in interacting with the public and media ○ Experience in crisis response ○ Prior public affairs experience is desirable ○ Excellent written and verbal communication skills ○ Experience managing the generation and dissemination of information related to an emergency response for the public and media ○ Familiar with print, radio, television, and internet media |

¹ Interagency Core Competencies

² ICS-100, ICS-200, ICS-300, and ICS-400

| Position Requirements | | | |
|-----------------------|-------------------|------------------|-------------------------|
| Position | Core Competencies | Minimum Training | Professional Experience |

| Position Requirements | | | |
|------------------------------|--|--|--|
| Position | Core Competencies | Minimum Training | Professional Experience |
| Liaison Officer (LNO) | <ul style="list-style-type: none"> ○ Excellent interpersonal skills ○ Excellent written and verbal communication skills ○ Lead assigned personnel: be able to influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.¹ ○ Communicate effectively: use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.¹ ○ Assume position responsibilities: be able to successfully assume role of LNO and initiate position activities at the appropriate time including gathering & applying situational information and establishing organization structure & reporting procedures employing ICS concepts & principles.¹ ○ Ensure completion of assigned actions to meet identified objectives: identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established timeframe.¹ ○ Ability to work 12-14 hour days under physical and emotional stress for sustained periods. | <ul style="list-style-type: none"> ○ ICS training through 400 level² ○ EPA-401 (Liaison Officer Training) ○ EPA-420 (recommended) ○ FEMA IS-700 NIMS, an Introduction ○ FEMA IS-800 National Response Framework (NRF), an Introduction | <ul style="list-style-type: none"> ○ 3 years of applicable professional experience in outreach, writing, speaking, and working with the NCP, NRF, Area Contingency Plans and other response plans ○ Experience dealing with stakeholders and other agencies ○ Previously established relationship with the participating agencies or interagency coordination experience ○ Working knowledge of EPA policies including Environmental Justice |

¹ Interagency Core Competencies

² ICS-100, ICS-200, ICS-300, and ICS-400

| | | | |
|----------------------------|--|--|---|
| Safety Officer (SO) | <ul style="list-style-type: none"> ○ Good interpersonal skills ○ Solid grasp of hazard recognition, evaluation, and control methodologies. ○ Lead assigned personnel: be able to influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.¹ ○ Communicate effectively: use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.¹ ○ Assume position responsibilities: be able to successfully assume role of SO and initiate position activities at the appropriate time including gathering & applying situational information and establishing organization structure & reporting procedures employing ICS concepts & principles.¹ ○ Ensure completion of assigned actions to meet identified objectives: identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established timeframe.¹ ○ Ability to work 12-14 hour days under physical and emotional stress for sustained periods. | <ul style="list-style-type: none"> ○ ICS training through 400 level² ○ EPA-404 (Safety Officer Training) ○ EPA-420 (recommended) ○ FEMA IS-700 NIMS, an Introduction ○ FEMA IS-800 National Response Framework (NRF), an Introduction ○ Advanced first aid/CPR training ○ OSHA Construction Safety ○ OSHA General Industry Safety | <ul style="list-style-type: none"> ○ 3 years as an OSC or 3 years of other applicable professional experience ○ Operations level training compliant with OSHA 29 CFR 1910.120 ○ Enrolled in a medical monitoring program ○ Minimum 5 days experience in level C/B Operations ○ Level A experience, at a minimum in an exercise ○ Experience in operational risk management ○ Experience with accident investigation and post-incident analysis ○ Experience with emergency response |
|----------------------------|--|--|---|

