



TRAINING PROGRAM ADMINISTRATION MANUAL

FEMA National US&R Response System

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**National US&R Response System
Training Program Administration Manual**

The content and update of this document is the responsibility of the National US&R Response System's Training Subgroup (TSG). The TSG is delegated this responsibility under the auspices of the Advisory Organization (AO) as outlined in the System's Administration Manual Annex A.

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c/o Planning Functional Group Project Officer

This document supersedes previous versions and incorporates all other applicable FEMA US&R documents, policies, and procedures.

National US&R Response System Training Program Administration Manual

Foreword

This administrative manual provides a guide for Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) personnel to train and maintain qualified personnel for the National Urban Search and Rescue (US&R) Response System.

The National Urban Search and Rescue (US&R) Response System (the System) provides for the coordination, development, and maintenance of the Federal effort with resources to locate and extricate victims, provide immediate medical treatment to survivors trapped in collapsed structures, and conduct other life-saving operations.

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CHAPTER 1: INTRODUCTION

1-1. Purpose

The training of task force personnel is paramount to the overall preparedness of each task force, as well as the National US&R Response System as a whole. The standardized administration and management of task force training programs ensures that training-related preparedness activities successfully transition to operational readiness capabilities. This manual is provided to task forces to assist in the administration and management of training and training-related activities to maintain consistency among key program elements throughout the entire National US&R Response System.

1-2. Applicability and Scope

This manual is applicable to key elements of the Task Force Training Program to include types of training, criteria and approval processes, instructor credentialing, member certification, and records management. Additionally, the duties and responsibilities of the Task Force Training Manager, as well as those of the Divisional Training Subgroup Representative (DTSR) are identified, including the interaction required of these individuals.

It is the intent that this manual be referenced and utilized by Task Force Representatives, Task Force Program Managers, Task Force Training Managers, the FEMA US&R Branch, and others involved with the administration, management, coordination, delivery, evaluation, and certification processes of the Task Force Training Program.

1-3. FEMA US&R Training Subgroup

The Training Subgroup (TSG) membership and composition is defined in the US&R System's most current Advisory Organization (AO) Manual. It is made up of nine members and is led by a Leader elected internally by the Subgroup members and approved by the Functional Group Leader. The three divisions have a DTSR to act as an advocate for each of the task forces within their division.

The mission of the TSG is to provide oversight and coordination of all training related activities within the FEMA US&R System. These activities include providing recommendations on curriculum revision and development, establishing a system to ensure training quality assurance, and providing system instructor oversight. These efforts are accomplished by maintaining high standards and conducting regular process revisions, ensuring that FEMA US&R continues to be the world leader in Search and Rescue.

All matters pertaining to training within the FEMA US&R system are managed through the processes outlined within this manual. The TSG will maintain a close relationship with the other Subgroups, Units and Ad Hoc Groups within the AO to ensure all matters related to training are managed on a consistent basis.

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CHAPTER 2: TASK FORCE TRAINING MANAGER

2-1. Task Force Training Manager Function

The Task Force Training Manager (TFTM) ensures that each member of the task force is properly trained to conduct their duties as part of their specific FEMA US&R Position Description. Position Descriptions for each Task Force position can be found at the <https://www.responsesystem.org> web site. Additionally, the TFTM is responsible for ensuring that the task force can fulfill its intended mission with regards to training and exercising as outlined by the FEMA US&R Cooperative Agreement with the Sponsoring Agency. Training in the duties of the TFTM can be received through attendance at the Task Force Training Managers workshops delivered by the TSG. A more detailed Position Description for the TFTM is provided in Appendix F

Task Force Training Managers must be knowledgeable in the use of the FEMA US&R Learning Management System (LMS) to ensure adequate training and certification of their members. A system Task Force (TF) must enroll all their personnel in this database in order to receive training certificates and enroll in system courses.

A requirement of the Task Force is the proper tracking and maintenance of all personnel. System Task Forces that do not have a Personnel Records Management System (PRMS) may elect to use the FEMA US&R developed system provided to all system Task Forces to assist the TFTM in managing the records of all TF personnel. This system is capable of tracking and managing the deployability status of all TF members. TFTMs have this tool at their disposal and can consult their DTSR for details regarding its use if the Sponsoring Agency is not already using their own PRMS system.

2-2. Training and Exercise Oversight

A. Training

The TFTM shall ensure that training consists of an on-going cycle of activities that prepare individuals, functional teams, and the entire task force for their specific roles and tasks as required at the time of mobilization, deployment, on-site operations, mobilization, and return-to-readiness specific to their role within the task force.

This will require the TFTM to work closely with their team managers to understand their specific training needs and priorities and to ensure the team managers understand the requirements placed upon the TF by the system. The TFTM shall ensure that individual team training and course deliveries provided by their task force prepare members for US&R system operations. The TFTM must also ensure that all TF members are current with all general training requirements as outlined in each of the FEMA US&R Position Descriptions.

The TFTM must keep abreast of all scheduled FEMA Sponsored courses and submit applications for eligible candidates to attend position specific training as well as any required or potentially beneficial recurrent training as determined by the system or Task Force.

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B. Exercises

The TFTM shall plan and coordinate TF participation in disaster training and exercises at the Local, State, and Federal levels, ensuring that exercises are in compliance with all Operational Readiness Exercise and Evaluation Program (OREEP) and Homeland Security Exercise and Evaluation Program (HSEEP) requirements.

Assistance in ensuring compliance with both OREEP and HSEEP requirements can be obtained through consultation with the FEMA US&R Exercise Coordination Group (ECG).

2-3. New Member Orientation

The TFTM has the responsibility to ensure that all new members of their TF receive a comprehensive orientation to the TF, the Sponsoring Agency, and FEMA US&R. This includes all necessary general training requirements as indicated in the FEMA US&R Position Descriptions and any agency specific requirements.

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CHAPTER 3: FEMA US&R DIVISIONAL TRAINING SUBGROUP REPRESENTATIVE

3-1. DTSR Function

The position of DTSR is intended to enhance communications and improve training needs from the task force level to the FEMA US&R Branch via the TSG. These positions are appointed by the Subgroup Leader with mutual agreement of the appointed member. There shall be one DTSR for each geographic region of the US&R system. The DTSR for a specific geographic region must be a system member from a Task Force located within the region they represent.

