

## PUBLIC ASSISTANCE SITE INSPECTOR

<b>RESOURCE CATEGORY</b>	Recovery
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Public Assistance (PA) Site Inspector assesses and documents damage in collaboration with PA grant recipients, applicants, pass-through entities, or subrecipients—stakeholders collectively called “applicants”.
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource.</li> <li>2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> <li>3. Requestor specifies any necessary specialty areas, such as roads or dams, based on incident needs</li> </ol>

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
<b>DESCRIPTION</b>	The PA Site Inspector: <ol style="list-style-type: none"> <li>1. Conducts inspections at damage sites</li> <li>2. Documents grant applicants’ damage claims</li> <li>3. Compiles documentation and enters data into grant management software</li> <li>4. Creates a detailed Damage Description and Dimensions form</li> <li>5. Creates maps, photo markups, and sketches to supplement written reports that the grant management software stores and generates</li> <li>6. Provides good customer service to applicants through prompt follow-up and a professional demeanor</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified
<b>TRAINING</b>	Completion of the following: <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Basic Incident Command System for Initial Response, ICS-200</li> <li>3. IS-632: Introduction to Debris Operations</li> <li>4. IS-700: National Incident Management System, An Introduction</li> <li>5. IS-800: National Response Framework, An Introduction</li> <li>6. IS-1002: FEMA Grants Portal - Transparency at Every Step</li> <li>7. IS-1004: The FEMA Site Inspection Process</li> <li>8. IS-1007: Detailed Damage Description and Dimensions</li> <li>9. IS-2900: National Disaster Recovery Framework (NDRF) Overview</li> </ol>	E/L 0865: Public Assistance Site Inspection is a comprehensive course that can replace courses IS-1004 and IS-1007, collectively.
<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Public Assistance Site Inspector, or equivalent Authority Having Jurisdiction (AHJ) documentation</li> <li>2. Relevant experience as determined by the Authority Having Jurisdiction (AHJ)</li> </ol>	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	Moderate	NIMS Guideline for the NQS defines Physical / Medical Fitness levels for NQS positions.

COMPONENT	SINGLE TYPE	NOTES
<b>CURRENCY</b>	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Valid state-, territory-, or District of Columbia-issued driver's license	Not Specified

## NOTES

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1. Nationally typed resources represent the minimum criteria for the associated component.
2. This document contains references to non-Federal resources and materials. Such references do not constitute an endorsement by the U.S. government, or any of its employees, of the information or content which a non-Federal resource or material provides.

## REFERENCES

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1. FEMA, National Qualification System (NQS) Position Task Book for Public Assistance Site Inspector
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the NQS, November 2017
4. FEMA, National Response Framework, October 2019
5. FEMA, National Disaster Recovery Framework, June 2016
6. FEMA, Public Assistance Program and Policy Guide, April 2018
7. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
8. Title 44 Code of Federal Regulations (CFR): Emergency Management and Assistance, latest edition adopted