

## FATALITY MANAGEMENT VICTIM INFORMATION CENTER DOCUMENTATION SPECIALIST

TYPE	TYPE 1	NO TYPE 2
<b>DESCRIPTION</b>	The Fatality Management (FM) Victim Information Center (VIC) Documentation Specialist creates and maintains all assigned reporting for the VIC	Not Applicable
<b>CATEGORY</b>	<b>CRITERIA</b>	<b>CRITERIA</b>
<b>EDUCATION</b>	High school diploma or equivalent  <b>NOTES:</b> The equivalent of a high school diploma is a certificate of high school equivalency.	Not Applicable
<b>TRAINING</b>	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Incident Command System for Single Resources and Initial Action Incidents 3. IS-700: National Incident Management System, An Introduction 4. IS-800: National Response Framework, An Introduction  <b>NOTES:</b> Not Specified	Not Applicable
<b>EXPERIENCE</b>	Knowledge, Skills, and Abilities: 1. Advanced computer skills, including e-mail, internet, word processing, and spreadsheet proficiency 2. Intermediate skills in statistical reporting and working with graphs  Experience: Minimum of two years of administrative duties relevant to data reporting  <b>NOTES:</b> Not Specified	Not Applicable
<b>PHYSICAL/MEDICAL FITNESS</b>	1. Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time 2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations  <b>NOTES:</b> Not Specified	Not Applicable
<b>CURRENCY</b>	1. Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years 2. Background checks as applicable law permits or requires  <b>NOTES:</b> Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within the past 12 months; a sex-offender registry check; and a local, state, and national driving and criminal history.	Not Applicable

Superseded



TYPE	TYPE 1	NO TYPE 2
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Applicable
	NOTES: Not Specified	

Superseded

## ORDERING SPECIFICATIONS OR DESIGNATIONS

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1. (X) Can be ordered as an individual asset
2. (X) Can be ordered in conjunction with a NIMS typed team (Fatality Management Victim Information Center Team)
3. ( ) Can be ordered in conjunction with a NIMS typed unit
4. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment
5. This position typically works 6 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days

## REFERENCES

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1. FEMA, NIMS 508: Fatality Management Victim Information Center Team
2. FEMA, NIMS 509: Fatality Management Victim Information Center Team Leader
3. FEMA, National Qualification System Guide, November 2017
4. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders

## NOTES

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Nationally typed resources represent the minimum criteria for the associated category.

**Superseded**