The DTSR has responsibility to act as an advocate for the Task Forces assigned divisionally and laterally within the TSG and upward through the chain of command to the Branch Project Officer for training.

The DTSR works as part of the administrative staff of the TSG. The Subgroup leader relies on the DTSRs to assist in the duties required of the Subgroup leader. Although not required, one of the three DTSRs should be appointed as the Deputy Subgroup leader to act in the absence of the Subgroup leader. A more detailed position description for the DTSR can be found in Appendix G of this manual.

3-2. DTSR Relationship with Division Training Managers

One of the primary purposes of the DTSR is to serve as the Liaison between the TSG and the TFTMs within their assigned division on all matters related to training.

A TFTM first contact to the TSG is through their DTSR. The DTSRs are required to have a close relationship with all TFTM within their division and be available to assist in matters related to training. If the TFTM does not feel their issue was sufficiently handled by the DTSR, they may contact the Leader of the TSG for assistance.

The TFTM should not hesitate to ask for assistance from their DTSR in ensuring the accuracy of instructor applications, training request submittals, exercise development and other items they are responsible for.

3-3. DTSR Relationship within the TSG

The DTSR works with the Leader of the TSG to develop and assign projects within the group's membership and to assist in the development of policy and practice in matters related to training. The DTSR is considered part of the management team within the TSG and may at times need to function in the absence of the TSG Leader in matters representing the Subgroup. Additionally, each DTSR will be responsible for oversight of specific projects assigned within the Subgroup by the Leader.

3-4. DTSR Relationship within the AO and FEMA US&R Branch

The DTSR may at times be responsible for representing the TSG on matters specific to projects they lead to the Advisory or Strategic Group. The DTSR should be prepared to answer questions and present issues at the request of the AO as needed. Additionally, the DTSR may be needed to assist the Branch to resolve issues that affect the US&R System as a whole. The DTSR will also interact with the US&R Branch Project Officer to the TSG in matters regarding training and exercise approval and sanctioning.

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CHAPTER 4: QUALITY ASSURANCE

4-1. System Member Continuing Education Units (CEU)

Continuing Education for System members is a responsibility of the Task Force. The TFTM as part of their duties is required to ensure that adequate training opportunities are established locally to ensure all members remain up to date with system policy and doctrine as it relates to their qualified positions on the task force.

As course curriculum changes, TFTM are encouraged to ensure their members are familiarized with changes in the curriculum to include, if possible, sending the member to retake the course of instruction.

4-2. System Instructor Continuing Education Units (CEU)

The FEMA US&R TSG model to qualify instructors serves as a reliable initial screening tool to verify instructor qualifications. To ensure the highest level of competence of the US&R instructional cadre, a mechanism to ensure the instructor is staying abreast of current subject matter or is actively teaching has been established. This mechanism serves as the basis of the FEMA US&R Instructor Continuing Education Program.

The purpose of the System's Instructor CEU program is to encourage instructors to stay abreast of current trends, knowledge, and information. A CEU program also affords instructors a higher level of professionalism, further enhancing the reputation of the National US&R Response System instructors and courses.

Approved CEU requirements for System instructors are set by the Subgroup that is responsible for the System course. Random audits of system instructors will occur during the Task Force Administrative Readiness Evaluations to ensure compliance with the instructor CEU requirements. Failure to adhere to the requirements will result in the instructor being removed from the National FEMA US&R Instructor List.

The Task Force shall utilize the FEMA US&R Learning Management System to track their instructor CEUs and provide supporting documentation proving activity.

Instructors shall immediately begin the process of obtaining the required CEUs for their discipline. Beginning on January 1, 2023 all instructors must have met the applicable CEU requirements for their field of instruction. Prior to this date, Task Force Training managers will be asked to demonstrate that their instructors are obtaining these CEUs in preparation for the 2023 enforcement date.

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4-3. System Instructor Code of Ethics

Instructor quality is of highest concern in the FEMA US&R system. In addition to strict initial screening of instructors and continuing education requirements, FEMA US&R instructors are expected to have the highest ethical standards. An instructor Code of Ethics has been developed and all FEMA US&R instructors are required to abide by the requirements set forth in this Code of Ethics. Instructor conduct and performance will be judged among other things by adherence to this Code of Ethics.

The instructor must sign an Instructor Code of Ethics form upon initial application to be an instructor, at any time they wish to update their instructor status and at any other time the TSG or US&R Branch requires it to be accomplished. The Task Force Training Manager will be responsible for ensuring that the all Task Force instructors abide by this Code of Ethics along with all other System Codes of Conduct.

The Instructor Code of Ethics is based upon three principles:

PRINCIPLE I – Commitment to the Student

The instructor strives to help students realize their potential as effective members of the National US&R Response System. The instructor works to enhance the learning environment and the student's acquisition of knowledge.

PRINCIPLE II - Commitment to Training and Education

Training and education is vested by the National US&R Response System with a trust and responsibility requiring the highest ideals of professional service.

PRINCIPLE III - Commitment to FEMA US&R Training

Because the caliber of delivered services directly influences program quality, the instructor shall make every effort to maintain high professional standards and promote a climate that encourages the enhancement of the National US&R Response System mission.

Appendix E of the Training Program Administrators Manual list all the provisions of the Instructor Code of Ethics.

4-4. New and Revised Course Audits

The commitment to the highest quality program delivery remains core to principle of quality assurance and the system's commitment to the student. The FEMA US&R Branch encourages the involvement of a TSG member to audit new courses and revised course curriculum at various times during the development process. The purpose of the TSG members involvement is not to write the curriculum, but to ensure deconfliction of curriculum with existing doctrine and other system curriculum. In this way, policy and operational procedures will remain constant across all course curriculum. Prior to any new curriculum development being undertaken, the Subgroup, Unit, Ad Hoc or interested group must complete a FEMA US&R New Training Course Recommendation Form and submit to the TSG for consideration and processing. The submission of this form will trigger discussion with the submitting individuals, TSG and the US&R Branch Project Officer as to what course of action best serves the needs of all involved. A copy of the FEMA US&R New Training Course Recommendation Form can be found in Appendix D.

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The development and revision of current FEMA US&R curriculum must be planned and budgeted. The Branch Project Officer coordinates with the TSG and the appropriate subject subgroup (Rescue, Search, Logistics, etc.) and helps set strategic priorities and a standard revision timeline regarding current curriculum. Once a course has been scheduled for revision or development, a Course Development Document must be created by the National Training Contractor in conjunction with established SMEs chosen by the FEMA US&R Branch in coordination with Task Force Representatives-Division (TFR-D's). The involvement of the TSG member will begin after the initial Course Design Document (CDD) has been finalized and will continue until acceptance of the course by the US&R Branch.

