



**Wisconsin Office of
Emergency Communications**



**Communications Unit
Qualification Program
Standard Operating
Guidelines**

Version 6.0

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1. Background

The National Incident Management System (NIMS) is a standardized approach to incident management established in March 2004 by the U.S. Department of Homeland Security (DHS). Within NIMS, the Incident Command System (ICS) systematizes command, control, and coordination of emergency response. The Communications Unit (COMU) resides in the Logistics Section of the ICS.

Beginning in 2007, DHS started development of the Communications Unit Leader (COML) program to train and credential incident communications support staff. DHS expanded the COMU program to include Communication Unit Technician (COMT) and a variety of other positions.

In 2013, with assistance from the DHS Interoperable Communications Technical Assistance Program (ICTAP), Wisconsin established the Communications Unit Recognition Program Standard Operating Guidelines (SOG).

In 2017, the Wisconsin Interoperability Council (IC) adopted a major revision of the Communications Unit Recognition Program with the creation of the Communications Unit Workgroup (COMU WG) under its Lande Mobile Radio (LMR) Subcommittee charged with maintaining a viable and effective recognition system to enhance the professional credibility of the COMU positions.

In 2022, the IC voted to remove the COMU WG as a workgroup of the LMR Subcommittee under the IC and approved by the Office of Emergency Communications (OEC) to create a new peer review committee under the supervision of the Statewide Interoperability Coordinator (SWIC). This new group is called the Communications Qualification Review Board (CQRB).

In 2022, the State of Wisconsin began to implement the National Qualification System (NQS). The NQS supplements the resource management component of the NIMS by establishing minimum qualifications and processes for certification and credentialing typed positions. More information on the NQS can be found in the federal guidance document, "National Incident Management System Guideline for the National Qualification System":

https://www.fema.gov/sites/default/files/2020-05/fema_nims_nqs_guideline_0.pdf.

This current version of the SOG establishes:

- an exercise and event review process for task book sign-off opportunities,
- a revised recognition renewal process
- updated information for individuals seeking guidance on the certification and/or credentialing process.

2. Scope

This SOG applies to those individuals who meet the recommended DHS guidelines for eligibility, training, and experience for NIMS Communications Unit positions and are requesting recognition, certification, or credentialed status for position-specific roles within the Wisconsin Communications Unit program and NQS.

This document references positions within the COMU as they pertain to NIMS emergency response classifications. Such references are not intended to reflect Red Card positions, as recognized under National Wildfire Coordinating Group (NWCG) or other existing organizational guidelines.



3. Purpose

The purpose of this document is to describe the process for obtaining recognition, certification, or credentialed status for position-specific roles within the Wisconsin COMU program. The intent of this guidance is to recognize personnel who have completed the nationally recognized process by completing requisite tasks. This SOG is not intended to supplant an agency's recognition process to fill the agency's needs for internal COMU personnel.

4. COMU Positions Summary

Wisconsin follows the DHS/Cybersecurity and Infrastructure Security Agency (CISA), Emergency Communications Division (ECD) and Federal Emergency Management Agency (FEMA) national All-Hazards training curriculum for positions requiring task book training within the Communications Unit. The Incident Commander has the final authority as to where the COMU personnel will reside within their command.

The following is a summary of duties for each position recognized as part of the Wisconsin COMU program. Refer to the national All-Hazards training program for detailed position information.

Communications Unit Leader (COML)

The COML has been trained to serve as a communications unit leader in the ICS. The COML should possess knowledge of local, regional, and state communication practices, standards, systems, and plans. Responsibilities of the COML include developing plans for the effective use of incident communications equipment and facilities, managing the distribution of communications equipment to incident personnel, and coordinating the installation and testing of communications equipment.

Communications Unit Technician (COMT)

The COMT has been trained to serve as a communications technician in the ICS. The COMT should possess knowledge of various communications concepts and technologies including interoperable communications solutions, LMR communications, satellite, telephone, data, and computer technologies used in incident response and planned events.

Incident Communication Center Manager (INCM)

The INCM has been trained to serve in the ICS as an incident-based communication center manager. The role of an INCM is to manage the Incident Communications Center (ICC) when having a COML do so would present span of control issues. An INCM should possess the knowledge and skills to manage all functions of the ICC.

