



Communications Unit (COMU) Qualification Program



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Introduction

Under [Oregon Revised Statute 403.455](#): the Oregon State Interoperability Executive Council (SIEC) is charged with coordinating statewide interoperability activities among state, local and, as appropriate, tribal and federal agencies. In discharging this duty, the SIEC recognizes a need for the standardization of training, certification and credentialing of emergency communications personnel and has adopted the Oregon Communications Unit Program Guidelines for the creation of a statewide Communications Unit (COMU).

Pursuant to ORS 403.460(2), the State of Oregon's Office of the State Chief Information Officer (OSCIO) and the Statewide Interoperability Coordinator (SWIC) support and coordinate the efforts of the Statewide Interoperability Executive Council (SIEC), including the training provided through the Department of Homeland Security (DHS) related to the National Incident Management System (NIMS).

In Oregon, the COMU consists of traditional incident response communication positions such as Communications Unit Leaders (COMLs) and Communications Technicians (COMTs) as well as trained emergency telecommunicators from 911 Public Safety Answering Points (PSAPs) and Emergency Dispatch Centers known as Telecommunicators Emergency Response Task force (TERT) members. This program also includes amateur radio operators operating as Auxiliary Communicators (AUXCOM), with the addition of other communications unit positions as necessary.

Applicability

Participants in this program are those individuals who meet the recommended DHS guidelines for eligibility, training, and experience for All-Hazards Communications Unit positions and/or APCO/NENA Joint Standard ANS 1.105.1-2009 for Telecommunicators Emergency Response Taskforce (TERT) positions and who are voluntarily requesting certification and/or credentialing from the State of Oregon, as well as those holding similar National Wildfire Coordinating Group (NWCG) positions who wish to seek reciprocity.

This document references all Communications Unit (COMU) positions qualifying as a single resource within NIMS as they pertain to All-Hazards emergency response classifications. Such references are not intended to reflect Red Card positions, as recognized under National Wildfire Coordinating Group (NWCG) or other existing organizational guidelines. This Program does not preclude any individual jurisdiction or body from creating or operating a similar program for the certification and credentialing of COMU members within their jurisdiction.

This document shall not conflict with any subsequent program or guidelines issued by the Oregon Office of Emergency Management (OEM) concerning the National Qualification System (NQS) or NIMS Resource and Typing. Should a conflict arise, guidance from the Oregon Office of Emergency Management shall take precedence over this document.



Purpose & Intent

The purpose of this document is to describe the process for obtaining voluntary certification and subsequent credentialing in position-specific roles within the Communications Unit. The process described is specific to COMU personnel within the state of Oregon. Acceptance of certification and credentials issued under this program during an incident is a decision made by the Authority Having Jurisdiction (AHJ).

This document is not written to establish minimum personnel standards and qualifications for use as a basis of asserting liability against any of the participating agencies or entities. It contains statements of best practices. In many cases, the best practices contained within this document strive to exceed and improve upon prevailing practices, standards, and qualifications in use by other state and Federal agencies with Communications Unit personnel. This guidance document is not intended for use in a court of law to determine an applicable standard of care or minimum qualifications for emergency response personnel under any circumstances.

The intent of this guidance is to define and develop trained personnel deemed qualified to fill a Communications Unit position per the current national standards and/or as indicated in the respective Position Task Books (PTB).

All decisions in connection with the approval and issuance of certificates and/or credentials under this program are made by the SIEC's Communications Unit Working Group and the Authority Having Jurisdiction (AHJ). Neither the Office of the State Chief Information Officer (OSCIO) nor the SWIC make decisions regarding the qualifications or requirements of individuals responding to incidents for any AHJ. Any advice, recommendations, certifications, or other information provided by the OSCIO or the SWIC in connection with the All-Hazards Communications Unit training is intended solely as support for the SIEC and the agency and does not authorize any other party to benefit from or rely upon such activities related to the trainings and certification, or make any claims against the OSCIO or the SWIC relating thereto.

Objectives

The objectives of the COMU Qualification program are as follows:

- Establish minimum training and qualification standards for Communications Unit personnel working as part of the COMU or as a single resource assignment consistent with federal guidelines and/or the National Qualification System as appropriate.
- Guide the development of knowledge, skills, and abilities necessary to obtain recognition of qualifications within the state of Oregon through the certification and credentialing process.
- Define criteria to obtain and maintain both certification, and credentialed status for position-specific roles within the Communication Unit.
- Retain the foundation of the performance-based qualification system established and implemented through the NQS developed by FEMA and expand the performance-based evaluation process to include Oregon specific qualification requirements.