¹ Interagency Core Competencies

² ICS-100, ICS-200, ICS-300, and ICS-400

| Position Requirements | | | |
|-------------------------------------|---|--|--|
| Position | Core Competencies | Minimum Training | Professional Experience |
| Planning Section Chief (PSC) | <ul style="list-style-type: none"> ○ Good leadership, interpersonal, and communication skills ○ Proficient in report writing ○ Lead assigned personnel: be able to influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.¹ ○ Communicate effectively: use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.¹ ○ Assume position responsibilities: be able to successfully assume role of PSC and initiate position activities at the appropriate time including gathering & applying situational information and establishing organization structure & reporting procedures employing ICS concepts & principles.¹ ○ Ensure completion of assigned actions to meet identified objectives: identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established timeframe.¹ ○ Ability to work 12-14 hour days under physical and emotional stress for sustained periods. | <ul style="list-style-type: none"> ○ ICS training through the I-400 level² ○ EPA-440 (Planning Section Chief Training) ○ EPA- 420 (recommended) ○ FEMA IS-700 NIMS, an Introduction ○ FEMA IS-800 National Response Framework (NRF), an Introduction | <ul style="list-style-type: none"> ○ 5 years as an OSC or 5 years other applicable professional experience ○ Experience related to emergency planning and preparedness ○ Experience in information management |

¹ Interagency Core Competencies

² ICS-100, ICS-200, ICS-300, and ICS-400

| Position Requirements | | | |
|-------------------------------------|--|---|--|
| Position | Core Competencies | Minimum Training | Professional Experience |
| Resources Unit Leader (RESL) | <ul style="list-style-type: none"> ○ Excellent organizational skills ○ Good written communication skills ○ Lead assigned personnel: be able to influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.¹ ○ Communicate effectively: use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.¹ ○ Assume position responsibilities: be able to successfully assume role of RESL and initiate position activities at the appropriate time including gathering & applying situational information and establishing organization structure & reporting procedures employing ICS concepts & principles.¹ ○ Ensure completion of assigned actions to meet identified objectives: identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established timeframe.¹ ○ Ability to work 12-14 hour days under physical and emotional stress for sustained periods. | <ul style="list-style-type: none"> ○ ICS training through I-400 level² ○ EPA-348 (Resource Unit Leader Training) ○ EPA-420 (recommended) ○ FEMA IS-700 NIMS, an Introduction ○ FEMA IS-800 National Response Framework (NRF), an Introduction | <ul style="list-style-type: none"> ○ 3 years applicable professional experience ○ Working knowledge of WebEOC[®] ○ Understanding of resource ordering, check-in, and tracking operations in an EPA/ICS structure |

¹ Interagency Core Competencies

² ICS-100, ICS-200, ICS-300, and ICS-400

| Position Requirements | | | |
|-------------------------------------|---|--|--|
| Position | Core Competencies | Minimum Training | Professional Experience |
| Situation Unit Leader (SITL) | <ul style="list-style-type: none"> ○ Excellent organizational skills ○ Good written and verbal communication skills ○ Have the ability to distill large amounts of information into clear, concise, and understandable verbal and written presentations. ○ Lead assigned personnel: be able to influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.¹ ○ Communicate effectively: use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.¹ ○ Assume position responsibilities: be able to successfully assume role of SITL and initiate position activities at the appropriate time including gathering & applying situational information and establishing organization structure & reporting procedures employing ICS concepts & principles.¹ ○ Ensure completion of assigned actions to meet identified objectives: identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established timeframe.¹ ○ Ability to work 12-14 hour days under physical and emotional stress for sustained periods. | <ul style="list-style-type: none"> ○ ICS training through I-400 level² ○ EPA-346 (Situation Unit Leader Training) ○ EPA-420 (recommended) ○ FEMA IS-700 NIMS, an Introduction ○ FEMA IS-800 National Response Framework (NRF), an Introduction | <ul style="list-style-type: none"> ○ 3 years applicable professional experience ○ In depth understanding of basic mapping techniques (Global Positioning Systems and Geographic Information Systems) |