The CDD will be provided to the TSG member liaison to the course. All TSG members have access to all FEMA courses on the Learning Management System (LMS) for reference and deconfliction. As portions of the course are written, they will be periodically provided to the TSG member by the Lead SME that is leading the curriculum revision. The TSG member will be encouraged to provide feedback and recommendations to the Lead SME for review and adjudication for inclusion. The number of times this occurs and the schedule to which it occurs will vary with each course and its complexity. If a member of the TSG is an existing SME assigned to work on the curriculum development, they may act in lieu of an additional TSG member.

4-5. Existing Course Audits

The TSG retains the right to audit existing courses and instructors for compliance with the provisions of the Instructor Code of Ethics and FEMA US&R System Code of Conduct. These audits can be random in nature or targeted to specific courses or instructors. At the completion of any existing course audit, a written report must be provided to the TSG Leader and US&R Branch Project Officer for their records.

4-6. Instructor and Course Complaints

The FEMA US&R Instructor Code of Ethics and System Code of Conduct are held in the highest regard when delivering training programs. Adherence to both documents is necessary to ensure the professionalism and high quality of instruction expected by the FEMA National US&R System.

The TSG goes to great lengths to evaluate the background of every instructor application to ensure it meets established criteria but cannot be at every course delivery. As a result, the system relies on the task force delivering the course to provide students with ample opportunity to comment and evaluate both the course and the instructors. Guidance for the processing of these evaluations is provided to the Task Force when a course number is provided by the FEMA US&R Branch. Any and all complaints or concerns about a delivered course or instructor will be forwarded to the TSG Leader to determine if a fact-finding process should be conducted. If a fact-finding is to take place, the Planning Functional Group Lead, the US&R Branch Project Officer and the DTSR will all be advised of the need and will follow established procedures to conduct a fact-finding process. At the end of the fact-finding process, a written report will be provided to the Advisory Organization Leadership. The Advisory Organization will make a recommendation for any corrective action if required. Instructors found to have not abided by the US&R Instructor Code of Ethics may have their instructor qualification revoked and their name removed from the FEMA US&R Instructor List by the Training Subgroup.

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CHAPTER 5: TRAINING DELIVERY PROCEDURES

5-1. Overview

Training is critical to the National US&R Response System preparedness. The TSG in conjunction with the FEMA US&R Branch has standardized US&R training terminology; the types of training delivery available; and procedures for requesting, approving, and certifying training completion. This standardization takes into consideration current Federal requirements, system needs, and any applicable standards required of the National US&R Response System.

All training delivery of FEMA courses fitting the seven classifications of FEMA US&R Training shall have a recognized lead instructor of record. Remaining instructors will be required as indicated by the instructor to student ratio for the course delivered. This ratio is found in the instructional documents listed for each course. The additional instructors may be classified as Lead Instructors on the FEMA US&R instructor list, however only one will be the lead instructor of record.

5-2. Types of FEMA US&R Training

The National US&R Response System has seven classified types of training that are addressed and defined herein:

1. FEMA US&R Sponsored Training
2. FEMA US&R Sanctioned Training
3. FEMA US&R Equivalent Training
4. FEMA US&R Authorized Training
5. Pilot Classes
6. Train-the-Trainer (T-t-T) Classes
7. Workshops/Table Tops Exercises

The intent of this manual is to support the current preparedness requirements of the National US&R Response System to meet mission response requirements. This mission has evolved over time and is expected to continue to do so in the future. As the mission has changed, so have the training requirements to safely perform the mission.

Specific training requirements for each individual member of the Task Force are best described within the approved position descriptions for National US&R Response System members. These position descriptions can be found at <https://www.responsesystem.org/>. A mechanism for updating position description training and qualifications requirements exists within the National US&R Advisory Organization. This established process can be supplemented occasionally based on direction from FEMA US&R Branch to address a changed mission or urgent and compelling need.

This manual is in full accordance with the cost neutrality principles as set forth in Interim Rule 44 CFR 208 – (National Urban Search and Rescue Response System) and the Public Law 114-326 – National Urban Search and Rescue Response System Act of 2016. Therefore, expenditure of FEMA US&R cooperative agreement funds for purposes other than those that directly support FEMA National US&R training and exercise requirements is not permitted.

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5-3. Training Definitions and Conditions

A. FEMA US&R Sponsored Training

This training is approved using FEMA US&R System standard curriculum and procedures. It is provided, paid for, and directly controlled by FEMA US&R through contract, interagency agreement, or other method of acquisition and meets the following criteria:

1. Training is hosted at various appropriate locations throughout the US.
2. The Training Manager must submit a Sponsored Training Request to their DTSR with all of the course information. Once approved and forwarded to the US&R Branch by the DTSR, a FEMA US&R Sponsored Letter and Course Number will be issued by the FEMA US&R Branch. This is not required for Nationally sanctioned courses sponsored by the FEMA US&R Branch.
3. Instructors are currently listed on the FEMA US&R Instructor List for the course they are teaching and have been determined by FEMA US&R to meet or exceed minimum qualification standards established by the National US&R Response System.
4. Instructors are paid for by FEMA US&R or the Sponsoring Agency.
5. National US&R Response System members are covered by the Federal Workers Compensation Program authorized by the Federal Employees Compensation Act.
6. Certificates are issued using the FEMA US&R Learning Management System (www.esf9training.org) by the hosting task force after successful completion. These certificates shall include a FEMA US&R Sponsored Course Number that was issued by the FEMA US&R Branch.
7. Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for the participation of National US&R Response System members to supplement FEMA paid costs (e.g., approved additional training participants).
8. National US&R Response System members are not currently covered by the Federal Tort Claims Act.

Example: FEMA US&R Task Force Leader - Instructor-Led Training (Course Code: 9P7131)

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B. FEMA US&R Sanctioned Training

This training incorporates approved FEMA US&R System standard curriculum and procedures and is hosted, sponsored, provided, and directly controlled by a National US&R Task Force Sponsoring Agency. Completion of this training or exercise is an identified requirement in an approved FEMA US&R Position Description. The Training Program Manager for each task force shall ensure that a FEMA course number has been issued by the FEMA US&R Branch and is attached or visible on the issued certificates.