Background

The National Incident Management System (NIMS) is a comprehensive nationwide approach to incident management that provides a template to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity effectively and efficiently. It is applicable across functional disciplines at all jurisdictional levels.

A key feature of NIMS, the Incident Command System (ICS), is a standardized, on-scene, all-hazards incident management approach that represents organizational best practices and has become the standard for emergency management across the country. Within the NIMS ICS organizational structure, the Communications Unit plays a critical role and is responsible for:

- Developing plans for the use of incident communications personnel, equipment and facilities;
- coordinating, installing and testing communications equipment;
- supervision and operation of an Incident Communications Center (ICC);
- the distribution, and recovery of incident communications equipment.

The NQS supplements the Resource Management component of NIMS by establishing guidance and tools to assist stakeholders in developing processes for qualifying, certifying, and credentialing deployable emergency personnel.

Communications Unit Positions

Positions within the Oregon Communications Unit include:

- Communications Unit Leader (COML)*
- Incident Communications Center Manager (INCM)*
- Incident Tactical Dispatcher (INTD)*
- Communications Technician (COMT)*
- Auxiliary Communicator (AUXC)*
- Communications Coordinator (COMC)
- Informational Technology Services Unit Leader (ITSL)^{1*}
- Incident Technology Support Specialist (ITSS)
- State TERT Coordinator (TERT-C)
- TERT Leader (TERT-L)
- TERT Supervisor (TERT-S)
- TERT Team Member (TERT-M)

Terminology

¹ For administrative purposes, the ITSL shall be construed as a member of the Communications Unit. However, this does not preclude the elevation of the position to the same level as the COML should the incident require it.

*Represents positions with an applicable Position Task Book.



The terms “shall,” “must,” “will,” and “required” are used throughout this document to indicate **required** parameters for participation in the state program and to differentiate from **recommended** parameters which are identified by the words “should,” “may,” “desirably,” and “preferably.”

The term “**professional**” is used at times in this document and is an all-encompassing term for personnel who adhere to the technical and ethical standards of the communications professions and exhibit highly specialized skill sets that may take many years to develop. Professionals may be paid career personnel or volunteers.

The term “**certification**” refers to the formal recognition and confirmation of skills, abilities, and knowledge demonstrated by a trainee to the COMU Working Group. The term “**credential**” refers to the documentation of such certification and will identify the trainee as having been certified.

Steps Required to Obtain Certification

The NQS is a “performance-based” qualification system. In this system, the primary criterion for qualification is individual performance as observed by a qualified evaluator using approved standards. Demonstrated performance encompasses actions on incidents, at planned events, during normal job activities, and during classroom or exercise simulations.

A communication professional should have an opportunity to acquire the knowledge, skills, and abilities required to perform the task of a position before accepting a position assignment other than as a trainee. It is the responsibility of the individual and the individual’s sponsoring agency to ensure that each trainee has the opportunity to acquire the knowledge, skills, and abilities necessary for position performance.

Communication professionals who desire qualification through Oregon’s COMU Program should complete the steps as described below to become certified and credentialed in Oregon as a COMU resource.

Step 1: Prerequisite Training Process:

1. Candidates must have completed and maintain documentation for the prerequisites specified in Table 1.
2. COMU positions (e.g., COML, COMT, INCM, INTD, and AUXC) are separate positions and do not require one specific position being taken before any other position course. However, it is recommended that COMLs are trained as both COMTs and INCMs and are required to successfully perform the duties of these positions. TERT Positions are progressive in nature.
3. Candidates should have an emergency communications background or currently work in or around public safety communications and should have a stake in developing their emergency communications knowledge, skills, and abilities. Such experience may include but is not limited to the following:²

² Experience and background requirements are best assessed by the sponsoring agency. Endorsement of an applicant by the sponsoring agency is assumed to meet this requirement.



- Currently works with local or state communications, communications systems, and resource contacts or has done so in the recent past.
- A working knowledge of frequency and talk group resources and of the regulatory and technical issues relating to voice and data communications.
- A working knowledge of how topography affects communications.
- A working knowledge of communication systems' infrastructure within their jurisdiction.
- Is familiar with Oregon communications plans (e.g., Statewide Communications Interoperability Plan (SCIP), ESF #2 Operational Communications Plan, Tactical Interoperable Communications Plans (TICP), and other communication resource guides.
- Experience working in a public safety dispatch center.
- Experience working as a telecommunications vendor or service technician.



