



Classification No.: 2073
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EPA Incident Command System Training, Qualifications and Certification Standards

Purpose of the Directive

These standards are established by the U. S. Environmental Protection Agency to ensure that personnel who may be assigned to the 11 Key Leadership Positions (KLPs) within, or provide support to, an agency-managed or multi-agency incident command system structure are appropriately trained, qualified and certified to perform the duties of those positions.

Scope and Applicability

In support of EPA's 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. A certification process will be used as an internal management control to train and qualify personnel in each Region consistent with NIMS for EPA responses. Consistent with other standing Agency orders and guidance, Regions are required certify all KLPs under the process defined below. HQ and Special Teams members who are likely to deploy to assist a regional IMT during response are required to follow the certification process as well.

On-scene coordinators who conduct normal emergency response and removal actions qualify as Type 3 incident commanders. 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 October 2018. Personnel completing the training requirements for a Type 2 position will be able to respond effectively to any agency lead incident.

Background

In September 2011, the Department of Homeland Security, National Integration Center issued updated guidelines for NIMS training. The NIMS incorporates by reference the ICS program established by the National Wildfire Coordinating Group. 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 and EPA's organizational structure. The agency has agreed that personnel certified and qualified will meet a minimum set of core competencies developed by the U.S. Fire Administration and accepted by NWCG, U.S. Coast Guard, 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 agency is emergency response operations under the Comprehensive Environmental Response, Compensation and Liability Act and Oil Pollution Act authorities, which are administered by the Office of Emergency Management. However, the National Response Framework and NIMS were developed to address complex multi-jurisdictional incidents nationwide, 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

OEM, in the Office of Land and Emergency Management, is responsible for overall maintenance of the Training, Qualification and Certification Standards.

Each regional office and participating assistant administrator's office will designate a NIMS Coordinator who will participate in the agency 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 an advisor on NIMS compliance to regional and/or participating program office management, and ensure documentation of training, qualification and certification of their organization's personnel is taking place. The NIMS coordinators support the 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 help address immediate threats to life and property. The following statutory and regulatory authorities can be utilized with the agency's roles and responsibilities:

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

- Resource Conservation and Recovery Act
- Clean Air Act
- Indoor Radon Abatement Act
- Safe Drinking Water Act
- Marine Protection, Research, and Sanctuaries Act
- Toxic Substances Control Act
- Federal Insecticide, Fungicide, and Rodenticide Act
- Competition in Contracting Act
- Atomic Energy Act
- Public Health Service Act
- Occupational Safety and Health Act
- Pollution Prevention Act

Components of the ICS Training Program

Each Region’s IMT and National IMAT KLPs will be filled only by agency personnel who have the minimum required training, possess the core competencies and professional experience (Appendix 1) to qualify for the KLP, and have a current certification in that KLP.

A. Training

ICS training includes, but is not limited to, general training in ICS (100, 200, 700, 800, 300, and 400), KLP training, and IMT team training (EPA-420). National IMAT personnel must also attend the additional training and exercises identified by OEM in accordance with EPA Order 2070. Appendix 2 identifies the ICS training requirements for all personnel. These standards do not address other required training integral agency programs (e.g., Health & Safety, Contract Management, and technical training specific to an EPA job function). Agency ICS training is managed by the Environmental Response Team (ERT), which has established a general, position-specific (i.e., KLP) and team training curriculum based on NIMS. While EPA’s ICS courses are recommended, equivalent courses provided by FEMA’s Emergency Management Institute, the National Fire Academy, the National Wildfire Coordinating Group and the U.S. Coast Guard are acceptable alternatives, as are state and local courses that comply with the National Standard Curriculum Training Development Guidance provided by DHS. All ICS training must be documented electronically in the Agency’s database of record (currently the *Field Readiness* module) by the regional or program NIMS Coordinator.

B. Qualification

Individuals who meet core competencies and professional experience requirements and who have completed all minimum training courses will be qualified for a position by demonstrating

proficiency in the position through an exercise, event, actual incident, or regional IMT training course (EPA-420) course. It is the responsibility of the individual employee to maintain documentation of qualification experience through the Agency's database.

C. Certification

Certification is required for personnel serving in a KLP on a regional IMT and the National IMAT, including those personnel serving in deputy KLP roles (i.e., Deputy Incident Commanders, Deputy Operations Section Chiefs, Deputy Planning Section Chiefs, Deputy Finance Section Chiefs, and Deputy Logistics Section Chiefs)¹. However, certification is recommended for any additional regional, HQ, and Special Teams personnel who may otherwise meet all necessary KLP training and qualification requirements and likely be deployed to assist a regional IMT. Upon completion of the minimum training and qualification requirements for their KLP (see Appendix 1), an employee may submit a completed "Nomination for Qualification & Certification of NIMS Position" form, found in Appendix 3, to his/her supervisor. A nominee may choose to include a written peer evaluation demonstrating the nominee's proficiency in all core competencies and professional experience criteria for that KLP from a colleague for a past response, if applicable. The supervisor reviews the request and can agree that the nominee meets all core competencies, minimum training, and professional experience requirements for the KLP. If necessary, the supervisor may consult with the regional or program NIMS Coordinator and/or Removal Manager on the qualification 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 Removal Manager. The Removal Manager also reviews the request and can agree by signature that the nominee meets all core competencies, minimum training, and professional experience requirements for the KLP. Once the supervisor and Removal Manager signs the form, the regional NIMS Coordinator signs the form and agrees to document the certification in the Agency's database. All signatures must appear on the form in order for the certification to be accepted