¹ Interagency Core Competencies

² ICS-100, ICS-200, ICS-300, and ICS-400

| Position Requirements | | | |
|---|---|--|---|
| Position | Core Competencies | Minimum Training | Professional Experience |
| Environmental Unit Leader (ENVL) | <ul style="list-style-type: none"> ○ Excellent oral and written communication skills ○ Lead assigned personnel: be able to influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.¹ ○ Communicate effectively: use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.¹ ○ Assume position responsibilities: be able to successfully assume role of ENVL and initiate position activities at the appropriate time including gathering & applying situational information and establishing organization structure & reporting procedures employing ICS concepts & principles.¹ ○ Ensure completion of assigned actions to meet identified objectives: identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established timeframe.¹ ○ Ability to work 12-14 hour days under physical and emotional stress for sustained periods. | <ul style="list-style-type: none"> ○ ICS training through I-400 level² ○ EPA-349 (Environmental Unit Leader Training) ○ EPA-420 (recommended) ○ FEMA IS-700 NIMS, an Introduction ○ FEMA IS-800 National Response Framework (NRF), an Introduction | <ul style="list-style-type: none"> ○ 3 years as a member of an NCP Special Team, or 3 years other applicable professional experience in an environmental science or engineering position ○ Understanding of EPA lab programs including the use of the Lab Compendium ○ Understanding of SCRIBE ○ Experience in developing a Quality Assurance Plan and Data Quality Objectives ○ Experience in database management ○ Experience in sampling/monitoring protocols and developing a sampling plan |

¹ Interagency Core Competencies

² ICS-100, ICS-200, ICS-300, and ICS-400

| Position Requirements | | | |
|---------------------------------------|---|--|--|
| Position | Core Competencies | Minimum Training | Professional Experience |
| Operations Section Chief (OPS) | <ul style="list-style-type: none"> ○ Good interpersonal and leadership skills ○ Lead assigned personnel: be able to influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.¹ ○ Communicate effectively: use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.¹ ○ Assume position responsibilities: be able to successfully assume role of OPS and initiate position activities at the appropriate time including gathering & applying situational information and establishing organization structure & reporting procedures employing ICS concepts & principles.¹ ○ Ensure completion of assigned actions to meet identified objectives: identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established timeframe.¹ ○ Ability to work 12-14 hour days under physical and emotional stress for sustained periods. | <ul style="list-style-type: none"> ○ ICS training through I-400 level² ○ EPA-430 (Operations Section Chief Level) ○ EPA-420 (recommended) ○ FEMA IS-700 NIMS, an Introduction ○ FEMA IS-800 National Response Framework (NRF), an Introduction | <ul style="list-style-type: none"> ○ 5 years as an OSC ○ Certified as a Contracting Officer Representative (COR) ○ Operations level training compliant with OSHA 29 CFR 1910.120 ○ Enrolled in a medical monitoring program ○ Purchase Card certification ○ Have a knowledge and understanding of appropriate statutes, regulations and procedures including CERCLA, RCRA, CWA, OSHA 1910.120, NCP, and NRF (ESF #3 and #10) |

¹ Interagency Core Competencies

² ICS-100, ICS-200, ICS-300, and ICS-400

| Position Requirements | | | |
|--------------------------------------|---|--|---|
| Position | Core Competencies | Minimum Training | Professional Experience |
| Logistics Section Chief (LSC) | <ul style="list-style-type: none"> ○ Lead assigned personnel: be able to influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.¹ ○ Communicate effectively: use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.¹ ○ Assume position responsibilities: be able to successfully assume role of LSC and initiate position activities at the appropriate time including gathering & applying situational information and establishing organization structure & reporting procedures employing ICS concepts & principles.¹ ○ Ensure completion of assigned actions to meet identified objectives: identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established timeframe.¹ ○ Ability to work 12-14 hour days under physical and emotional stress for sustained periods. | <ul style="list-style-type: none"> ○ ICS training through I-400 level² ○ EPA-450 (Logistics Section Chief Training) ○ EPA-420 (recommended) ○ FEMA IS-700 NIMS, an Introduction ○ FEMA IS-800 National Response Framework (NRF), an Introduction | <ul style="list-style-type: none"> ○ 3 years applicable professional experience ○ Certified as a Contracting Officer Representative (COR) is recommended ○ Purchase Card certification is recommended ○ Operations level training compliant with OSHA 29 CFR 1910.120 ○ Experience in acquisition and procurement within EPA |

