

VI. POSITION REQUIREMENTS

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Figure 6-1 MST Training Requirements Matrix

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Requirements, duties and responsibilities have been identified for all positions on the MST. These elements are subdivided into the following areas: general requirements, training, and certification requirements and important terms.

Similar courses taken by the individual that meet the course objectives of the courses listed in this unit may be substituted with the approval of the employees rating official.

Requirements may be waived by OEP on a case-by-case basis when the individual in question has demonstrated competence in the understanding of the position or functional area, and if the employee completes applicable course work as new courses are available. Specific requirements may take years for some individuals to meet.

A. GENERAL REQUIREMENTS

The following are general requirements that all members of the MST should meet in order to comply with mobilization standards and performance requirements. More specific requirements for each position are addressed in the individual position descriptions in Unit VII - Position Descriptions.

All incumbents of the positions described in Unit VII - Position Descriptions are expected to be physically qualified to perform the duties of the position in various climates and work assignments without endangering their health or the health of others. In addition to the specific physical fitness requirement identified for each position, the incumbent must also meet the health standards established in the HHS pamphlet, CCPM No. 46, "Guiding Medical Standards for the Commissioned Corps of the U.S. Public Health Service." Because of an individuals changing physical condition it is the responsibility of each Team Leader to check their team member fitness for deployment during each alert/activation and to monitor any changes once deployed.

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A. GENERAL REQUIREMENTS

The following requirements pertain to all individuals filling any MST position:

Must be physically fit to handle the rigors of disaster environments. There cannot be any physical or mental limitations or conditions that would preclude the safe performance of essential job duties;

Must be currently certified in Department of Transportation (DOT) First Responder (40-hour course) or American Red Cross (ARC) Emergency Response (50-hour course);

Must have a working knowledge of the function, roles and responsibilities of the HHS response elements;

Must be aware of the signs, symptoms, and corrective measures for extended incident stress syndrome;

Must be available on short notice to mobilize within two hours of request and be self sufficient for at least 24-hours for a response assignment of up to 21-days;

Must be capable of improvising and functioning for long hours under adverse conditions;

Must understand and adhere to safe working practices and procedures as required in the urban disaster environment;

Must maintain current inoculations for diphtheria/tetanus (or tetanus only if there is a contra-indication to diphtheria), hepatitis A & B, measles/mumps/rubella (if born after 1957), polio and must maintain a current TB test. Yearly flu vaccine is also recommended;

Must have a working knowledge of ICS;

Must have successfully completed OEP MST training course;

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A. GENERAL REQUIREMENTS

Must have working knowledge of the medical specialty team operations, tactics, strategy, and safety considerations;

Must have strong skills in interpersonal relations and the ability to interact with diverse disciplines;

Must have the ability to communicate effectively both verbally and in writing;

Must have a basic understanding of communications and office automation systems (portable radios, pagers, cellular telephones, computers) and electronic transfer of information;

Must have a working knowledge of computer applications including word processing and transition to spread sheet use;

Must be able to work in austere and stressful situations including extreme weather environments; and

Must have completed the MST course and exercise.

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B. TRAINING AND CERTIFICATION REQUIREMENTS

Qualification for a position on the MST depends upon training, experience and demonstrated ability. When certified by the employee's agency manager for a specific MST position, the individual must meet all prerequisites for the position and be qualified to perform them.

1. Important Terms

The following is a description of various terms and definitions that are used in the position descriptions.

a. General

Certification – A written process that is used to confirm that an individual is qualified to perform in a specified position(s).

Experience - Satisfactory performance evaluations from previous assignments in the position or function being considered.

Qualified individual - A person who has been certified as having met all training, experience, and fitness requirements for the position.

b. Physical Fitness

Arduous physical fitness requirement - The duties of the position require primary field work performed by individuals with above average endurance and physical conditioning. Occasional demands for extraordinarily strenuous activities over extended periods of time. Activities include standing for long periods of time, walking, climbing, twisting, bending and moderate lifting with the work pace set by the disaster situation. Long hours of work may be necessary.

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B. TRAINING AND CERTIFICATION REQUIREMENTS

b. Physical Fitness (Continued)

Moderate physical fitness requirement - The duties require occasional field work performed by individuals with average endurance and physical conditioning. Individuals usually set their own pace. Disasters occasionally demand moderately strenuous activity over long periods of time. Activities include standing for long periods, walking, stooping, and moderate lifting. Long hours of work may be necessary.