¹ FEMA defines deputies under NIMS/ICS as being "A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position..." However, assistants are defined as subordinate in the technical capabilities, qualification, and responsibility to the superior or primary KLP. (<https://training.fema.gov/emiweb/is/icsresource/glossary.htm#D>)

and input into the Agency database.

D. Qualification and Re-Certification Maintenance

After initial certification, documentation of participation in additional exercises, events, actual incidents, or an EPA-420 course is required to maintain certification in a KLP. The general standard for re-certification is five years, during which time the individual must demonstrate that he/she has performed proficiently in their KLP(s) since the original certification. The “Documentation of NIMS Position Qualification & Re-Certification Maintenance” form in Appendix 4 should be used to document re-certification. Failure to document experience relevant to the position will result in expiration of their certification. Once the re-certification form is fully completed and signed by the nominee, supervisor, Removal Manager, and NIMS Coordinator, the regional or program NIMS Coordinator will ensure that the re-certification is documented in the Agency’s database.

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

| Position Requirements | | | |
|--------------------------------|--|---|--|
| Position | Core Competencies | Minimum Training | Professional Experience |
| Incident Commander (IC) | <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 through level 400² ○ EPA-400 (Incident Commander) ○ EPA-420 (recommended) ○ ICS-400 Advanced ICS for Command and General Staff ○ ICS-400 Advanced ICS for Command and General Staff | <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, 29 CFR § 1910.120 ○ Enrolled in a medical surveillance program ○ Experience in emergency management ○ Operation experience in establishing strategy and tactics at emergency responses and 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 FEMA Interagency Core Competencies

² ICS-100, ICS-200, IS-700, IS-800, 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 through 400-level² ○ EPA-403 (Information Officer Training) ○ EPA- 420 (recommended) | <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 FEMA Interagency Core Competencies

² ICS-100, ICS-200, IS-700, IS-800, ICS-300, and ICS-400

| 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) ○ ESF #10 training (recommended) | <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 FEMA Interagency Core Competencies

² ICS-100, ICS-200, IS-700, IS-800, ICS-300, and ICS-400

| Position Requirements | | | |
|----------------------------|--|---|---|
| Position | Core Competencies | Minimum Training | Professional Experience |
| 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)Advanced first aid/CPR training ○ OSHA Construction Safety ○ OSHA General Industry Safety ○ 40 hour HAZWOPER w/ annual refreshers) ○ First Aid/CPR/AED ○ Defensive Driving (National Safety Council Defensive Driving 9th Edition – 4 hour online OR equivalent: coordinate with regional SHEMP) ○ 8 hour management and supervisor training (29 CFR 1910.120(e)(4) <p>Additional recommended:</p> <ul style="list-style-type: none"> ○ Boat Safety (US Coast Guard Auxiliary “About Boating Safety” – 8 hour OR equivalent: coordinate with regional SHEMP) ○ Booming: Fast and Slow Water ○ EPA ASO course (currently under development) | <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 ○ Knowledge of operational risk management theory and tools ○ Experience with accident investigation and post-incident analysis ○ Experience with emergency response |

¹ FEMA Interagency Core Competencies

² ICS-100, ICS-200, IS-700, IS-800, 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 400 level² ○ EPA-440 (Planning Section Chief Training) ○ EPA- 420 (recommended) | <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 FEMA Interagency Core Competencies

² ICS-100, ICS-200, IS-700, IS-800, 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 400 level² ○ EPA-348 (Resource Unit Leader Training) ○ EPA-420 (recommended) | <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 ○ Understanding and experience with Microsoft products including (but not limited to): Outlook, SharePoint, and Office. |

¹ FEMA Interagency Core Competencies

² ICS-100, ICS-200, IS-700, IS-800, 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 400 level² ○ EPA-346 (Situation Unit Leader Training) ○ EPA-420 (recommended) | <ul style="list-style-type: none"> ○ 3 years applicable professional experience ○ Knowledge of Agency's mapping techniques (Global Positioning Systems and Geographic Information Systems) |

¹ FEMA Interagency Core Competencies

² ICS-100, ICS-200, IS-700, IS-800, 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 400 level² ○ EPA-349 (Environmental Unit Leader Training) ○ EPA-420 (recommended) | <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 EPA's data management approach (e.g., 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 FEMA Interagency Core Competencies

² ICS-100, ICS-200, IS-700, IS-800, 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 400 level² ○ EPA-430 (Operations Section Chief Level) ○ EPA-420 (recommended) | <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 ○ Have knowledge and understanding of appropriate statutes, regulations and procedures including CERCLA, OPA, RCRA, CWA, OSHA 1910.120, NCP, and NRF (ESF #3 and #10) |