Table 1 Prerequisites and documentation requirements for COMU positions

| R = REQUIRED O = OPTIONAL, RECOMMENDED | COML | INCM | INTD | COMT | AUXC | ITSL | TERT-L | TERT-S | TERT-M |
|--|------|------|------|------|------|------|--------|--------|--------|
| PREREQUISITE COURSES: | | | | | | | | | |
| IS-100: Intro to ICS | R | R | R | R | R | R | R | R | R |
| IS-200: Basic ICS for Initial Response | R | R | R | R | R | R | R | R | R |
| ICS-300: Intermediate ICS for Expanding Incidents | R | R | O | O | | R | R | O | |
| ICS-400 Advanced ICS for C&G Staff for Complex Incidents | O | | | | | O | O | O | |
| IS-700: Intro to National Incident Management System | R | R | R | R | R | R | R | R | R |
| IS-800: Intro to National Response Framework | R | R | R | R | R | R | R | R | |
| IS-144 Telecommunicator Emergency Response TF-Basic | R | R | O | | | | R | R | R |
| IS-1200: TERT Team Leader | R | R | O | | | | R | R | |
| IS-2200: Basic Emergency Operations Center Functions | R | R | R | R | R | R | R | R | R |
| G-0191L: EOC/ICS Interface | O | O | | | O | O | O | | |
| PREREQUISITE DOCUMENTATION, EXPERIENCE: | | | | | | | | | |
| Complete and submit FEMA Form 119-25-1 – General Admissions Application | R | | | | | | | | |
| Successful performance in the INCM and COMT positions. ³ | R | | | | | | | | |
| Basic knowledge of local communications systems, frequencies and spectrum, local topography, system site locations including knowledge of local, regional, and State communication plans, and contacts | R | O | | R | R | | O | O | O |
| Emergency communications background with experience in operational communications (radio, telephone, data, SATCOM, etc.) | R | | | R | | R | R | R | R |
| Active Amateur Radio License (issued by the FCC) | O | O | O | | R | | | | |
| Awareness of fundamental public safety broadband and wireless communications technology. | R | | | O | | R | O | O | O |
| The most current version of the Federal Virtual Training Environment (FedVTA) Network Layer 1 & 2 Troubleshooting | | | | | | R | | | |
| Current DPSST Telecommunicator Certificate | | O | O | | | | R | R | R |

³ The NQS requires the COML to successfully perform the roles of the INCM and COMT. This may be demonstrated during the successful performance of duties as a COML or COML-Trainee under which the INCM or COMT role is not filled.



Step 2: Formal Classroom Training Process:

All candidates must successfully complete the formal training course for the position they wish to be certified in. Oregon will honor course completion certificates issued by other recognized agencies and/or states for COMU training.

Attendance at a Statewide Interoperability Program sponsored training is subject to the following guidelines:

1. Candidates must be sponsored by an agency or organization with responsibilities related to emergency communications. Priority will be given to those candidates whose sponsoring agency/organization confirms their support for assisting the candidate in meeting the guidelines of the COMU Program as outlined in this document and that commit to completing the PTB process. This limitation applies to Statewide Interoperability Program courses only and is not applicable to other COMU classes sponsored by another agency or state.
2. All Statewide Interoperability Program sponsored training courses will be announced through the Oregon Office of Emergency Management State Training Officer (STO) and the SIEC website.

All candidates who register for courses will generally be wait listed in order for the SWIC and/or qualified instructors to screen candidates to ensure all prerequisites are met.

Step 3: Position Task Book (PTB) Initiation and Completion Process:

1. PTBs are in a format that allows documentation of a trainee's ability to perform each task. Tasks pertaining to tactical decision-making and safety are flagged and require demonstration of performance on an incident, preplanned event, and/or certain exercises pre-approved by the SWIC or State Training Officer.
2. Remaining tasks may be evaluated through other means such as simulation or non-emergency work. However, these types of simulations or work should be a true representation of the required task to ensure that the person will be able to perform to the required level when exposed to a real event. Successful completion of all required tasks of the position, as determined by qualified evaluators, will be the basis for qualification.
3. Candidates who attend and successfully complete a Statewide Interoperability Program sponsored COMU training course may request a PTB be initiated by the SWIC (or designee) for that specific position. The SWIC (or designee) may initiate task books for other courses on a case-by-case basis. The Statewide Interoperability Program maintains the electronic copies of the most recent COMU PTB versions. Task books are initiated by the SWIC on a quarterly basis.
4. Once the candidate completes steps 1 and 2, the candidate is then recognized as a trainee. All COMU PTBs initiated by the SWIC or a designated SWIC representative, are assigned a tracking number. An AHJ who initiates a PTB may also notify the SWIC of the initiation and a tracking number will be assigned.
5. The trainee must complete the COMU PTB as prescribed below within five (5) years from the date that the PTB was initiated.
6. A completed PTB must contain minimum of three (3) evaluator records.



