

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 | <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. This position may be pre-existing within a jurisdiction that has already developed a VOST 4. This position typically deploys and works under the supervision of an Authority Having Jurisdiction (AHJ) |

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 VOST Administrator:</p> <ol style="list-style-type: none"> 1. Participates under the supervision of an AHJ, typically within the Public Information/External Affairs Section of the Incident Command System 2. Ensures that the VOST meet the background and credentialing standards of the AHJ 3. Identifies and sets up the proper time reporting standards for the VOST 4. Provides just-in-time training (JITT) to the VOST 5. Ensures connectivity between AHJ and VOST Leader 6. Coordinates and delivers After Action Review (AAR) of VOST performance post-incident to the AHJ | 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. IS-244: Developing and Managing Volunteers 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework | Not Specified |
| EXPERIENCE | <p>Knowledge, Skills, and Abilities</p> <ol style="list-style-type: none"> 1. Knowledge of the Incident Command System 2. Understanding of FEMA Cost Recovery Process <p>Experience</p> <p>One year of demonstrable experience working with emergency management or administering a volunteer program in emergency management</p> | Not Specified |

Position Qualification for Operational Communications
Communications

| COMPONENT | SINGLE TYPE | NOTES |
|---|--|--|
| PHYSICAL/MEDICAL FITNESS | Light | National Incident Management System (NIMS) Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions. |
| CURRENCY | Function in this position during an operational incident, planned event, exercise, drill, or simulation at least once every year | Not Specified |
| PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS | Not Specified | Not Specified |



Position Qualification for Operational Communications Communications

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 Guideline for the National Qualification System, November 2017