



Position Qualification for Operational Coordination
Incident Management

LIAISON OFFICER (NQS)

RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Liaison Officer is a conduit of information and assistance between incident personnel and organizations that are assisting or cooperating with the response.
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Incident Management Team). 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation and meals, prior to deployment. 3. Requestor specifies any additional qualifications necessary, based on incident complexity and needs.

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	<p>The Liaison Officer:</p> <ol style="list-style-type: none"> 1. Serves as the single point of contact (POC) for representatives of government departments and agencies—state, local, tribal and territorial (SLTT) and federal—as well as for jurisdictions, Nongovernmental Organizations (NGO), private sector organizations and other cooperating agencies and organizations 2. Speaks on behalf of the Incident Commander (IC) 3. Ensures that those who are not part of the command staff but who contribute to an incident’s prevention, protection, mitigation, response and recovery receive appropriate information and exchange communications with the Incident Management Team (IMT) 	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> 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. ICS-400: Advanced Incident Command System for Command and General Staff –Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-800: National Response Framework, An Introduction 7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 8. E0956: National Incident Management System Incident Command System All-Hazards Liaison Officer Course, or equivalent 9. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent 	<ol style="list-style-type: none"> 1. Identified equivalent trainings should meet or exceed course learning objectives. 2. The NIMS Training Program defines a national baseline to guide and promote NIMS training. It provides recommendations to assist Authorities Having Jurisdiction (AHJ) in developing their own training plans, tailored to their specific needs.
EXPERIENCE	Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Liaison Officer, or equivalent AHJ documentation	Not Specified



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COMPONENT	SINGLE TYPE	NOTES
PHYSICAL/MEDICAL FITNESS	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
CURRENCY	Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every three years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



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NOTES

1. Nationally typed resources represent the minimum criteria for the associated category.
2. Additional training on this position is available from the National Wildfire Coordinating Group at <https://www.nwccg.gov/positions>.

REFERENCES

1. FEMA, NIMS 508: Incident Management Team
2. FEMA, NIMS 509: Incident Commander
3. FEMA, National Qualification System (NQS) Position Task Book for Liaison Officer, latest edition adopted
4. FEMA, National Incident Management System (NIMS), October 2017
5. FEMA, NIMS Guideline for the NQS, November 2017
6. FEMA, NIMS Training Program, May 2020
7. FEMA, National Response Framework, October 2019
8. National Wildfire Coordinating Group (NWCG), Position Catalog, latest edition published
9. United States Fire Administration (USFA), O-0305: All-Hazards Incident Management Team (AHIMT) Introduction, latest edition published