- a. All tasks for PTBs **MUST** be directly supervised and initialed off during an incident, planned event, or exercise by a recognized COML, an assigned supervisor, an AHJ-recognized Logistics Chief, an AHJ-recognized Incident Commander, approved exercise evaluators, or other personnel recognized by the state.
- b. As each task and sub-task is evaluated the proper event code, evaluator record number, date evaluated, and evaluator initials **must** be notated in the PTB next to the task or sub-task.
7. A completed PTB **must** contain evaluation records demonstrating performance at a minimum level of experience required for successful performance in the position.
 - a. Trainees must submit an evaluation record documenting experience on at least one (1) incident or significant planned event consisting of more than one (1) operational period. Each additional incident, planned event, or exercise used for evaluating and documenting COMU position experience **must** be at a level of complexity that requires a written Incident Action Plan (IAP). IAPs and/or other incident documentation (ICS 204, 205, 205a, 207, 214, 217a, 225, etc.) **must** identify the trainee as performing in the COMU position; note that designation as a trainee during the event is acceptable. This supporting documentation **must** be submitted as part of the trainee's Qualification Package.
 - b. Evaluation records may be submitted for incidents, events, or exercises that occurred within three (3) years prior to initiating the PTB.
 - c. Multiple assignments on a large-scale incident may be considered as different incidents depending on the circumstances as the assignment. Documentation for all assignments must be submitted.
8. Once a PTB has received the final evaluator's verification, the trainee will submit their COMU Qualification Package with the completed PTB and all supporting documents to the SWIC as outlined in Step 4. For Task Books initiated by the SWIC (or Designee), the PTB's "Agency Certification" signature information will be filled out and signed by the SWIC.
9. It is the trainee's responsibility to make sure all documentation and signatures are present and correct.

STEP 4: SWIC Review and Certification Process

1. The Trainee may apply for certification by submitting a COMU Qualification Package to the SWIC. The package must include copies of all prerequisite training certificates (transcripts are acceptable), the completed PTB, and supporting documents such as Incident Action Plans, Incident Communications Plans, and/or After-Action Reports that relate to the evaluations in the PTB.
2. The SWIC will review all newly submitted COMU Qualification packages, prior to the SIEC COMU Qualification Review Board (QRB) review, to ensure they are complete and meet the requirements as explained in this policy. Quarterly deadlines for submitting new COMU Qualification Packages for the SWIC's review are December 1st, March 1st, June 1st, and September 1st.



3. If a COMU Qualification Package is not complete, the SWIC will request additional documentation from the applicant or return it to the applicant with an explanation of what is missing.
4. If a COMU Qualification Package is complete, the SWIC will then add it to the SIEC COMU QRBs agenda for evaluation. The QRB is a COMU peer-review subcommittee performs the document review for all COMU Qualification Packages.
 - The QRB may require an interview with the candidate to obtain additional information or ask questions regarding their experience as needed. Interviews may be in person or virtual via telephone or voice/video call software such as Zoom or Microsoft Teams.
5. The applicant and final evaluator will both receive notification from the SWIC regarding the COMU QRB review:
 - If recommended for certification, the applicant will be recognized and issued a certificate signed by the SIEC chair and the SWIC. The SWIC will retain a copy of the COMU Qualification Package and enter the newly certified COMU personnel into the CASM Resource database.
 - If not recommended for certification, an explanation will be provided to the applicant and final evaluator by the SWIC regarding what additional experience or training is needed.

STEP 5: Credentialing Process

Individuals credentialed under the State of Oregon COMU program will be issued state ID cards and are generally granted the following privileges:

- Access to statewide COML and EMCOMM equipment caches.
- Assignment to one of Oregon's six Communications Regions as a credentialed COML. The long-term goal is to have two (2) credentialed COMLs per communication region.
- Eligible to participate in voluntary emergency deployments statewide (with home agency approval).
- Encouraged to become more involved in the COMU training program.
- Eligible to participate as a member of the COMU Review Board (CRB).