Training shall meet the following conditions:

1. Training is hosted at various appropriate locations throughout the US.
2. The Training Manager must submit a Sanctioned Training Request to their DTSR with all of the course information. Once approved and forwarded to the US&R Branch by the DTSR, a FEMA US&R Sanction Letter and Course Number will be issued by the FEMA US&R Branch.
3. Instructors are currently listed on the FEMA US&R Instructor List for the course they are teaching and have been determined by FEMA US&R to meet or exceed minimum qualification standards established by the National US&R Response System.
4. Instructors are paid for by the Sponsoring Agency. (Federal funds may be used)
5. National US&R Response System members are covered by the Federal Workers Compensation Program, authorized by the Federal Employees Compensation Act.
6. Certificates are issued using the FEMA US&R Learning Management System (www.esf9training.org) by the Sponsoring Agency after successful completion. These certificates shall include a FEMA US&R Sanctioned Course Number that was issued by the FEMA US&R Branch.
7. Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may only be used for course preparation, delivery, and the participation of National US&R Response System members.
8. National US&R Response System members are not currently covered by the Federal Tort Claims Act.

Example: FEMA US&R Structural Collapse Specialist v4.0 - Instructor-Led Training (Course Code: 9P2631) taught by a Sponsoring Agency using Cooperative Agreement funding.

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C. FEMA US&R Equivalent Training

This training is non-system training officially determined by FEMA to be functionally equivalent to training delivered as FEMA US&R Sponsored training or task forces training at the local level. This training incorporates approved FEMA US&R System standard curriculum and procedures and is hosted, sponsored, provided, and directly controlled by an entity other than FEMA (e.g. State Fire Training School) and does not meet the definition of FEMA US&R Sanctioned training.

Completion of this training, or a specifically-determined equivalent portion of it, is an identified requirement in an approved FEMA US&R Position Description. Prior to sending any task force member to this training, the Training Manager shall ensure that a FEMA US&R Equivalent Course Number has been issued by the FEMA US&R Branch and will be attached or visible on the issued certificates upon completion of the course. Further details regarding FEMA US&R Equivalent Training can be found in section 5-4 below. An example would be the FEMA US&R Task Force Safety Officer Instructor-Led Training (Course Code: 9P7231) course taught by a third-party training provider.

D. FEMA US&R Authorized Training

This training does not utilize curriculum developed by the FEMA US&R System, but the course has been determined by a task force to have some training benefit that furthers a member's knowledge, skills, and abilities to perform the duties outlined in the FEMA US&R Position Descriptions (e.g., NWCG courses). Such training may be hosted, sponsored, and provided by an entity other than FEMA; and FEMA exerts no direct control of the curriculum or its delivery. The Training Manager for each task force shall ensure that a FEMA US&R Authorized Letter and Course Number has been issued by the FEMA US&R Branch prior to sending their members to attend the course and the Training Manager will ensure a copy of the Authorized Letter is retained on file by the Training Manager.

FEMA US&R Authorized Training shall conform to the following:

1. Training is hosted at various appropriate locations throughout the US.
2. The Training Manager must submit an Authorized Training Request to their DTSR with all of the course information. Once approved and forwarded to the US&R Branch by the DTSR, a FEMA US&R Authorized Letter and Course Number will be issued by the FEMA US&R Branch.
3. National US&R Response System members are not covered by the Federal Workers Compensation Program.
4. Certificates of completion are issued by the training sponsor. FEMA may accept such certificates as meeting the enabling and terminal objective for such training.
5. Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for course preparation, delivery, and the participation of National US&R Response System members to the extent that these funds are used to support National US&R Response System requirements.
6. The Federal Tort Claims Act does not cover National US&R Response System members.

Example: National Wildland Coordination Group (NWCG) Communications Technician Course or the S-420 Command and General Staff Course.

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E. Pilot Classes

A pilot class is the review phase of the curriculum development process. A pilot course is hosted after the revision of a FEMA US&R course have been completed or upon completion of a newly developed FEMA US&R curriculum. The purpose of the pilot class is to provide a mechanism to evaluate if the training curriculum meets all the terminal and enabling objectives. The pilot class allows the curriculum development group to determine that enough time is provided to complete all the course material, activities, and skill stations. The delivery of the pilot course provides the curriculum Subject Matter Experts (SMEs) and the training contractor that developed the curriculum an opportunity to evaluate the presentation of the course from a holistic approach and identify any additional changes that need to be made to the curriculum prior to publishing the curriculum on the FEMA US&R Learning Management System. At the conclusion of the pilot class, the SMEs and the training contractor will identify the areas that need to be updated prior to releasing the curriculum on the Learning Management System.

Pilot classes are designed to allow course developers and the training contractor the opportunity to accomplish the following:

1. Validate the Instructor Guide and Participant Manual
2. Validate the handouts, exercise materials, and supplemental material
3. Identify portions of the curriculum that require clarification or additional information
4. Validate the correct amount of time is allocated to each module, skill station and exercise.
5. Identify areas that need clarification or refine Instructor Guide Notes
6. Verify information contained in the piloted class is up-to-date with information currently taught in other FEMA US&R courses
7. Allow the cohort of instructors to train themselves to administer the course content in a clear and concise manner

The cadre of SMEs utilized to develop or revise the curriculum will be the instructors utilized for the pilot class. During the pilot delivery, the training contractor will capture feedback from the instructional cadre and the TSG Representative attending the pilot. The students that attend a pilot class will not be qualified as instructors. A pilot class is not to be used as a Train-the-Trainer course for instructors that are already qualified to teach the previous revision of the course. When new curriculum has been developed, the Training Subgroup in coordination with the US&R Branch will establish a process by which the three categories of instructors (Lead, Adjunct, and SME) are identified and added to the FEMA US&R Instructor List. The pilot class also allows the SMEs and training contractor to identify improvement areas in the delivery method, capture gaps in course content, test student comprehension of key topics, and ensure revisions have been vetted prior to final release.

The three steps involved in conducting a pilot class are as follows:

1. Conduct the pilot class, in which the instructors provide the new curriculum for the first time, using system members to represent the intended learners.

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2. Conduct an After-Action Review (AAR) of the pilot delivery in which SMEs, TSG members, and curriculum designers/training contractor verify the course meets the terminal and enabling objectives and develop a list of recommended updates and changes that were collected by the instructors and TSG member.
3. Conduct a final review in which key stakeholders assess the completeness of the content, and course development specialists make sure that the course materials meet intended outcome.

