

DOCUMENTATION UNIT LEADER (NQS)

RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Documentation Unit Leader oversees unit staff who maintain incident files and data for legal, analytical and historical purposes, including a complete record of the major steps taken to resolve the incident.
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource. 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 Documentation Unit Leader:</p> <ol style="list-style-type: none"> 1. Establishes or transitions into a unit under the Planning Section 2. Configures unit with personnel to support the incident 3. Oversees the maintenance of accurate, complete, up-to-date incident files 4. Ensures that each section maintains and submits appropriate files for post-incident documentation purposes 5. Provides duplication services to support incident operations 6. Assists with compiling, reproducing and distributing the Incident Action Plan (IAP) 7. Ensures that all personnel who handle data or intelligence are aware of and maintain a document security plan to manage the confidentiality and security of any classified, confidential, sensitive and For Official Use Only (FOUO) documentation, intelligence, data or incident information 	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. 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 	The National Incident Management System (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	<ol style="list-style-type: none"> 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Documentation Unit Leader, or equivalent AHJ documentation 2. Experience in gathering, updating and applying situational information to make informed strategic decisions and in exchanging relevant incident information 	Not Specified
PHYSICAL/MEDICAL FITNESS	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.



Position Qualification for Operational Coordination
Incident Management

COMPONENT	SINGLE TYPE	NOTES
CURRENCY	Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years	A higher position is one for which this position is a prerequisite.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

NOTES

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

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, NIMS Training Program, May 2020
5. FEMA, National Response Framework, October 2019
6. National Wildfire Coordinating Group (NWCG), Position Catalog, latest edition published