Once a COMU member is certified, the credentialing process is as follows:

1. Once certified, an applicant may apply for credentialing by the state.
2. The applicant shall complete the application and receive "Agency Approval" from the applicants' agency head or designee. The agency head or designee will sign as the "Verifying Official" on the application to indicate that the agency affirms that:
 - The applicant is affiliated with the agency and in good standing (Volunteers are acceptable).
 - The applicant has successfully passed a background check that meets the agency's requirements for the position.



- The agency acknowledges that certification and/or credentialing under this program does not provide insurance coverage or authorization to respond to incidents. These are solely the responsibility of the home agency.
 - The agency will notify the SWIC of the termination or change in status of the applicant's affiliation with the agency within five (5) business days.
3. The application should then be submitted to the SWIC.
 4. The SWIC shall verify the information submitted in the application and will endorse it or reject it if requirements have not been met or additional clarification is necessary.
 5. Once endorsed, the SWIC shall forward the application to the Oregon Office of Emergency Management. The Oregon Office of Emergency Management will issue the appropriate credential.



Certification & Credentialing Process

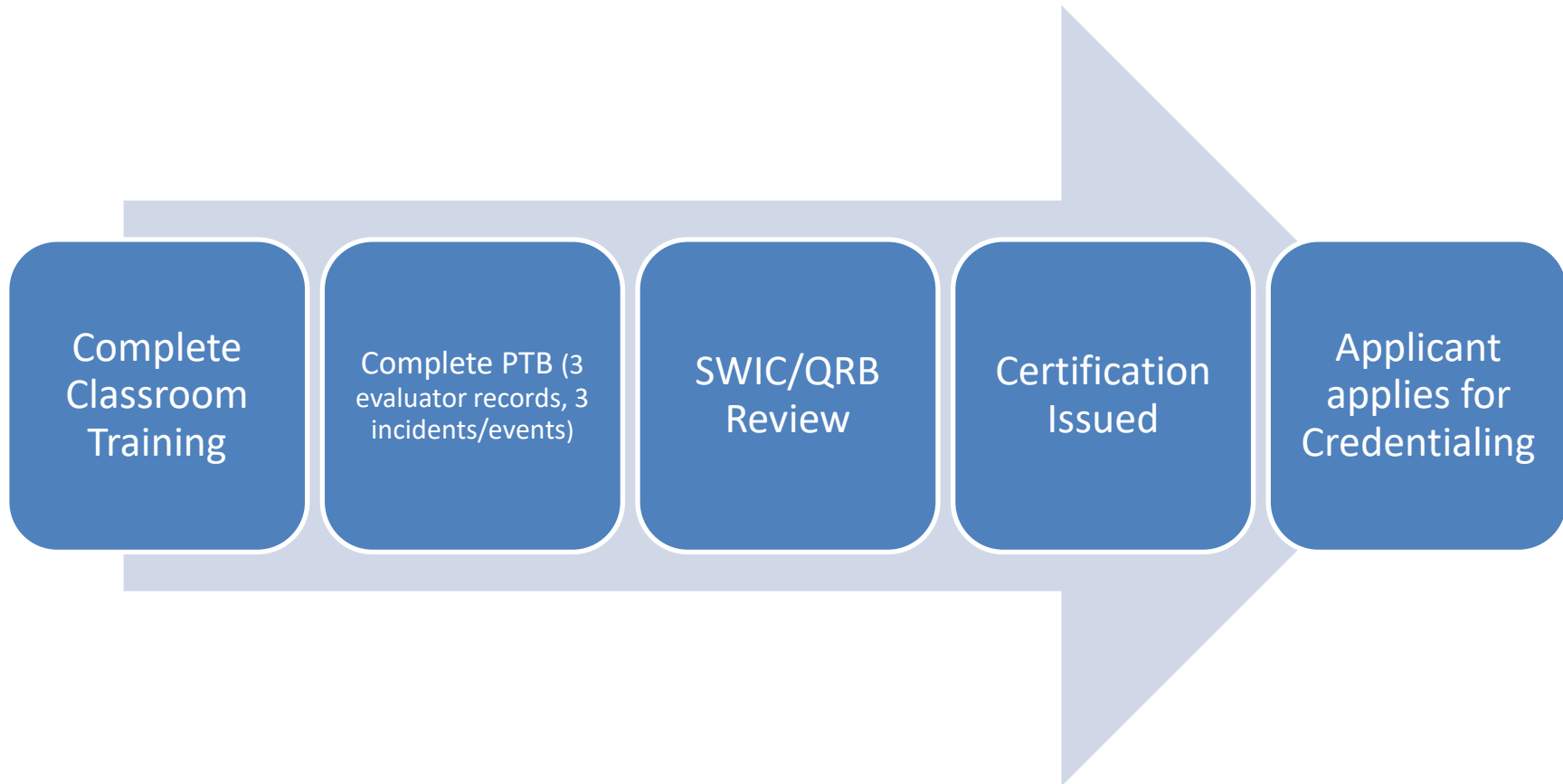


Figure 1: Certification and Credentialing Process



COMU Instructors

A candidate wishing to become an All-Hazards position-specific instructor must meet all of the requirements set forth by the Oregon Office of Emergency Management. These requirements may be found in the Emergency Management Instructor Guidance issued by the Oregon State Training Officer. Candidates wishing to become TERT instructors shall meet the standards set forth by the Oregon APCO/NENA TERT Committee.

As of January 2021, All DHS CISA COMU-related Train-the-Trainer courses have the following prerequisites:

- Completed **formal adult education**, including (but not limited to) a State teaching certificate, Center for Domestic Preparedness (CDP) instruction training course, and advanced degree in education. The full list of qualifying courses and experience to meet the adult education requirement is available in the CISA Emergency Communications Technical Assistance and Planning Guide (TA/SCIP Guide), version 6.1 (January 2021) or later.
- Completion of the **most current version** of IS-100, IS-200, IS-700, and IS-800
- Completion of the **most current version** of ICS-300 and ICS-400

The Auxiliary Communications Train-the-Trainer (AUXCOMM/AUXC TtT) additionally requires:

- Certificates of completion of the CISA AUXCOMM/AUXC course and the FEMA EMI COML course.
- Completed COML and AUXC Position Task Books. The signature pages must be dated within three (3) years of initiating the PTB.
- SWIC and STO endorsement as a future state instructor.