¹ FEMA Interagency Core Competencies

² ICS-100, ICS-200, IS-700, IS-800, 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 400 level² ○ EPA-450 (Logistics Section Chief Training) ○ EPA-420 (recommended) | <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 FEMA Interagency Core Competencies

² ICS-100, ICS-200, IS-700, IS-800, ICS-300, and ICS-400

| Position Requirements | | | |
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| Position | Core Competencies | Minimum Training | Professional Experience |
| Finance/ 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 400 level² ○ EPA-460 (Finance Section Chief Training) ○ EPA-420 (recommended) ○ | <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 FEMA Interagency Core Competencies

² ICS-100, ICS-200, IS-700, IS-800, ICS-300, and ICS-400

Appendix 3: Nomination for Qualification Documentation & Certification of NIMS Position 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.response.epa.gov/NIMSIntegrationTeam

| | |
|--|---|
| 1a. Name of Nominee: | 1c. Email address: |
| 1b. Office Mailing Address: | 1d. Desk Phone: |
| | 1e. EPA Cell: |
| <p>2. The nomination is for the following KLP(s):</p> <ul style="list-style-type: none"> Incident Commander (IC) Liaison Officer (LNO) Public Information Officer (PIO) Safety Officer (SO) Operations Section Chief (OPS) Planning Section Chief (PSC) Logistics Section Chief (LSC) Finance Section Chief (FSC) Situation Unit Leader (SITL) Environmental Unit Leader (ENVL) Resource Unit Leader (RESL) | <p>3. Training Completion Dates:</p> <ul style="list-style-type: none"> ICS 100/200 IS 700/800 ICS 300/400 KLP course Incident/Exercise/Event* |
| <p>4. Demonstrate nominee's proficiency in the KLP(s) selected above by meeting the core competencies, minimum training and professional experience requirements in the position(s) (see Appendix 1). A written peer evaluation from a colleague demonstrating the nominee's proficiency in all core competencies and professional experience criteria for that KLP from a past incident response may also be included at the nominee's discretion. Attach a separate page if needed.</p> | |
| <p>5. I understand and agree that I meet all the core competencies, minimum training, and professional experience requirements specific to the position(s) for which I am being nominated.</p> <p>Signature of Nominee: _____ Date: _____</p> | |
| <p>6. I have reviewed and agree that the nominee above meets all the core competencies, minimum training, and professional experience requirements for the position(s) (in consultation with the signees below, as needed).</p> <p>Signature of Supervisor: _____ Date: _____</p> | |
| <p>7. I have reviewed and agree that nominee above meets all the core competencies, minimum training, and professional experience requirements for the position(s).</p> <p>Signature of Removal Manager: _____ Date: _____</p> | |
| <p>8. I have reviewed and agree to add nominee's certification into the Agency's database.</p> <p>Signature of NIMS Coordinator: _____ Date: _____</p> | |

Appendix 4: Documentation of NIMS Position Qualification & Re-Certification Maintenance



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.response.epa.gov/NIMSIntegrationTeam

| | |
|---|---------------------|
| 1a. Name of Nominee: | 1c. Email Address: |
| 1b. Office Mailing Address: | 1d. Desk Phone: |
| | 1e. EPA Cell Phone: |
| <p>2. Qualification Maintenance is for the following KLP(s):</p> <ul style="list-style-type: none"> Incident Commander (IC) Liaison Officer (LNO) Public Information Officer (PIO) Safety Officer (SO) Operations Section Chief (OPS) Planning Section Chief (PSC) Logistics Section Chief (LSC) Finance Section Chief (FSC) Situation Unit Leader (SITL) Environmental Unit Leader (ENVL) Resource Unit Leader (RESL) | |
| <p>3. Date of most recent KLP certification <i>[* Required every 5 years after initial certification]</i></p> | |
| <p>4. Demonstrate that the nominee has performed proficiently in the KLP(s) selected above for the last five years. A written peer evaluation demonstrating the nominee’s proficiency in continuing to meet all core competencies and professional experience criteria for that KLP (see Appendix 1) from a colleague for a past incident response may also be included at the nominee’s discretion. Attach a separate page if needed.</p> | |
| <p>5. I understand and agree that I meet all the core competencies, minimum training, and professional experience requirements specific to the position(s) for which I am being nominated.</p> <p>Signature of Nominee Date</p> | |
| <p>6. I have reviewed and agree that the nominee above meets all the core competencies, minimum training, and professional experience requirements for the position(s) (in consultation with the signees below, as needed).</p> <p>Signature of Supervisor Date</p> | |
| <p>7. I have reviewed and agree that nominee above meets all the core competencies, minimum training, and professional experience requirements for the position(s).</p> <p>Signature of Removal Manager: Date:</p> | |
| <p>8. I have reviewed and agree to add nominee’s re-certification(s) into the Agency’s database.</p> <p>Signature of NIMS Coordinator Date</p> | |