F. Train-the-Trainer Classes

The two reasons to conduct a Train-the-Trainer (T-t-T) course are as follows:

1. The curriculum is a new course of instruction, and the FEMA US&R System does not have instructors qualified to teach the program. Examples of T-t-T classes include the recent creation of the Hazardous Materials Specialist Course and the Search Planning and Management Course.
2. The curriculum has been revised and includes enough significant changes from the previous curriculum revision that it warrants the need to update current instructors. Without such updates, current instructors would not be able to successfully deliver the revised curriculum and meet the objectives of the course.

Example: Structural Collapse Specialist v4.0 Instructor-Led Training (Course Code: 9P2631)

A T-t-T class enables experienced instructors to demonstrate to less-experienced instructors how to deliver a specific Instructor-Led Training curriculum or to update the instructor on the changes that were made to the new curriculum. Ideally, a new instructor first observes a training event that is led by the course designer or subject matter expert.

A T-t-T class also serves as a method by which competent instructors (typically the SMEs designing the course) can teach the new material to potential instructors. This ensures a continuity of information and allows for consistent instruction at the student level while maintaining quality assurance within the National FEMA US&R Instructor Cadre.

G. Instructor Updates

Instructor updates are offered when a course has been revised with only minor changes to the Instructor-Led Training curriculum. Current instructors may receive a summary of the changes to the curriculum in a variety of ways, including by use of Computer-Based Training, Regional Update classes, Webinars, etc. The need for an instructor update will be determined during the course revision process in consultation with the FEMA US&R Branch and involvement of the TSG.

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H. Workshops

Workshops are designed to deliver information for which there is no designated FEMA curriculum and there are no designated FEMA US&R instructors. The need for a workshop is identified by a group of subject matter experts in a given field where a specific lack in required performance or a potential need for increased or standardized skillsets has been identified. Workshop goals should be designated and vetted by the applicable subgroup, unit or ad hoc. The delivery of a workshop must be approved by the FEMA US&R Branch through the Advisory and Strategic groups. Workshops will then be opened to the targeted audience through a General Memorandum allowing cooperative agreement funding to support attendance.

Workshops conform to the following:

1. They are hosted at various appropriate locations throughout the US.
2. National US&R Response System members are not covered by the Federal Workers Compensation Program.
3. Certificates of Completion are issued by the workshop sponsor. (FEMA may accept such certificates as meeting the enabling and terminal objective for such workshops.)
4. Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for workshop preparation, delivery, and the participation of National US&R Response System members to the extent that these funds are used to support National US&R Response System requirements.
5. The Federal Tort Claims Act does not cover National US&R Response System members.

Examples: Incident Support Team – Continuing Education Workshop and the US&R Training Manager Workshop

5-4. Training Equivalency Determination Process

There are two reasons to request Equivalency. The first and most often used reason is to request equivalency be given for a FEMA US&R course being delivered outside of the FEMA US&R System in an effort to obtain equivalency for a System member to attend. As an example, if a State or Local Government entity or educational institution is giving a Structural Collapse Specialist course that follows the current FEMA Curriculum, using FEMA US&R instructors and ensuring compliance with all site requirements, cache needs and instructor ratios, a TF may elect to apply for equivalency for their members to attend and receive credit.

The other reason for requesting an equivalency determination is for receiving permission for a system member to attend a course that is NOT part of the FEMA curriculum and not using FEMA US&R instructors but does meet the course content for the same or similar course within the FEMA US&R system. The Task Force wishes to substitute this course for the FEMA course covering the same material. Examples of this include allowing a member to attend the All Hazards Communications Unit Leader course and/or the NWCG S-420 Command and General Staff course that is not sponsored by one of the FEMA US&R System.

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FEMA US&R Equivalent Training shall comply with the following:

1. Training is hosted at various appropriate locations throughout the US.
2. The Training Manager must submit an Equivalent Training Request to their DTSR with all of the course information. Once approved and forwarded to the US&R Branch by the DTSR, a FEMA US&R Equivalent Letter and Course Number will be issued by the FEMA US&R Branch.
3. Instructors are currently listed on the FEMA US&R Instructor List for the course they are teaching and have been determined by FEMA US&R to meet or exceed minimum qualification standards established by the National US&R Response System.
4. National US&R Response System members are not covered by the Federal Workers Compensation Program.
5. Certificates of completion are issued by the training sponsor. FEMA will accept such certificates as evidence of fulfillment of training requirements provided that an official FEMA Equivalency Letter and Number was issued for the specific course dates and the training provider met all of the requirements set forth in the curriculum, including completing all portions of the Instructor-Led Training, utilizing the correct equipment, and ensuring the designated instructor-to-student ratios for the entire duration of the course.
6. Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for course preparation, delivery, and the participation of National US&R Response System members and non-System members to the extent that these funds are used to support National US&R Response System requirements. (Reference: National FEMA/US&R Strategic Plan Goals/Objectives)
7. The Federal Tort Claims Act does not cover National US&R Response System members.

In order to take advantage of the Equivalency determination process to certify a system member, A Task Force Training Manager, Program Manager or Task Force Representative must request a FEMA US&R Training Equivalency determination in writing at least 90 days before the training begins. This request is made to the DTSR from the National US&R TSG and the request must contain training course information that includes the following:

1. Curriculum
2. Course objectives
3. Instructors
4. Instructor qualifications
5. Facilities and props
6. Delivery schedule

Review of the request for FEMA US&R Equivalency determination will be made by the responsible DTSR within 10 days of receipt. The DTSR may contact the Task Force for additional information or clarification. Additionally, the DTSR will contact the applicable subgroup, unit or ad hoc to assist in final determination of equivalency. The written recommendation of the DTSR will then be forwarded to FEMA US&R Branch Project Officer with notification to the TSG Leader and Planning Functional Group Leader. The FEMA US&R Branch Project Officer will consider the recommendation and if justified through all submitted documentation, issue a FEMA US&R Equivalency Letter and course number within 10 days of receipt of a recommendation from the DTSR. Equivalency training requests that are not approved will receive a written reason for their denial.