The Communications Unit Leader Train-the-Trainer (COML TtT) additionally requires:

- Certificates of completion for the DIHS CISA or FEMA EMI COML course
- Completed COML Position Task Book (PTB). The signature page must be dated within three (3) years of initiating the PTB.
- SWIC and STO endorsement as a future state instructor

The Communications Unit Technician Train-the-Trainer (COML TtT) additionally requires:

- Certificates of completion for the DIHS CISA or FEMA EMI COMT course
- Completed COML Position Task Book (PTB). The signature page must be dated within three (3) years of initiating the PTB.
- SWIC and STO endorsement as a future state instructor.

Change in Status or Decertification

Change in Status

If an individual moves to a different agency, they must submit a revised recognition application with approval from the new agency head or designee within 90 days. It is not necessary to resubmit PTB materials.

Decertification

AHJs are generally responsible for decertification or revoking an individual's position qualifications. AHJs are responsible for notifying the SWIC of the change in status within five (5) business days. An



individual may lose his or her certification for currency reasons, by voluntarily withdrawing, or for other reasons the AHJ deems appropriate. The AHJ may consider decertification when an individual:

- Takes actions that lead to unsafe conditions on an incident.
- Misrepresents incident qualifications.
- Fails to follow delegation of authority.
- Disregards identified safe practices.
- Receives one or more “unacceptable” or equivalent performance rating(s). An official complaint shall be filed with the SWIC for review.

The SWIC also reserves the right to revoke the certification of any individual failing to uphold the requirements of the program or who exhibits unethical behavior. In such cases, the AHJ shall immediately be notified.

Upon decertification, any issued credentials must immediately be returned to the SWIC.

Appeals

In circumstances where a trainee feels the qualifying authority made an error in evaluating his or her qualifications or an individual receives notice of impending decertification, an AHJ should have a documented appeals process.

Decertification of an individual by the SWIC may be appealed by the AHJ on behalf of the individual through the SIEC. In such cases, a formal hearing shall be held and both sides shall present the facts of the situation. The SIEC Chair shall preside over the hearing. The SIEC’s decision shall be made by simple majority vote and is the final decision on the matter.

Currency Process

Communications Unit personnel are required to demonstrate currency in their associated field on a five (5) calendar year basis. The process for maintaining currency is described below. The COMU QRB will review currency documents for qualified and credentialed individuals two times a year at its 2nd and 4th quarter meetings. Currency review outside of these dates is at the discretion of the SWIC.