¹ Interagency Core Competencies

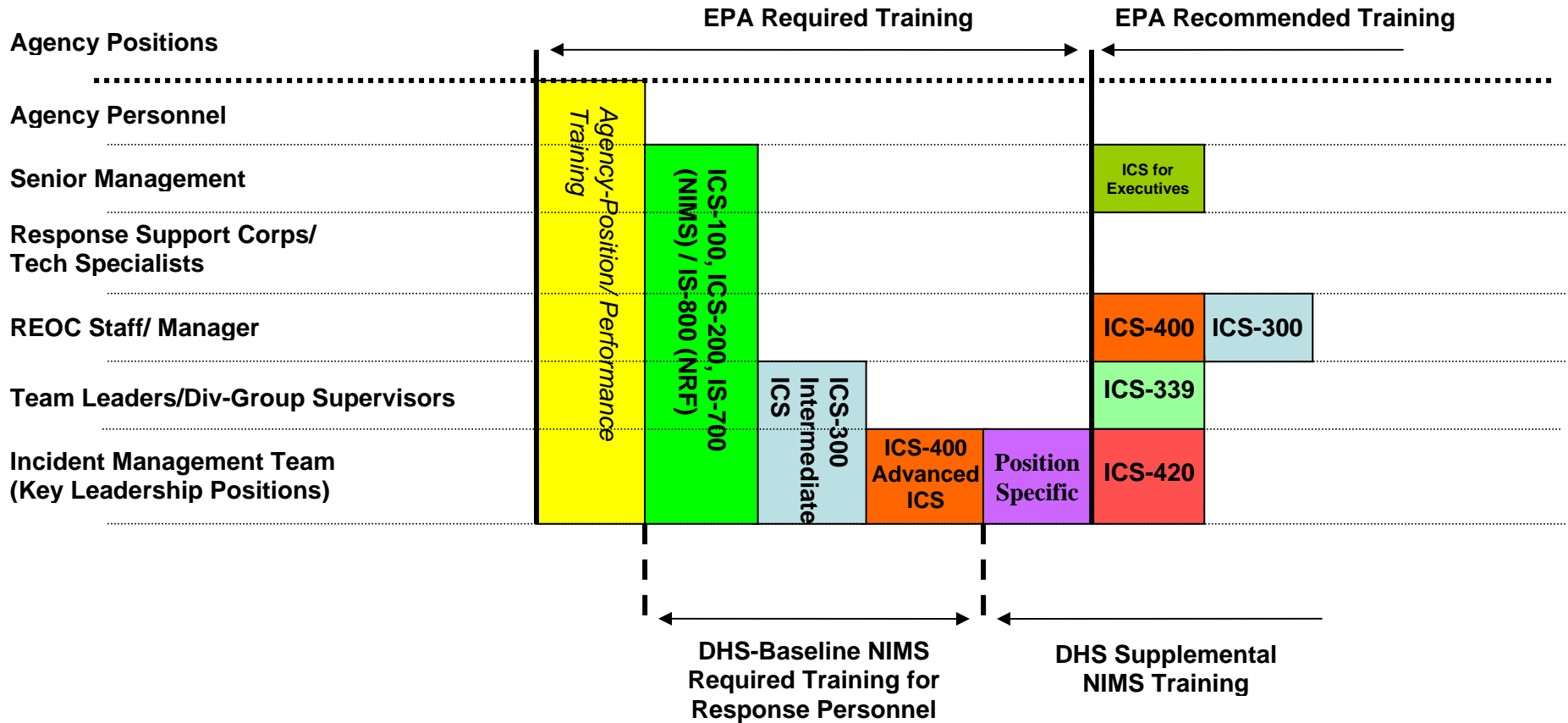
² ICS-100, ICS-200, ICS-300, and ICS-400