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This written equivalency determination applies only to the specific training delivery for which the equivalency determination request is made. The same course offered at a subsequent time to different students will require a new specific equivalency determination for each subsequent delivery. The agency delivering the course may not make the request for equivalency. All request for equivalency must be made through a TF that has an individual attending the course. Once the request has been made and approved, other task forces can take advantage of a single request and will not need to make their own for the same delivery of the course of instruction. The FEMA US&R Training Request Form used to request these types of training is located in Appendix A of this manual.

5-5. Training Request Process

System training can be accomplished at the Task Force level. A Task Force at any time may run a FEMA US&R course of instruction. A detailed step by step process for gaining approval to do such is outlined below. Prior to initiating this process, the Task Force must ensure the venue for the course meets the applicable requirements. These requirements are inclusive of practical and classroom environments, educational support needs and available cache of equipment. These course specific requirements can be found on the LMS and should be consulted prior to the submission of a Training Request. Each FEMA US&R course will have differing training site requirements.

This policy applies to all training for which formal requests for a class number assigned by the FEMA US&R Branch is required. It defines the process for requesting class numbers for individual classes. A National US&R Task Force Training Manager, Program Manager or Task Force Representative makes a Training Request in writing at least 90 days before the class/exercise begins using the FEMA US&R Training Request Form. This request is made to the respective DTSR.

The FEMA US&R Strategic Advisory Group (SAG) has requested that all General Memorandums that announce System Sponsored Training be published at least 90 calendar days prior to the training start date. This amount of time is required for some task forces to complete their internal travel authorization process. For this reason, a timeline is provided below that provides enough time for the prescribed review and approval process by the DTSR and the FEMA US&R Branch.

The review and approval process is exactly the same when a requesting task forces submits a Sponsored, Sanctioned, Equivalent, and Authorized Training Request. The only addition to Sponsored Training Requests is that a General Memorandum is distributed to the System with the class registration information and a class logistics letter (Steps 11 and 12).

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The 12-step process in the table below supersedes previous policy and direction on this subject.

FEMA US&R Training Request Process	
Step	Detailed Description of the Training Request Process
1	The Requesting Task Force completely fills out the Training Request Form.
2	The Requesting Task Force submits the completed Training Request Form to their DTSR. This step should occur at least 90 days prior to the first day of training.
3	The DTSR checks the Training Request for the following: <ul style="list-style-type: none"> 3a. All blocks of the Training Request Form are completely filled out. 3b. The correct student-to-instructor ratio is listed and followed. 3c. Ensure all instructors are listed on the most recent Instructor List and approved to Teach the course. Step 3c does not apply to Authorized Training Requests due to the Training not utilizing FEMA US&R curriculum. 3d. The lead instructor of record is indicated 3e. The information in the Course Logistics Letter is complete.
4	Any incomplete Training Requests are returned to the Requesting Task Force with questions or notes about missing or incorrect information.
5	The DTSR makes a determination to recommend an approval or denial of the Training Request.
6	The DTSR forwards the Training Request and their recommendation to the FEMA US&R Branch Project Officer. This step should occur at least 80 days prior to the first day of training.
7	FEMA US&R Branch Project Officer reviews the Training Request and if required, returns to the DTSR with questions about any missing or incorrect information.
8	Once a fully complete Training Request is received by the DTSR, FEMA US&R Branch Project Officer will review and concurs with the recommendation.
9	FEMA US&R Branch Project Officer assigns the appropriate FEMA Training Approval Sequence Number, drafts an Approval Letter, saving all files for recordkeeping.
10	FEMA US&R Branch Project Officer emails an Approval Letter with the FEMA Training Approval Sequence Number to the Requestor and copies the DTSR. This step should occur at least 70 days prior to the first day of training.
11	FEMA US&R Branch Project Officer drafts the General Memorandum and submits to FEMA US&R Leadership for issuance to the System. This step is only completed for Sponsored Training Requests.
12	The General Memorandum is issued to the FEMA US&R System 65 days prior to the first day of training. This step is only completed for Sponsored Training Requests. The FEMA US&R Branch will add any courses to the Training Calendar on www.responsesystem.org that are deemed to be open to the US&R System.

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Issued FEMA US&R Branch Approval Letters apply only to the specific training delivery for which the request is made and for the dates specified in the letter. The same course offered on different dates to different students will require a new specific Training Request from the requestor for each subsequent class delivery.

The same FEMA US&R Training Request Form is used for Sanctioned, Sponsored, Equivalent, and Authorized requests and a blank version is located in Appendix A of this manual.

5-6. Local Course Record Keeping

The Task Force Training Manager is required to maintain records of all training and courses delivered by the task force at a local level that include team level training and must include the following documentation in task force training records:

1. Training dates
2. Type of training
3. Attendance records indicating who completed the training
4. Record of instructors for the training
5. Length of the training
6. Description of topics covered
7. Copies of course completion certificates if issued (signed attendance sheets if not)

The Task Force Training Manager should utilize the FEMA US&R Learning Management System (www.esf9training.org) to record the registration, attendance, and graduation of participants completing any training, workshops, work days, exercises, and other task force related events.

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CHAPTER 6: EXERCISE DELIVERY PROCEDURES

6-1. Overview

Exercises are critical to National US&R Response System preparedness. The TSG in conjunction with the FEMA US&R Branch and the Exercise Coordination Group (ECG) has standardized US&R exercise-related terminology; the types of exercises; and procedures for requesting, approving, and certifying exercise completion. This standardization takes into consideration current Federal requirements, system needs, and any applicable standards required of the National US&R Response System.

The FEMA Urban Search and Rescue System requires task forces to exercise on a regular basis to ensure capability when deployed. When deployed, FEMA US&R task forces work with a wide variety of Local, State, Tribal, Regional and National resources. The most effective exercise will involve integration with these and other agencies into the exercise in order to most closely represent the environment in which task forces will find themselves deployed. As other supporting agencies are brought into the exercise, the complexity grows and the requirement for coordination, developing meaningful objectives, organizing planning cells and utilizing evaluators also grows.

6-2. Types of FEMA US&R Exercises

The National US&R Response System implements the policies and procedures for training and exercises supporting the National US&R mission set forth in this process. The types of training and exercises that follow are addressed and defined herein:

1. FEMA US&R Sponsored Exercises
2. FEMA US&R Sanctioned Exercises
3. Local Exercise Delivery

The intent of this policy is to support the current preparedness requirements of the National US&R Response System to meet mission response requirements. This mission has evolved over time and is expected to continue to do so in the future. As the mission has changed, so have the exercise requirements.