Currency / Requalification Process:

1. The maximum time allowed for maintaining currency is five (5) years. A mandatory criterion for re-recognition or credentialing will occur once every five years to keep the individual’s qualifications and skills up to date and to maintain active participation in the Oregon COMU program. Currency for a COMU position can be maintained by meeting any of the following requirements:
 - a. By successful performance in the position qualified for within 5 years. The requalification period is for 5 years from the date of qualifying incident, event, or full scale/functional Incident Action Plan.
 - b. By successful performance in a higher COMU position.
2. Each individual must reapply by submitting a new Incident Action Plan, Incident Communications Plan, and/or After-Action Report that documents their participation. Applicants must also submit



a new credential application form. Requalification paperwork is to be submitted to the SWIC. Failure to re-apply within 120 days following the expiration of qualification will require completion of a new PTB.

3. Extensions may be granted on an individual basis in extenuating circumstance.

Reciprocity/ Historical Recognition

Reciprocity

For non-TERT COMU Positions, an applicant may request certification in Oregon after moving from another state or if they hold a corresponding NWCG certification. To do so, they must submit a complete package including a copy of their completed PTB to the SWIC along with the following:

- Copies of course completion certificates.
- Documented record of experience.
- Letter of support from the previous State's SWIC or State Interoperability Governing Body (SIGB), if moving from another state, or a letter of recommendation from a supervisor if seeking NWCG reciprocity.

The SIEC QRB shall review the application materials and grant reciprocity if sufficient documentation of experience exists. It is at the discretion of the SWIC and/or the SIEC to request further information or verification of the applicant's skill level. This may be accomplished through participation in an incident, event or exercise. Applicants who are certified under this process must meet all minimum requirements for the position certified in order to be considered for recertification, including attendance of the all-hazards specific course for which certification is sought or a state approved transition course.

Oregon APCO/NENA is responsible for TERT Team Member Reciprocity standards.

Historical Recognition

For non-TERT COMU positions, an applicant may seek historical recognition of their qualifications based upon their education, training, and experience. The applicant shall seek recognition by filing an application with evidence of education, training, and experience with the SWIC. The SIEC QRB shall review the application materials and grant initial certification if sufficient documentation of experience exists. It is at the discretion of the SWIC and/or the SIEC to request further information or verification of the applicant's skill level. This may be accomplished through inclusion in an incident, event or exercise. Applicants who are certified under this process must meet all minimum requirements for the position certified in order to be considered for recertification.

TERT Team members are not eligible for Historical Recognition.



Appendix A: SIEC COMU Qualification Review Board (QRB)

SIEC QRB Membership and Organization

The SIEC COMU QRB will be composed of the following members who are recommended by the Statewide Interoperability Coordinator (SWIC) and approved by the SIEC:

- 6-8 subject matter experts who possess a high level of operational and/or training experience in the COMU field
- 1 Training Officer/designee
- 1 Representative from the Oregon Office of Emergency Management (OEM). The OEM representative will be either the State Communications Officer or the State Training Officer. A different OEM representative can be appointed by mutual agreement between the SWIC and OEM.
- Additional members as approved by the SIEC.

The SWIC (or designee) will serve as the permanent chair of the Group but shall refrain from voting unless a tie should exist.

COMU QRB Duties

The COMU QRB will establish a proper record for any review or audit it performs and shall establish processes and internal controls that subject each applicant to a standardized and proper level of review by the group.

The COMU QRB shall:

- Make a determination on whether an individual meets the requirements for qualification.
- Review all documents that establish that the position Trainee has completed all the position qualification criteria. Such documents include course records, certificates, PTBs, resumes, experience documentation, and incident personnel performance ratings.
- Forward the application package with their recommendation to the SIEC Executive Committee via the SWIC.
- Make recommendations for COMU training opportunities.
- Develop continuing educational processes and programs.
- Develop regional response/call-out guidelines and processes.