Incident Tactical Dispatcher (INTD)

The INTD has been trained to serve in the ICS as a tactical dispatcher. An INTD should possess knowledge and skills to operate away from the dispatch center in a command post, Emergency Operations Center, base camp, incident scene or as mutual aid to another dispatch center. INTDs leverage the multi-tasking, communication, accountability, and documentation skills of successful telecommunicators to provide public safety communications expertise and support at planned events, exercises, and extended incidents.

Radio Operator (RADO)

The RADO has been trained to serve in the ICS as a radio operator. A RADO should possess knowledge and skills to support staffing for the ICC, monitoring radio traffic, and base station operations for emergency



operations centers, hospitals, dispatch centers, and non-governmental organizations supporting civil emergency response at the state, regional, or local level.

Auxiliary Communicator (AUXC)

The AUXC are volunteer amateur radio operators in the COMU of the ICS structure who assist by providing supplemental voice and data communications.

5. COMU Qualification Process

The Wisconsin Communications Unit Qualification Program is a voluntary program intended to provide guidance and minimum standards for the development of COMU positions. The program is comprised of two tracks: state recognition and the NQS. The recognition program applies to Type 5 and 4 level applicants. The NQS applies to Type 3, 2, and 1 level applicants. Only applicants who are certified and affiliated with a typed organization or agency may seek credentialed status with the NQS. Trainees pursuing an NQS qualification must first submit for state recognition before submitting for NQS certification.

The OEC COMU Initial Position Recognition Application Packet and OEC COMU Position Recognition Renewal Application Packet linked in [Appendix D](#) each have a thorough description of the application processes.

6. NIMS-Type Incident Complexity

Wisconsin utilizes the criteria for incident complexity laid out in the NIMS Incident Complexity Guide (<https://www.fema.gov/sites/default/files/documents/nims-incident-complexity-guide.pdf>). See [Appendix B](#). Any deployment requires authorization by the individual's employing or sponsoring agency.

7. Agency Affiliation Requirement for COMU Position Recognition in WI

An individual **must be** affiliated with a public safety agency, recognized volunteer organization, or another affiliated response organization approved by the SWIC to be eligible for recognition, certification, or credentialing under this SOG. An individual **must be** affiliated with a NIMS Type 3, 2, or 1 entity to be eligible for credentialing.

The application must include a completed "Agency Certification" from their employer or sponsoring agency/organization authorizing them to serve in the COMU position and accepting responsibility for all employment-related protections such as worker's compensation and liability insurance. Refer to the OEC COMU Initial Position Recognition Application Packet linked in [Appendix D](#) for additional information on agency certification.

8. COMU Position Training Requirements

Individuals who wish to obtain Wisconsin recognition, NQS certification, or NQS credentialing in a COMU position must first:

1. Successfully complete all local, state, and federal prerequisite requirements prior to applying for participation in the classroom training course. Refer to [Appendix A](#).



2. Successfully complete classroom training. The course must be taught by DHS recognized instructors. A federally approved classroom course, taken in another state, is valid in meeting the Wisconsin COMU recognition requirements.
3. Successfully complete the appropriate position task book.

9. COMU Position Task Book

The Position Task Book (PTB) is the standardized means of documenting the performance of the trainee in the designated COMU position. PTBs contain a variety of requirements that must be successfully performed to qualify for recognition under this SOG. Wisconsin recognizes the task book version current at the time of the student's classroom training, or a newer version if one is available.

Per federal guidance, a trainee may not work on multiple position type PTBs for a specific position at the same time. A trainee must qualify at the lowest type before pursuing the next higher type. For example, a trainee may not work simultaneously on a Type 3 PTB and a Type 4/5 PTB. However, a trainee must first be recognized at a Type 4/5 level before applying for certification or credentialing at a Type 3 level. Individuals who may wish to seek Type 3 certification or credentialing using their initial PTB should consider task book sign-off opportunities at the Type 3 level and above when pursuing Type 4/5 recognition¹.