This policy is in full accordance with the cost neutrality principles as set forth in Interim Rule 44 CFR 208 – National Urban Search and Rescue Response System) and the Public Law 114-326 – National Urban Search and Rescue Response System Act of 2016. Therefore, expenditure of FEMA US&R cooperative agreement funds for purposes other than those that directly support FEMA National US&R exercise requirements is not permitted.

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6-3. Exercise Types, Definitions, and Conditions

A. FEMA US&R Sponsored Exercises

These exercises are planned, approved, and placed on the national calendar by the FEMA US&R Branch and meet the following conditions:

1. Exercise is hosted at various appropriate locations throughout the US and its territories.
2. Planners and Evaluators are identified, certified, approved, and paid for by FEMA.
3. National US&R Response System members are covered by the Federal Workers Compensation Program authorized by the Federal Employees Compensation Act.
4. Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for the participation of National US&R Response System members to supplement FEMA paid costs.

Example: Nationally-planned multiple team deployment exercises

B. FEMA US&R Sanctioned Exercises

These exercises are hosted, sponsored, provided, and directly controlled by a National US&R Task Force Sponsoring Agency. Completion of this type of exercise is an identified requirement contained in the FEMA US&R Operations Manual. These exercises shall meet the following requirements:

1. Exercises are hosted at various appropriate locations throughout the US and its territories.
2. Evaluators and planners are identified, approved, and paid for by the Sponsoring Agency. (Federal funds may be used.)
3. National US&R Response System members are covered by the Federal Workers Compensation Program authorized by the Federal Employees Compensation Act.
4. Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for exercise preparation, delivery, and the participation of National US&R Response System members.
5. National US&R Response System members are not currently covered by the Federal Tort Claims Act.

Example: US&R Task Force Full-Scale Exercise

C. Task Force Local Exercise Delivery

Task Forces are encouraged to request sanctioning in order to have workers compensation protections in place for the exercise but there is no requirement on the part of the FEMA US&R System for a Task Force to obtain sanctioning for a locally delivered exercises. Cooperative agreement funding is authorized for Task Forces to exercise in accordance with the needs of the National US&R system and their Cooperative Agreement at the local level. Task Forces electing to not obtain sanctioning for exercises at the local level forgo some of the protections afforded through the sanctioning process such as coverage of their members by the Federal Workers Compensation Program.

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When designing and developing local exercises, Task Forces should develop a three-year schedule that ensures all five deployment modules are evaluated every 3 years in accordance with current System doctrine:

1. Mobilization
2. Transportation of personnel and cache
3. Establishing Base of Operations or Base Camp
4. Onsite Operations
5. Demobilization

6-4. Exercise Sanctioning Request Process

This process applies to all exercises initiated by system task forces for which sanctioning is requested. A National US&R Task Force Training Manager, Program Manager or Task Force Representative makes the Sanctioning Request in writing at least 90 days before exercise begins using the FEMA US&R Training/Exercise Request Form. This request is made directly to the FEMA US&R Branch Project Officer to Training with copies sent to the DTSR and the ECG Leader. Notification of the DTSR and the ECG Leader are for notification purposes only.

The US&R Branch Project Officer to the TSG will review the request and ensure it meets all existing requirements and issue sanctioning letter with associated requirements. These requirements may include items such as the completion of a formal AAR process, providing participant rosters and identification of return to deployable status for the Task Force.

6-5. Exercise Coordination Subgroup

A. Overview

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capability and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. In an effort to align with the goals and objectives set forth in the FEMA US&R Strategic Plan, a standardized process for developing and conducting performance-based exercises utilizing HSEEP principles emerged.

FEMA US&R Program Directive 2013-015 implemented the Phase III of the Readiness Assessment named OREEP (Operational Readiness Exercise and Evaluation Process). OREEP is a US&R system exercise program that identifies procedures and documents for US&R task forces to successfully plan, coordinate, and deliver an exercise following the principles of HSEEP. This standardized comprehensive exercise program is designed to improve operational readiness, reveal opportunities for improvement and identify resource gaps as well as to illuminate best practices. Additional benefits of this program include: clarifying roles and responsibilities, testing coordination and collaboration, as well as enhance team and individual performance.

Following the implementation of OREEP, the FEMA US&R Advisory Organization recognized a need to provide additional support for all US&R teams in the development and conduct of their exercises. As a result, the Exercise Coordination Group (ECG) Subgroup was formed. The ECG is comprised of individuals in the US&R system with varying levels of exercise experience up to and inclusive of the designation of MEP (Master Exercise Practitioner).

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B. Purpose

The primary focus of the Exercise Coordination Subgroup is to provide varying levels of assistance to all FEMA US&R teams and the US&R Incident Support Teams in the development, planning, conducting, evaluation, improvement planning, and the guidelines identified in their three-year OREEP Training and Exercise Plan. This 3-year training and exercise plan is a requirement of the system for each Task Force to produce. During Task Force Administrative Readiness Evaluations, each Task Force must produce this plan to the evaluators.

C. Types of Exercises

Separate from the exercise definitions discussed previously in this chapter, there are two broad categories of exercises, Operations Based and Discussion-Based. Within those categories, there are numerous types of exercises, but for US&R the most common and applicable types include: Tabletop Exercises, Functional Exercises, and Full-Scale Exercises. Any one of these types of exercises can be classified as sponsored or sanctioned by the FEMA US&R Branch.

1. **Tabletop Exercises (TTX)** –TTXs are discussion-based exercises which are intended to stimulate discussion on various issues that may surface during a deployment. It can be used to assess plans, policies, and procedures, or to assess types of systems needed to guide the mobilization, deployment, and rehabilitation for a defined incident. TTXs can be group break-out (i.e., groups split into functional areas), plenary (i.e. one large group), or a combination of both. Generally, TTXs are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in perceptions.
2. **Functional Exercise (FE)** – FEs are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In FEs, events are projected through an exercise scenario with event updates that drive activity typically at the management level. An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.
3. **Full-Scale Exercise (FSE)** - FSEs are typically the most complex and resource-intensive type of exercise. They may involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. For US&R FSE's, this will typically include another Type I US&R task force and one of the three IST teams. FSE's often include many participants operating under cooperative systems involving the use of an Incident Management Assistance Team (IMAT), Incident Management Teams (IMT's) in a unified command structure and any number of other complex incident organizations to include a Federal Search and Rescue Coordination Group (FSARCG) and military or other agency specific command cells operating collectively for a single unified exercise.

