



Resource Typing Definition for the National Qualification System  
Emergency Management

## DOCUMENTATION UNIT LEADER

<b>RESOURCE CATEGORY</b>	Emergency Management
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Documentation Unit Leader maintains accurate, complete and up-to-date incident files
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource</li> <li>2. Discuss logistics for this position, such as security, lodging, transportation, and meals, prior to deployment</li> <li>3. The position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable up to 14 days</li> <li>4. Requestor may specify any additional qualifications necessary based on incident complexity and needs</li> </ol>

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
<b>DESCRIPTION</b>	The Documentation Unit Leader: <ol style="list-style-type: none"> <li>1. Maintains accurate, complete, up-to-date incident files</li> <li>2. Ensures each section maintains and provides appropriate documents for post-incident documentation purposes</li> <li>3. Provides duplication services to support incident operations</li> <li>4. Compiles, reproduces, and distributes the Incident Action Plan (IAP)</li> <li>5. Establishes or transitions into a unit under the appropriate section</li> <li>6. Configures unit with personnel to support operations</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified



COMPONENT	SINGLE TYPE	NOTES
<b>TRAINING</b>	Completion of the following: <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Incident Command System for Single Resources and Initial Action Incidents</li> <li>3. ICS-300: Intermediate Incident Command System for Expanding Incidents</li> <li>4. IS-700: National Incident Management System, An Introduction</li> <li>5. IS-800: National Response Framework, An Introduction</li> <li>6. G0191: ICS/EOC Interface</li> <li>7. Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> <li>8. Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection</li> </ol>	Not Specified
<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Documentation Unit Leader, or equivalent Authority Having Jurisdiction (AHJ) documentation</li> <li>2. Experience gathering, updating, and applying situational information to make informed strategic decisions and to exchange relevant information</li> <li>3. Experience in emergency management in a support staff position</li> </ol>	Not Specified
<b>PHYSICAL / MEDICAL FITNESS</b>	Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Specified
<b>CURRENCY</b>	Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified



## NOTES

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Nationally typed resources represent the minimum criteria for the associated component and capability.

## REFERENCES

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1. FEMA, Position Task Book for Documentation Unit Leader
2. FEMA, National Qualification System Guide
3. FEMA, National Incident Management System (NIMS), pending publication
4. FEMA, National Response Framework, June 2016
5. FEMA, Emergency Responder Field Operations Guide (ER-FOG), October 2010
6. National Wildfire Coordinating Group (NWCG), National Incident Management System Wildland Fire Qualification System Guide, PMS 310-1, Physical Fitness Levels, October 2016