10. Position Task Book Initiation

Before starting any tasks, the first page of the trainee's PTB must be initiated by the appropriate official of the trainee's sponsoring agency. See PTB for specific instructions.

11. Acceptable Position Task Book Completion Activities

Exercises and planned events require prior review and approval by the Statewide Interoperability Coordinator (SWIC) or authorized designee. See the DMA-2101 COMU Exercise Event Review form linked in [Appendix D](#).

Unplanned incidents that are witnessed by an evaluator do not require any pre-approvals; however, trainees must notify the SWIC or authorized designee as soon as practical.

It is required that tasks be completed during a minimum of two different exercises, events, or incidents, and with the signatures from at least two different evaluators, unless authorization is obtained from the CQRB. Trainees may participate in multiple events until all tasks have been completed.

12. Position Task Book Completion Time Frame

The PTB must be started within eighteen (18) months of completion of classroom training.

Once started, the trainee has three (3) years to complete and submit their PTB and supporting documentation to the SWIC for recognition.

¹ This may deviate from the guidance provided in National Incident Management System Guideline for the National Qualification System, November 2017.



A one (1) year extension may be granted by the CQRB or at the discretion of the SWIC upon written request to the SWIC's Office. The PTB extension request will be considered on a case-by-case basis.

The PTB is considered complete when:

- All tasks have been observed and signed off by a qualified evaluator.
- The final evaluator will have witnessed the work product of the candidate and signed off in the final evaluator's verification section. Exceptions may be considered on a case-by-case basis by the CQRB or the SWIC.

Successful completion of training courses, position tasks, and submission of PTB to the CQRB does not guarantee an individual will be qualified for recognition, nor recommended to the Qualifications Review Board for certification or credentialing.

Individuals who took the AUXC class prior to 2019 were not issued a PTB. Those individuals may either retake the AUXC class or submit a request to the CQRB to start a PTB. More information can be found on the AUXC Historic Trainee Application linked in [Appendix D](#).

13. Authorized Evaluators

The person signing off on the tasks performed must be an evaluator as authorized by the CQRB. An evaluator will be state recognized in the position they are evaluating or be recognized in a position that supervises that position in the Incident Command System (ICS). The evaluator must have a typed qualification that is equal to or greater than the trainee they are evaluating. (e.g. a Type 3 or Type 2 COML can evaluate a Type 3 COML, but not a Type 1 and a Type 4/5 COMT can evaluate a Type 4/5 COMT but not at COML or Type 3 COMT). At pre-planned events, the evaluator must be present to personally witness the trainee performing tasks. During real-world incidents, an evaluator may be present to personally witness the trainee performing tasks, or the evaluator may perform an evaluation based on the supervision of the trainee who is in their chain of command.

The final evaluator verifies that a trainee has completed the PTB and met all requirements by signing the verification statement at the front of the PTB after all tasks have been completed.

A list of all recognized COMU personnel is maintained on the OEC web page, Land Mobile Radio Program/COMU tab, <https://oec.wi.gov/lmr/>.

14. Position Task Book Documentation

The PTB documentation must be clear and legible and include the following elements:

- Contact information for each evaluator
- Each numbered task must be initialed by a qualified evaluator
- Final Evaluator's Verification, attesting all tasks were performed by the trainee
- Agency Certification will not be completed but left blank until after review by the CQRB, and QRB if applicable. If state-recognized, recognition will occur in the form of a certificate from the SWIC's office. The QRB will complete the Agency Certification section for Type 1, 2, and 3.

15. Application for Initial Recognition



The trainee shall submit all required documentation as described in the OEC COMU Initial Position Recognition Application Packet linked in [Appendix D](#).

16. Application for Historical or Reciprocal Recognition

When an individual seeking recognition in a specific Communications Unit position has previous training and on-the-job experience related to that position, they may receive credit for that training and experience depending on the extent and currency of their knowledge. An individual with this training and experience who has not been recognized by any state, territory, or tribe may apply to the CQRB for historical recognition. An individual who has previously been recognized by another state, territory, or tribe in a specific Communications Unit Position who wishes to be recognized in Wisconsin may apply to the CQRB for reciprocal recognition. Historical and reciprocal recognition applicants will be reviewed on a case-by-case basis by the CQRB. Applications for Historical or Reciprocal Recognition shall submit all required documentation as described in the OEC COMU Initial Position Recognition Application Packet linked in [Appendix D](#). Form DMA-2102 COMU Incident/Event/Exercise Experience Record is included in the application packet and is required to be submitted with any Historical or Reciprocal Application.