Light physical fitness - The duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring individuals to be in basic good health. Individuals almost always govern the extent and pace of their physical activity. The activities may include climbing (such as stairs), standing, operating a vehicle, some bending, stooping, or light lifting. Long hours of work may be necessary.

c. Knowledge, Skills and Abilities

Knowledge – Refers to an organized body of information, usually of a factual or procedural nature which if applied, makes adequate performance on the job possible. There are three broad levels of knowledge that are used throughout the position descriptions.

Working knowledge of Individuals comprise an awareness of the subject matter to a level of understanding a majority of terms and definitions associated with the subject. Can generally define the subject but has had little or no formal training or experience.

Extensive knowledge of - Individuals have a wide or considerable extent of knowledge of the subject matter. Has received some formal training and some work related experience in the subject matter.

Comprehensive knowledge of - Individuals have had a wide range of experience in the subject matter to a level to be considered a subject matter expert.

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c. Knowledge, Skills and Abilities (Continued)

Skill - Refers to the proficient manual, verbal or mental manipulation of data or things. Skill can be readily measured by a performance test where quantity and quality of performance are tested, usually within an established time limit. Examples of proficient manipulation of things are; skill in typing or in operating a vehicle. Examples of proficient manipulation of data are; skill in keeping track of multiple resources, times and locations, events or activities, priorities, and deadlines in the disaster environment.

Ability - Refers to the power to perform an observable activity at the present time. Ability is evidenced through activities and behaviors that are similar to those required to perform on the job, e.g., ability to plan and organize work, and participate in singular tasks to create a group solution, recommendation or plan.

2. Training Requirements

OEP will maintain a current record of training and qualification levels for each MST member based against the MST standards listed in Units VI - Position Requirements and VII - Position Descriptions. The training requirements for each position covers a core curriculum of general MST material, team building and further specialized workshops that cover information specific to the functional areas of Command, Operations, Planning, Logistics or Administrative/Finance and a practical exercise for each rostered MST.

In order to be fully qualified to perform in the selected MST position, individuals must complete all required training and have had satisfactory performance reviews after each assignment before being certified as fully qualified for a position. Trainees are required to have a letter from their employer stating they will be available for the course of training for their positions and will also be available for future deployments of up to 21-days in length.

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2. Training Requirements (Continued)

The names of personnel successfully completing all position requirements and certified qualified by OEP will be compiled on a roster for each position to be assigned on a designated team or held in a pool of positions for expanded organizations or to cover vacancies. The rostering goal is to maintain a sufficient number of qualified team members on each MST position to field the number of teams identified as needed by OEP/EOC, considering 24-hour coverage, team member unavailability and the potential team deployments.

The following chart denotes required training courses for the MST members. Figure 6-1 provides a summary of the training courses shown in each of the individual position descriptions.

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2. Training Requirements (Continued)

MST	First Aid/CPR	OSHA HazMat First Responder Awareness	ICS - Basic	ICS - Intermediate	ICS - Advanced	MST Training Course	ICS specific position functional course	Team Building*	Communications hardware/electronics awareness*	Training in managing complex incidents & events	Supervision course for position
MST Leader	X		X	X	X	X	X	X	X	X	X
Deputy MST Leader	X		X	X	X	X	X	X	X	X	X
Safety Officer	X	X	X	X	X	X	X	X	X		
Medical Officer	X		X	X	X	X		X	X		
Liaison Officer	X		X	X	X	X	X	X	X		
Operations Section Chief	X	X	X	X	X	X	X	X	X	X	X
Branch Director	X	X	X	X		X	X	X	X		X
Division Supervisor(s)	X	X	X	X		X	X	X	X		X
Planning Section Chief	X		X	X	X	X	X	X	X	X	X
Situation Unit Leader	X	X	X			X		X	X		
Resource Unit Leader	X		X			X		X	X		
Demobilization Unit Leader			X			X		X	X		
Documentation Unit Leader	X		X			X		X	X		
Technical Specialist	X		X			X		X	X		
Logistics Section Chief	X		X	X	X	X	X	X	X	X	X
Communications Unit Leader	X		X			X		X	X		
Transportation Unit Leader	X		X			X		X	X		
Medical Supply Unit Leader	X		X			X		X	X		
Facilities Unit Leader	X		X			X		X	X		
Housing Unit Leader	X		X			X		X	X		
Demobilization Unit Leader	X		X			X		X	X		
POA/Mob Center Specialist	X		X			X		X	X		
Administrative/Finance Section Chief	X		X	X	X	X	X	X	X	X	X
Time Unit Leader	X		X			X		X	X		
Compensation/Claims Unit Leader	X		X			X		X	X		
Procurement/Contract Unit Leader	X		X			X		X	X		
Administrative Specialist	X		X			X		X	X		
* Part of MST Training Course											

Figure 6-1 MST Training Requirements Matrix