

<b>Candidate</b>	A FEMA Qualification System (FQS)-qualified individual who has been selected by the Certifying Official to open a new position task book for a higher FQS title. The individual remains a candidate until he/she completes the entire process and receives a new FQS qualification letter.
<b>Certification</b>	The validation and affirmation of the qualification process for a FEMA disaster position.
<b>Certifying Authority (CA)</b>	A FEMA official authorized by the FEMA Administrator to certify that employees are qualified for certain FEMA Qualification System positions. Each program will have a single CA. The CA will be the highest ranking FEMA official in each program.
<b>Certifying Official (CO)</b>	The individual delegated authority by the Certifying Authority to issue position task books and certify individual qualifications for specific positions.
<b>Decertification</b>	The process of taking away the incident qualification of an employee.
<b>Director of Disaster Operations (DDO)</b>	A senior FEMA official designated by the FEMA Administrator to coordinate and synchronize all Headquarters activities for credible threats and during major disaster or emergency activations. The DDO provides operational guidance and direction to the Chief of the National Response Coordination Staff.
<b>Disaster Workforce</b>	Individuals assigned to perform disaster-related duties in FEMA disaster operations.
<b>FEMA Qualification System (FQS)</b>	A performance-based system that qualifies and certifies FEMA employees for disaster-related positions.
<b>Final Evaluator</b>	The official responsible for signing the verification statement that all tasks have been certified in a trainee/candidate's position task book by an evaluator and recommending that the trainee/candidate be considered for certification in the position.
<b>Force Structure</b>	A systematic determination of the organization and human assets required to perform a given mission or function.
<b>Incident Command System (ICS)</b>	A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

<b>Incident Level</b>	The level for which control of FEMA incident operations, including the Federal resources deployed to an incident and the establishment of a Unified Coordination Group (UCG), is delegated to the Federal Coordinating Officer or Federal Resource Coordinator.
<b>Incident Management</b>	The incident-level operation of the Federal role in emergency response recovery, logistics, and mitigation. Responsibilities in incident management include the direct control and employment of resources, management of incident offices, operations, and delivery of Federal assistance through all phases of emergency response.
<b>Incident Management and Support Keystone</b>	A FEMA document that establishes the foundational doctrine that guides the Federal Emergency Management Agency's conduct of disaster operations including those undertaken based on a threat, in anticipation of or preparation for a significant event, or in response to an incident that has already occurred.
<b>Incident Management Assistance Team (IMAT)</b>	A NIMS/ICS-compliant, self-sufficient, highly mobile, rapidly deployable emergency response team organized and equipped to effectively manage all Federal support to a State, tribal, territorial or local government during natural disasters, acts of terrorism, or other man-made disasters. For Stafford Act incidents, the primary mission of an IMAT is to organize and manage a coordinated and successful response and recovery operation to meet the emergent needs of State and local jurisdictions.
<b>Incident Management Typed Positions</b>	Positions for which different qualification levels called types have been established that reflect the size and complexity of the incident, based on FEMA incident levels, in which the employee is required to perform. Typed positions include Federal Coordinating Officers (FCOs) and Command and General Staff positions, which are typed at levels I, II, and III to coincide with Level I, II, and III incidents; and Branch Director positions are typed at levels I and II. An employee who is qualified for a typed position may fill his/her position in any incident level at or below his/her type. For example, type I staff members may be assigned to level I, II, or III incident; while type III employees may not be assigned to level I or II incident (except as a trainee/candidate for a higher typed position).
<b>Incident Support</b>	The coordination of all Federal resources that support emergency response, recovery, logistics, and mitigation. Responsibilities include the deployment of national-level assets, support of national objectives and programs affected during the disaster, and support of incident operations with resources, expertise, information, and guidance.
<b>Mentor/Evaluator</b>	An individual certified by FEMA as an evaluator, who is qualified in the position being evaluated, and is assigned at an incident to mentor and/or evaluate a trainee/candidate's performance. For tasks completed in a simulated environment (classroom, exercise, or simulation), successful completion of each task is documented by the instructor or assigned evaluator. A mentor/evaluator is usually the same person providing instruction as a "mentor" and subsequently evaluating the performance as

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	an “evaluator.”
<b>Position Qualification Sheet</b>	A written document that identifies required experience, training, and external certification (if any) for a given position.
<b>Position Task Book (PTB)</b>	Manual that list the critical behaviors/activities and tasks required to become certified for a given incident management or incident support position. PTBs are designed in a format that allows documentation of a trainee/candidate’s performance of specific tasks. Successful completion of all tasks in the PTB, as determined by an authorized evaluator, is the basis for recommending the trainee/candidate for certification in the position.
<b>Program</b>	Organizational grouping of FEMA employees by operational function for the purpose of position management, recruitment, and readiness to participate in disaster-related activities.
<b>Qualification Review Board (QRB)</b>	A group of experienced personnel appointed to review individual qualification recommendations prior to approval by the Certifying Authority. Members of a QRB must be qualified for the positions being reviewed.
<b>Qualified</b>	A rating awarded to employees for incident management or incident support positions based on demonstration of proficiency to perform all tasks and completion of required experience, training, and any external credentials required for given positions. Individuals are considered qualified when they receive a qualification letter from their CA.
<b>Recertification</b>	The process of reinstating the qualifications of an employee.
<b>Reconsideration</b>	A process of reviewing a decision by a Certifying Authority, based on a trainee/candidate’s request, with the view of reversing or modifying the requester’s incident qualification status.
<b>Reservist Program Manager (RPM)</b>	FEMA employee who is responsible for developing policies and procedures specific to programs. RPMs monitor the readiness of their program and provide assistance to FEMA Regions, as needed.
<b>Subject-Matter Expert (SME)</b>	A person who is an expert in a particular area or topic.
<b>Subordinate Job Title</b>	A job title that falls under an employee’s FQS primary job title in the career progression chart. Subordinate job titles do not count against force structure numbers.
<b>Trainee</b>	An individual that has an open PTB for an entry-level position. A trainee does not hold any FQS qualification.