17. OEC Staff Review

All applications submitted will be first reviewed by OEC staff to ensure compliance with the recognition requirements before being reviewed by the CQRB. Applications not meeting the requirements will be returned to the applicant for further action.

18. CQRB Review

The CQRB will review the trainee's documentation to determine eligibility for recognition in the desired COMU position. The CQRB may also follow-up with the trainee to obtain additional details. The trainee will be given one of the following dispositions from the CQRB:

- **Recognized:** The trainee will be issued a certificate reflecting state recognition status for the applicable COMU position and the certificate will be added to the PTB in replacement of the Agency Certification section. The trainee's home agency/organization will be notified.
- **Additional Training/Information Required:** The trainee must provide the CQRB with additional documentation or information as specified in correspondence. The trainee will be given a timeframe within which the requested information or documentation must be provided. If the trainee fails to provide the requested information, no further action will be taken by the CQRB.

Once recognition is obtained, the trainee must comply with the provisions contained in this SOG to maintain and renew the recognition status for the applicable COMU position(s) to ensure that the candidate is still actively participating within their recognized COMU position.

19. Recognition Renewal Process

The current recognition renewal process began in 2020 and occurs every fifth calendar year thereafter. Those who were recognized under the previous COMU program completed their renewals in 2020 to remain active.