**Appendix B: Acronyms and Glossary of Terms**

| Acronym | Definition |
|----------------|---|
| AHIMT | All-Hazard Incident Management Team |
| AHJ | Authority Having Jurisdiction |
| AUXCOMM / AUXC | Auxiliary Communications / Auxiliary Communicator |
| CASM | Communications Assets Survey and Mapping Tool |
| COMC | Communications Coordinator |
| COML | Communications Unit Leader |
| COMT | Communications Unit Technician |
| COMU | Communications Unit |
| COMU WG | Communications Unit Workgroup |
| DEM | Division of Emergency Management |
| DHS | U.S. Department of Homeland Security |
| EMAC | Emergency Management Assistance Compact |
| EMI | Emergency Management Institute |
| ESF | Emergency Support Function |
| FCC | Federal Communications Commission |
| FEMA | Federal Emergency Management Agency |
| GIS | Geographic Information System |
| HSEEP | Homeland Security Exercise and Evaluation Program |
| IAP | Incident Action Plan |
| IC | Interoperability Council |
| ICC | Incident Communications Center |
| ICS | Incident Command System |
| ICTAP | Interoperable Communications Technical Assistance Program |
| INCM | Incident Communications Center Manager |
| INTD | Incident Tactical Dispatcher |
| LMR | Land Mobile Radio Subcommittee |
| NGO | Non-Governmental Organization |
| NIMS | National Incident Management System |
| NQS | National Qualification System |
| NWCG | National Wildlife Coordinating Group |
| OEC | U.S. Office of Emergency Communications |
| PII | Personally Identifiable Information |
| PS Tools | Public Safety Tools |
| PTB | Position Task Book |
| QA | Quality Assurance |
| RADO | Radio Operator |
| SATCOM | Satellite Communications |
| SID | Student Identification |



| | |
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| SIEC | Statewide Interoperability Executive Committee |
| SME | Subject Matter Expert |
| SOG | Standard Operating Guidelines |
| SWIC | Statewide Interoperability Coordinator |
| TA | Technical Assistance |
| TERT | Telecommunicator Emergency Response Taskforce |
| THSP | Technical Specialist |

Authority Having Jurisdiction (AHJ) – The AHJ is defined as the governmental unit having statutory responsibility for the incident or event.

Core Competencies – When a single PTB is used for multiple positions the core competencies are competencies that are common to all the positions identified in the PTB. If more than one position is to be evaluated using a single PTB, the position-specific competencies for each position may be evaluated in any order or at any time. *It is recommended that one position be completed before a second position is started.*

Currency – Successful performance on a qualifying incident, event, or exercise in a position or associated position for which an individual is qualified, at least once every five (5) years on a qualifying incident, event, or exercise.

Evaluator – An Evaluator is an individual that is responsible for evaluating a Trainee using a PTB. The Evaluator must be qualified in the position they are evaluating, qualified in a position that supervises that position in the ICS, or an equivalent incident supervisor.

Final Evaluator – The Evaluator who is signing the verification statement at the front of the PTB after all tasks have been completed. The Final Evaluator must be qualified and proficient in the position being evaluated.

Incident Command System (ICS) – Incident Command System is standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.
- ICS is flexible and can be used for incidents of any type, scope, and complexity.
- ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

Incident Complexity – Incident complexity is a characterization used to describe the level of difficulty, severity, or overall resistance to control, that incident management personnel face while trying to manage an incident or event to a successful and safe conclusion or to manage one type of incident compared to another type. It is essential to understand the relationship between certain position qualifications that are typed to correlate with incident complexity typing.



National Qualification System (NQS): A set of interoperable qualifications, credentials, and associated processes for the Nation’s disaster workforce, applied across all levels of government and throughout the whole community.

National Wildfire Coordinating Group (NWCG) – The purpose of NWCG is to coordinate programs for the participating wildfire management agencies so as to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency’s fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

Position Task Book (PTB) – The PTB will serve as the “lesson plan” for a Trainee’s on-the-job training. As the Trainee is capable of accomplishing tasks, the PTB serves as the official record documenting evaluation of the Trainee’s performance. Successful completion, as determined by a qualified Evaluator, of all tasks required of a position is the basis for the final evaluation and recommendation that the Trainee be recognized. It is recommended a Trainee complete a PTB on a minimum of two qualifying incidents, events, or qualifying exercises – one of which should be an incident.

Qualifying Exercise – An exercise or simulation meeting the requirements as specified within this document. It is recommended that the qualifying exercise follow the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Qualifying Incident/Event – An incident or event that meets the incident complexity, duration of time, and relevancy to the COMU position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the COMU position they are filling.

Recommended Training – Training that is not required to be completed in order to qualify for a position but is recommended to support the position. This training is identified as a recommendation that may guide an individual to increase knowledge and/or skills. This may be acquired through on-the-job training, work experience, or training.

Statewide Interoperability Program – The Statewide Interoperability Program is a division of Enterprise Shared Service within Enterprise Information Services (aka Office of the State Chief Information Officer)

Trainee (The Individual) – An individual, approved by their Employing/Sponsoring Organization, who is preparing to be recognized for a COMU position once prerequisites are met and the PTB has been initiated.