# VIRTUAL OPERATIONS SUPPORT TEAM ADMINISTRATOR

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| **RESOURCE CATEGORY** | Communications |
| **RESOURCE KIND** | Personnel |
| **OVERALL FUNCTION** | The Virtual Operations Support Team (VOST) Administrator ensures that a VOST meets all administrative guidelines necessary to function seamlessly within the incident |
| **COMPOSITION AND ORDERING SPECIFICATIONS** | 1. This position can be ordered as a single resource.<br>2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation and meals, prior to deployment<br>3. This position may be pre-existing within a jurisdiction that has already developed a VOST<br>4. This position typically deploys and works under the supervision of an Authority Having Jurisdiction (AHJ)<br>5. The position typically works 12 hours per shift, is self-sustainable for 72 hours and is deployable up to 14 days |

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 |
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| **DESCRIPTION** | The VOST Administrator:<br>1. Participates under the supervision of an AHJ, typically within the Public Information/External Affairs Section of the Incident Command System (ICS)<br>2. Ensures that the VOST meet the background and credentialing standards of the AHJ<br>3. Identifies and sets up the proper time reporting standards for the VOST<br>4. Provides just-in-time training (JITT) to the VOST<br>5. Ensures connectivity between AHJ and VOST Leader<br>6. Coordinates and delivers After Action Review (AAR) of VOST performance to the AHJ following the incident | Not Specified |
| **EDUCATION** | Not Specified | Not Specified |
| **TRAINING** | Completion of the following:<br>1. IS-100: Introduction to the Incident Command System, ICS-100<br>2. IS-200: Basic Incident Command System for Initial Response, ICS-200<br>3. IS-244: Developing and Managing Volunteers<br>4. IS-700: An Introduction to the National Incident Management System<br>5. IS-800: National Response Framework, An Introduction | The National Incident Management System (NIMS) Training Program defines a national baseline to guide and promote NIMS training. It provides recommendations to assist AHJs in developing their own training plans, tailored to their specific needs |
| **EXPERIENCE** | Knowledge, Skills and Abilities<br>1. Knowledge of ICS<br>2. Understanding of FEMA Cost Recovery Process<br><br>Experience<br>One year of demonstrable experience working with emergency management or administering a volunteer program in emergency management | Not Specified |

| COMPONENT | SINGLE TYPE | NOTES |
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| **PHYSICAL/MEDICAL FITNESS** | 1. Light<br>2. Is able to work while wearing appropriate Personal Protective Equipment (PPE)<br>3. Maintains immunizations in accordance with current AHJ requirements | 1. The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions<br>2. PPE is mission specific and may vary by working environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves and masks |
| **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, NIMS 508: Virtual Operations Support Team
2. FEMA, NIMS 509: Virtual Operations Support Team Leader
3. FEMA NIMS, October 2017
4. FEMA, NIMS Guideline for the NQS, November 2017
5. FEMA, National Response Framework, October 2019