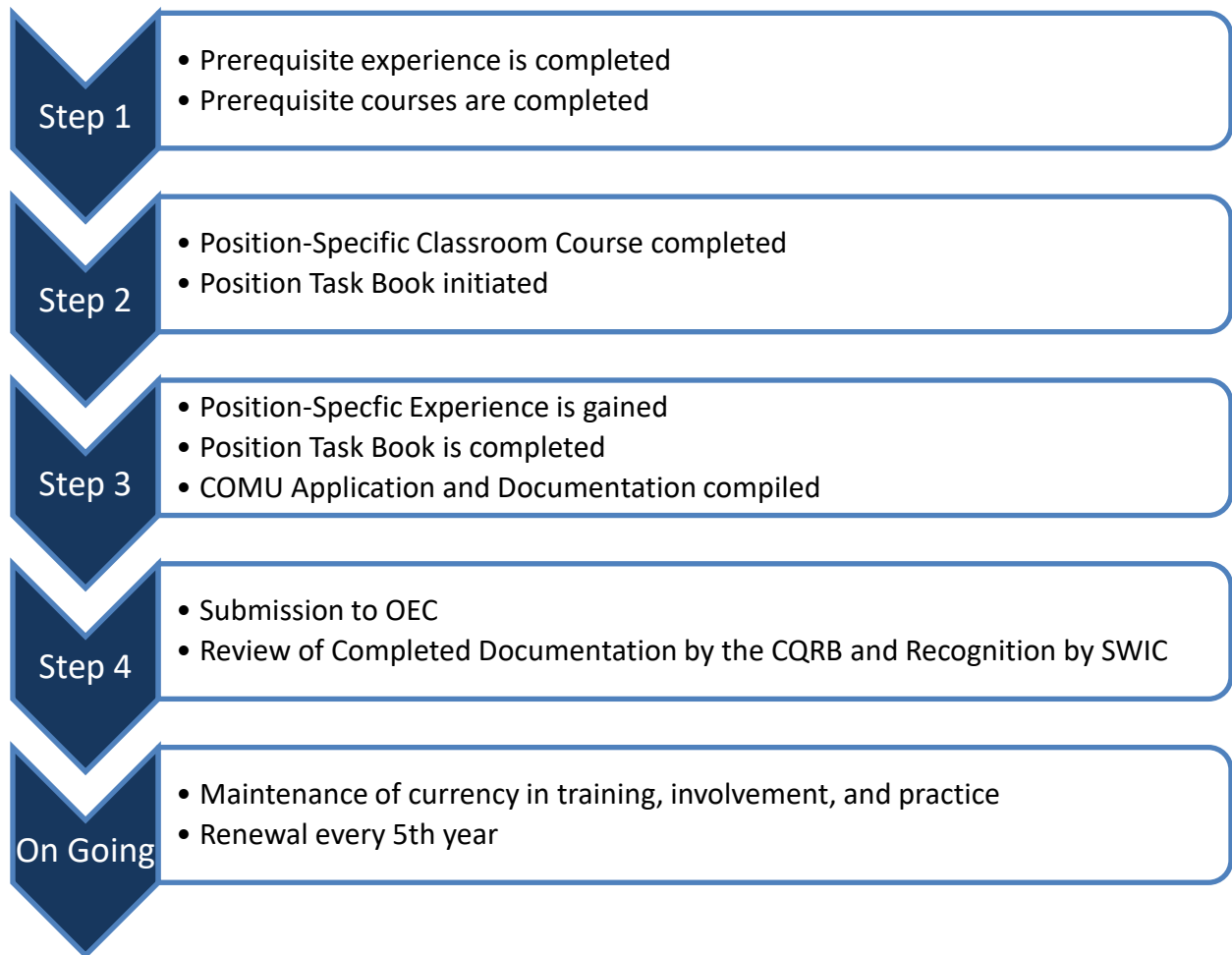


Individuals who were recognized prior to January 1st of the preceding year shall complete the renewal process for the upcoming renewal year. Individuals who were recognized after January 1st of the preceding year shall complete the renewal process for the next renewal year.

For example, those who were recognized prior to January 1st, 2024 shall complete the renewal process beginning in 2025. Those who were recognized after January 1st, 2024 shall complete the renewal process beginning in 2030.

Please see the OEC COMU Position Recognition Renewal Application Packet linked in [Appendix D](#).

20. Recognition Review and Approval Process Diagram



21. NQS COMU Certification and Credentialing Process

Certification and credentialing are part of the NQS, and occur at the Type 3, 2, or 1 level.

This process is managed by the Wisconsin Emergency Management (WEM) State Training Office, and the CQRB serves as the subject-matter expert group that provides recommendations to the certification and credentialing body known as the Qualifications Review Board (QRB) for positions that are part of the COMU



For more information on the NQS, QRB, or the application process, please contact the State Training Office. Current contact information can be obtained via interop@widma.gov.

22. Communications Asset Survey and Mapping (CASM) User Account

All COMU personnel are encouraged to have and maintain a Communications Assets Survey and Mapping (CASM) user account. More information can be requested via interop@widma.gov.

23. Agency Affiliation Changes

Individuals currently recognized shall notify OEC within ninety (90) days of any change in agency/organization affiliation, contact information, employment status, or change in response type by submitting a new form DMA-2103 OEC COMU Position Qualification Application (link found in [Appendix D](#)).

24. Handling of Performance Issues of a Recognized Individual

Any complaints received by the OEC relating to an individual's performance or behavior while serving in a position that has been recognized under this program may be referred to the individual's sponsoring agency/organization for disposition. Complaints received regarding individuals certified or credentialed at a higher-typed level may be referred to the certifying or credentialing body.

25. Application Submission and Record Keeping

All applications and relevant supporting documentation shall be submitted electronically to: The Office of Emergency Communications, Attn: SWIC at interop@widma.gov.

However, hard copies of all relevant materials can be sent to:

Wisconsin Department of Military Affairs
Office of Emergency Communications
Attn: Statewide Interoperability Coordinator (SWIC)
2400 Wright Street
Madison, WI 53704

Centralized record keeping for personnel with recognition for Communications Unit positions in Wisconsin is provided by the SWIC's office. The SWIC's office will maintain the current Wisconsin Communications Unit Resource List.

The general office telephone number for the Office of Emergency Communications is (608) 888-5501.

26. Unforeseen or Unique Circumstances

To effectively handle any unforeseen or unique circumstances that may arise, the SWIC may deviate from these guidelines at their discretion, and they will notify the Communications Qualification Review Board of any such deviations.