| Position Requirements | | | |
|---|---|--|--|
| Position | Core Competencies | Minimum Training | Professional Experience |
| Finances/ Administration Section Chief (FSC) | <ul style="list-style-type: none"> ○ Lead assigned personnel: be able to influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment.¹ ○ Communicate effectively: use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.¹ ○ Assume position responsibilities: be able to successfully assume role of FSC and initiate position activities at the appropriate time including gathering & applying situational information and establishing organization structure & reporting procedures employing ICS concepts & principles.¹ ○ Ensure completion of assigned actions to meet identified objectives: identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established timeframe.¹ ○ Ability to work 12-14 hour days under physical and emotional stress for sustained periods. | <ul style="list-style-type: none"> ○ ICS training through I-400 level² ○ EPA-460 (Finance Section Chief Training) ○ EPA-420 (recommended) ○ FEMA IS-700 NIMS, an Introduction ○ FEMA IS-800 National Response Framework (NRF), an Introduction | <ul style="list-style-type: none"> ○ 3 years applicable professional experience ○ Purchase Card certification is recommended ○ Significant financial, procurement, administration, and cost analysis knowledge ○ Understanding of EPA cost-tracking procedures including the Removal Cost Management System (RCMS) |

¹ Interagency Core Competencies

² ICS-100, ICS-200, ICS-300, and ICS-400

Appendix 2: NIMS Training Guideline



Appendix 3: Nomination for Qualification Documentation Form



NOMINATION FOR QUALIFICATION & CERTIFICATION OF NIMS DUTIES

Submit this form to the appropriate Program Manager for approval. Any questions concerning certification requirements should be directed to the NIMS Coordinator. NIMS Coordinators are listed at:

www.epaossc.org/NIMSIntegrationTeam

| | | |
|---|--|-------|
| 1a. Name of Nominee | b. Title, Series, Grade | |
| c. Mailing Address (include Office Title and Mail Code) | d. Email address: | |
| | e. Phone Number: | |
| | f. Fax Number: | |
| 2. The nomination is for: <ul style="list-style-type: none"> <input type="radio"/> Incident Commander <input type="radio"/> Liaison Officer <input type="radio"/> Public Information Officer <input type="radio"/> Safety Officer <input type="radio"/> Operations Section Chief <input type="radio"/> Planning Section Chief <input type="radio"/> Logistics Section Chief <input type="radio"/> Finance Section Chief <input type="radio"/> Situation Unit Leader <input type="radio"/> Environmental Unit Leader <input type="radio"/> Resource Unit Leader <input type="radio"/> Other (specify): _____ | 3. Training Completed | Date |
| | ICS 100/200 | _____ |
| | ICS 300/400 | _____ |
| | Position-Specific Course | _____ |
| | Exercise/Event* | _____ |
| | _____ <i>* Required every 5 years after initial certification</i> | |
| 4. Briefly describe the nominee's relevant experience in performing ICS-specific duties and technical expertise in the subject matter of concern. Attach a separate page if needed. | | |
| 5. I understand the training, certification, & qualifications specific to the position for which I am being nominated. Signature of Nominee _____ Date _____ | | |
| 6. I have reviewed the qualification requirements and certify that this employee meets the certification requirements for the position noted above. Signature of Supervisor _____ Date _____ | | |
| 7. Certification received and documented in Train Trax. Signature of NIMS Coordinator _____ Date _____ | | |

Appendix 4: Qualification Maintenance Documentation Form



DOCUMENTATION OF NIMS POSITION QUALIFICATION MAINTENANCE

Submit this form to the appropriate Program Manager for approval. Any questions concerning certification requirements should be directed to the NIMS Coordinator. NIMS Coordinators are listed at:

www.epaossc.org/NIMSIntegrationTeam

1a. Name of Nominee

b. Title, Series, Grade

c. Mailing Address (include Office Title and Mail Code)

d. Email address:

e. Phone Number:

f. Fax Number:

2. Qualification Maintenance is for:

- ☐ Incident Commander
- ☐ Liaison Officer
- ☐ Public Information Officer
- ☐ Safety Officer
- ☐ Operations Section Chief
- ☐ Planning Section Chief
- ☐ Logistics Section Chief
- ☐ Finance Section Chief
- ☐ Situation Unit Leader
- ☐ Environmental Unit Leader
- ☐ Resource Unit Leader
- ☐ Other (specify): _____

4. Date of most recent certification _____

5. Briefly describe the nominee's relevant experience in performing ICS-specific duties and technical expertise in the subject matter of concern.

6.

Signature of Nominee

Date

7.

Signature of Supervisor

Date

8. Re-certification received and documented in Train Trax.

Signature of NIMS Coordinator

Date