![FEMA logo]

DOCUMENTATION UNIT LEADER

RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Documentation Unit Leader maintains accurate, complete, and up-to-date incident files
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource 2. Requestor specifies any additional qualifications necessary based on incident complexity and needs 3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

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
DESCRIPTION	The Documentation Unit Leader: 1. Maintains accurate, complete, up-to-date incident files 2. Ensures each section maintains and provides appropriate documents for post-incident documentation purposes 3. Provides duplication services to support incident operations 4. Compiles, reproduces, and distributes the Incident Action Plan (IAP) 5. Establishes or transitions into a unit under the Planning Section 6. Configures unit with personnel to support operations	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. E/G/L 0191: Emergency Operations Center/Incident Command System Interface	Not Specified

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	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 2. Experience gathering, updating, and applying situational information to make informed strategic decisions and to exchange relevant information 3. Experience in incident management in a subordinate position	Not Specified
PHYSICAL / MEDICAL FITNESS	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
CURRENCY	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

NOTES

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

REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Documentation Unit Leader, latest edition adopted
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the NQS, November 2017
4. FEMA, National Response Framework, June 2016