Appendix A - Position-Specific Communications Unit Training Prerequisites

Candidates wishing to complete All-Hazards position-specific training must meet the prerequisites listed below prior to attending the desired course(s). These prerequisites are based on the DHS/CISA/Interoperable Communications Technical Assistance Program (ICTAP) training catalog.

R= Required O= Optional, Recommended	COML	COMT	INCM	INTD	RADO	AUXC
PREREQUISITE COURSES:						
IS-100	R	R	R	R	R	R
IS-144	O	O	O	R	O	O
IS-200	R	R	R	R	R	R
ICS-300	R	O	O	O	O	O
ICS-400	O	O	O	O	O	O
IS-700	R	R	R	R	R	R
IS-800	R	R	R	R	R	R
PREREQUISITE DOCUMENTATION, EXPERIENCE:						
Public safety background with experience in field operations	R	R				
Public safety background with technical experience in field communications (radio, telephone, data, SATCOM, etc.)		R				
A public safety background with three years of experience in dispatch operations				R		
Awareness of public safety communications technology	R	R	R	R	R	
Basic knowledge of local communications systems, frequencies and spectrum, technologies, local topography, system site locations including knowledge of local, regional, and State communication plans, and contacts	R	R				
Active FCC Amateur Radio License						R
Documented experience in Auxiliary Emergency Communications						R



Appendix B - NIMS Incident Types & Complexity*

Type 5	<ul style="list-style-type: none">•The incident can be handled by one or two single resources with up to six personnel•Command and General Staff positions (other than Incident Commander) are not activated•No written Incident Action Plan (IAP) is required•The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene•Examples include a vehicle fire, an injured person, or a police traffic stop
Type 4	<ul style="list-style-type: none">•Command and General Staff functions are activated only if needed•Several resources are required to mitigate the incident, including Task Force or Strike Team•The incident is usually limited to one operational period in the control phase•The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated•No written IAP is required but a documented operational briefing will be completed for all incoming resources•The role of the agency administrator includes operational plans including objectives and priorities
Type 3	<ul style="list-style-type: none">•When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident•Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions•A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or Type 2 IMT
Type 2	<ul style="list-style-type: none">•This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing•Most or all of the Command and General Staff positions are filled•A written IAP is required for each operational period•Many of the functional units are needed and staffed•Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only)•The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority
Type 1	<ul style="list-style-type: none">•This type of incident is the most complex, requiring national resources to safely and effectively manage and operate•All Command and General Staff positions are activated•Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000•Branches need to be established•The agency administrator will have briefings, and ensure that the complexity analysis and delegation authority are updated•Use of resource advisors at the incident base is recommended•There is a high impact on the local jurisdiction, requiring additional staff for the office administrative and support functions

**Informational purposes only*



Appendix C - Acronyms and Glossary of Terms

Acronym	Definition
AUXC/AUXCOMM	Auxiliary Communicator/Auxiliary Communications
CASM	Communications Assets Survey and Mapping Tool
CISA	U.S. DHS Cybersecurity and Infrastructure Security Agency
COML	Communications Unit Leader
COMT	Communications Unit Technician
COMU	Communications Unit
COMU WG	Communications Unit Workgroup
CQRB	Communications Qualification Review Board
DHS	U.S. Department of Homeland Security
ECD	U.S. DHS/CISA/Emergency Communications Division
FEMA	Federal Emergency Management Agency
IC	Wisconsin Interoperability Council
ICS	Incident Command System
INCM	Incident Communications Center Manager
INTD	Incident Tactical Dispatcher
LMR	Land Mobile Radio
NIMS	National Incident Management System
NWCG	National Wildlife Coordinating Group
OEC	Wisconsin Office of Emergency Communications
PTB	Position Task Book
RADO	Radio Operator
SATCOM	Satellite Communications
SOG	Standard Operating Guidelines
SWIC	Statewide Interoperability Coordinator
WEM	Wisconsin Emergency Management
WI	Wisconsin

Authority Having Jurisdiction (AHJ) – The AHJ is defined as the governmental unit having statutory responsibility for the incident or event.

