

Summary of Clarifications to the December 2020 revision of US&R Operations Manual Annex E – Position Descriptions



Purpose: This document is a summary of the clarifications that were made to each of the Task Force and IST position descriptions in the newest version of *US&R Operations Manual Annex E – Position Descriptions (Dec 2020)*. The document number of Annex E is 300-01E

Some general notes about how this summary explains clarifications:

- 1) Red text indicates text was added for clarification.
- 2) When possible, a specific letter and number is used to describe the location of each clarification.

Major Additions or Removals: The following position descriptions were added or removed in this new version of Annex E:

- 1) Added the IST Liaison Officer – Type 1 Position Description (Reference GM2020-051)
- 2) Added the IST Liaison Officer – Type 2 Position Description (Reference GM2020-051)
- 3) Removed the IST US&R Technical Specialist Position Description (also referred to as the IST US&R Specialist in GM2020-051)

Notes about Chapter 1 – Introduction

Updated the last sentence of Paragraph

The Program Manager and Training Manager will ensure this document and the **US&R Training Program Administration Manual (TPAM)** is used to maintain the operational capability of the task force members.

Notes about Chapter 2 - Task Force General Training Requirements

The following additions/clarifications are shown using red text below.

- 1) 2-B-2, Added the text in red
Complete ICS-100, ICS-200, ICS-700, and **the ICS-800.B course or newer version**
- 2) 2-B-3, Added the text in red
Complete the *FEMA National US&R Response System Orientation* course (Course Code: 9G6100) **or equivalent**
- 3) 2-B-4, Combined two bullets by adding text in red
Complete initial **and annual refresher** training at the first responder operations level for hazardous materials in accordance with OSHA 29 CFR, 1910.120
- 4) 2-B-6, Added the text in red
Complete initial and **annual refresher** respiratory protection training in accordance with OSHA 29 CFR 1910.134 (k)

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Notes about Chapter 3 – Task Force Position Descriptions

This chapter contains the Task Force Position Descriptions. The following additions/clarifications are shown using red text below. The appropriate abbreviation for the task force positions were added to Section A of each Position Description in accordance with those used in the Phase 1 Task Force Self-Evaluation Scoresheet.

Notes about Section 3-A – Functional Description

- 1) Updated the following sentence: The functional description describes the overall responsibilities **of** a US&R member when deployed and serving in that position.

Notes about Section 3-D – Required Training

- 1) Updated the following sentence: Some of the position specific course names have changed slightly over the years and the importance is that a member has documented proof of **having** completed a Sponsored, Sanctioned, or Equivalent course that used the official curriculum at the time the course was delivered. When appropriate and listed in the course prerequisites, the Computer-Based Training must be completed prior to attending the associated Instructor-Led Training and both certificates must be kept on file in the member's training record.

Notes about US&R Boat Operator Task Force Position Description (page 4)

- 1) D-5: **Meet the requirements in the US&R Boat Operator Task Book.** All objectives are to be completed while operating in each type of vessel in possession of the US&R Task Force.

Notes about Hazardous Materials Specialist Task Force Position Description (page 8)

- 1) B-4: Performing minor mitigation operations within the scope of the **US&R Operations Manual Annex B: US&R Operations in a Contaminated Environment Concept of Operations (ConOps)**

Notes about Medical Specialist Task Force Position Description (page 18)

- 1) D-3: Corrected the course code to 9P313**1**.

Notes about Medical Team Manager Task Force Position Description (page 21)

- 1) D-3: Corrected the course code to 9P313**1**.

Notes about Rescue Squad Officer Task Force Position Description (page 25)

- 1) D-4: Removed the redundant listing of needing basic first aid because that is already listed as a Required Training for Rescue Specialists on page 23, a requirement that all Rescue Squad Officers need to meet.
- 2) F-1: Moved the experience requirement from "Required Training" to "Required Experience"

Notes about Task Force Leader Task Force Position Description (page 33)

- 1) A – Functional Description: Added the abbreviation for **TFL**.

Notes about Technical Search Specialist Task Force Position Description (page 39)

- 1) E-4-6 – Added **Surface Water Rescue (Technician or Level 2)** which had been accidentally deleted from the Recommended Training section of the January 2020 revision.

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Notes about Chapter 4 – IST Position Descriptions

This chapter contains the Incident Support Team Position Descriptions. The following additions/clarifications are shown using red text below. The appropriate abbreviation for the IST positions were added to Section A of each Position Description in accordance with those used in the current edition of the IST Handbook.

Notes about IST Field Observer Position Description (page 55)

- 1) A – Functional Description: The Incident Support Team (IST) Field Observer reports to the IST ~~Plans-Section Chief. The Field Observer works for the~~ Situation Unit Leader and is assigned to the field to work with Operations Branch ~~Director~~ or Division ~~Supervisor~~ to collect status information from personal observations and to expedite the exchange of information between the Operations Section and Planning Section.
- 2) D-1 - Five years of experience as a member of a task force ~~planning~~ team, and

Notes about IST Hazardous Materials Specialist Position Description (page 58)

- 1) A – Functional Description: Spelled out the abbreviation “~~Chemical, Biological, Radiological, Nuclear, and Explosive~~”

Notes about IST ~~Public~~ Information Officer Position Description (page 60)

- 1) Added the word “~~Public~~” in the title of the Position Description to align with NIMS and ICS doctrine.

Notes about IST Leader Position Description (page 62)

- 2) B-13 – Ensuring that all IST functions are carried out in a professional manner, according to IST and ~~FEMA Incident Management Assistance Team (IMAT)~~ guidelines

Notes about IST Liaison Officer – Type 1 Position Description (page 64-65)

- 1) This is an entirely new Position Description in accordance with GM2020-051

Notes about IST Liaison Officer – Type 2 Position Description (page 66-67)

- 1) This is an entirely new Position Description in accordance with GM2020-051

Notes about IST Medical Officer Position Description (page 70)

- 1) A – Functional Description: The Incident Support Team (IST) Medical Officer reports to the IST Logistics Section Chief (and when required to the IST Leader) and has the overall responsibility for the management and supervision of medical and health functions for the IST and deployed ESF # 9 resources. In this role, the IST Medical Officer coordinates closely with the IST Safety Officer and IST Hazardous Materials ~~Technical~~ Specialist.
- 2) B-14 - Recommending the need to order additional medial resources to include IST ~~Doctor of Veterinary Medicine~~ and IST Medical Unit Leaders as appropriate
- 3) B-15 - Coordinating the activities of the IST ~~Doctor of Veterinary Medicine~~ and IST Medical Unit Leader when activated

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Notes about IST Situation Unit Leader Position Description (page 83)

- 1) B-5 - Coordinating with **FEMA Incident Management Assistance Team (IMAT)** Planning Section on all ESF #9 information requests

Notes about IST Technical Specialist Position Description (formerly page 87 of the January 2020 revision)

- 1) This Position Description was removed in accordance with GM2020-051 and is also referred to by the title of "IST US&R Specialist"

Notes about Appendix A – Additional Required Technical and Rope Rescue Skills

No clarifications or updates were made to Appendix A.