Communications Qualification Review Board (CQRB) – The purpose of the CQRB is to ensure there is cooperation, communication, and coordination among the various stakeholders who are involved in the interoperable communications arena. This includes establishing and maintaining a viable and effective recognition system that will serve to enhance the professional credibility of the COMU positions. The CQRB is composed of multi-disciplinary and multi-jurisdictional subject matter experts (SMEs).

Core Competencies – When a single PTB is used for multiple positions the core competencies are competencies that are common to all the positions identified in the PTB. If more than one position is to be evaluated using a single PTB, the position-specific competencies for each position may be evaluated in any order or at any time. *It is recommended that one position be completed before a second position is started.*



Currency – Successful performance on a qualifying incident, event, or exercise in a position or associated position for which an individual is qualified, at least once every five (5) years on a qualifying incident, event, or exercise.

Evaluator / Final Evaluator– An evaluator is an individual that is responsible for evaluating a Trainee completing one or more tasks within a PTB. The evaluator must be qualified, proficient, and recognized in the position they are evaluating or be recognized in a position that supervises that position in the ICS. The evaluator who signed the verification statement at the front of the PTB after all tasks have been completed is known as the final evaluator.

Incident Command System (ICS) – Incident Command System is standardized, on-scene, All-Hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.
- ICS is flexible and can be used for incidents of any type, scope, and complexity.
- ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

Incident Complexity – Incident complexity is a characterization used to describe the level of difficulty, severity, or overall resistance to control that incident management personnel face while trying to manage an incident or event to a successful and safe conclusion or to manage one type of incident compared to another type. It is essential to understand the relationship between certain position qualifications that are typed to correlate with incident complexity typing. (See [Appendix B](#) for a detailed description of Incident Types and Complexity).

National Wildfire Coordinating Group (NWCG) – The purpose of NWCG is to coordinate programs for the participating wildfire management agencies to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

National Qualification System (NQS) - A nationwide approach and best practices for AHJs to use in qualifying, certifying, and credentialing incident management and support personnel.

Position Performance Assignment (also called a "Trainee Assignment") – As assignment of an individual on an incident or qualifying exercise that is working as a Trainee with an open PTB in the position the individual is working towards recognition. The Trainee is being actively trained or coached by a Coach/Evaluator in a position during an assignment or is actually performing the task under the supervision of a qualified individual while completing the task identified in the PTB and being evaluated for the required experience to become recognized. The Evaluator and the Coach may be the same person; however, the functions of coaching and evaluating must remain separate in a Position Performance Assignment.

Position Task Book (PTB) – The PTB will serve as the "lesson plan" for a Trainee's on-the-job training. As the Trainee is capable of accomplishing tasks, the PTB serves as the official record documenting evaluation of the Trainee's performance. Successful completion, as determined by a qualified Evaluator, of all tasks



required of a position is the basis for the final evaluation and recommendation that the Trainee be recognized or certified. It is required that tasks be completed during a minimum of 2 different exercises, events, or incidents, and with the signatures from at least 2 different evaluators, unless authorization is obtained from the CQRB.

Qualifying Exercise – An exercise or simulation meeting the requirements as specified within this document. It is recommended that the qualifying exercise follow the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Qualifying Incident/Event – An incident or event that meets the incident complexity, duration of time, and relevancy to the COMU position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the COMU position they are filling.

Recognition – Recognition of personnel ensures COMU personnel possess a minimum level of training, experience, and capability appropriate for a specific position. A person is considered state-recognized in a position when their PTB has been approved by the CQRB.

Recommended Training – Training that is not required to be completed to qualify for a position but is recommended to support the position. This training is identified as a recommendation that may guide an individual to increase knowledge and/or skills. This may be acquired through on-the-job training, work experience, or training.

Trainee (The Individual) – An individual, approved by their Employing/Sponsoring Agency/Organization, who is preparing to be recognized for a COMU position once prerequisites are met and the PTB has been initiated.



Appendix D – Reference Documents

DMA-2101 COMU Exercise Event Review
DMA-2102 COMU Incident Event Exercise Experience Record
DMA-2103 OEC COMU Position Qualification Application
OEC COMU Initial Position Recognition Application Packet
OEC COMU Position Recognition Renewal Application Packet
AUXC Historic Trainee Application