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It is possible to have an exercise that meets the definition of Full Scale yet only involve a single task force and limited outside agencies. In these circumstances, the scenario must replicate conditions that allow for the realistic use of a single task force and all the associated elements to be involved. During a full-scale exercise, events are projected through an exercise scenario with event updates that drive activity at the operational level. FSEs are usually conducted in a real-time, stressful environment that is intended to mirror a real incident. Personnel and resources may be mobilized and deployed to the exercise location, where actions are performed as if a real incident had occurred. The FSE simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel. The level of support needed to conduct an FSE is greater than that needed for other types of exercises. The exercise site for an FSE is usually large, and site logistics require close monitoring. Safety issues, particularly regarding the use of props and special effects, must be monitored.

The foundation of OREEP is focused on operational readiness, it is expected that a Full-Scale Exercise will be designed to engage all different functional positions for a Type I US&R Team. Full-Scale Exercises for the Incident Support Team should be designed to engage all the different positions for the participating IST.

D. Evaluation & Improvement Planning

Evaluation is the cornerstone of an exercise and must be considered throughout all phases of the exercise planning cycle, beginning when the exercise planning team meets to establish objectives and initiate exercise design. Effective evaluation assesses performance against exercise objectives and identifies and documents strengths and areas for improvement relative to core capabilities.

Task Force Training Managers are encouraged to reach out to the ECG for assistance and guidance into the requirements of planning exercises of all types. Adherences with the principles this Subgroup provides the Task Forces will ensure compliance with the elements of the HSEEP and OREEP guidelines. A Task Force possessing the resources to plan and execute its own exercises should reach out to the ESC as early in the planning process as possible to provide the ECG with visibility of upcoming exercises.

6-6. National Exercise Division (NED)

The FEMA US&R System does not currently have a training and exercise cadre capable of managing, planning and executing exercises that could include multiple task forces and outside agencies. Task Forces that have participated in other government agency exercises (DoD, FEMA Regions, State EMAs) have been able to accomplish their goals by participating in exercises coordinated by those other agencies. One option available to FEMA US&R is to apply for exercise support from the FEMA National Exercise Division (NED). Task Forces that are planning large exercises to include full-scale, functional, and tabletop exercise involving multiple agencies and system resources should consider the use of FEMA NED to assist with developing the exercise documents. The Exercise Coordination Group and US&R Branch can assist Task Forces in determining if their exercise may meet the requirements for involving NED and assist with initiating the request process.

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The method for the request of NED support of an exercise planned by system task forces can be found at <https://www.fema.gov/ned> and it is recommended that task forces cross link the exercise goals and objectives to the National Planning Scenarios will enhance the probability of NED providing support.

When deciding if FEMA NED assistance may be requested, the ECG should be contacted to discuss the following considerations in determining if NED support is appropriate include:

1. Type of exercise to be delivered: Tabletop, workshops, seminars, drills, functional exercises or full-scale exercise
2. Estimated goals/objectives of the exercise to be met
3. Number of participants (FEMA TF, IST, state, regional, military, IMT etc.)
4. The experience of the exercise planning team members
5. Timeframe & date of the exercise (even if tentative)
6. Coordination of the exercise with other large-scale training or exercises. For example, if a task force wishes to hold a Full-Scale Exercise involving an earthquake scenario, choosing dates that correspond to the dates of already existing exercises that can be linked will enhance the potential for NED to agree to participate in supporting the exercise.

The following procedure should be followed by Task Forces when nominating an exercise for support from the National Exercise Division:

1. The nomination must follow the directions set forth by the National Exercise Program (NEP). <https://www.fema.gov/national-exercise-program>
2. Request for NED support of the exercise should be considered when 3 or more teams are participating. (example: 3 Task Forces or 2 FEMA US&R Task Forces and an Incident Support Team)
3. The request for NED assistance shall occur at least 1 year prior to the exercise start date.
4. Task Forces are reminded that Exercise Sanctioning Requests should be submitted to the DTSR of the Training Subgroup at least 90 days prior to exercise date.
5. Task Forces should request assistance from the ECG with completing their National Exercise Program Nomination Form at <https://www.fema.gov/media-library/assets/documents/163224>
6. The nomination request to FEMA NED must come from the individual Task Force. The US&R Branch cannot make the request. The US&R Branch can help with coordination but may not make the request.

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CHAPTER 7: INSTRUCTOR CREDENTIALING

7-1. Instructor Application Process

The FEMA US&R Instructor List includes three categories:

1. Lead Instructors
2. Adjunct Instructors
3. Subject Matter Experts (SMEs), who may assist in the delivery of specific components of a curriculum

A. Lead Instructors

Lead instructors must be current FEMA US&R task force members and meet the current position description requirements for the course they are applying to instruct.

The lead instructor has the following responsibilities:

1. Confirm that a "Request for Course Scheduling" has been submitted
2. Ensure that a Course Number from FEMA US&R Branch has been assigned if needed
3. Verify student eligibility
4. Complete current Instructor Ethics Form
5. Teach the current curriculum as adopted by the FEMA US&R TSG
6. Assure that all objectives of the course curriculum are met
7. Make sure that the maximum student limit is not exceeded for the class
8. Ensure the safety of all students and adjunct instructors
9. Coordinate and monitor all safety issues during the delivery of the course
10. Keep daily attendance records
11. As applicable, oversee student completion of course assignments
12. Verify the qualifications for each Adjunct Instructor and SME Lecturer
13. Identify course topics addressed by the Adjunct Instructor and/or SME Lecturer and include them in the course syllabus
14. Ensure student/instructor ratio is maintained
15. Ensure that evaluations have been completed on all adjunct instructors

B. Adjunct Instructors

Adjunct instructors must have the NFPA 1041 Level I, or equivalent as determined by the TSG, and must have attended the specific course for which they are applying. These instructors must be FEMA US&R task force members and meet the current position description requirements for the course they are applying to instruct. Adjunct instructors have the following responsibilities:

1. Complete current Instructor Ethics Form
2. Teach the designated curriculum as adopted by FEMA US&R TSG
3. Ensure all objectives of the course curriculum are met
4. Ensure the maximum student limit for the class is not exceeded
5. Coordinate and monitor all safety issues during course delivery
6. Teach no more than 50% of a course
7. Maintain attendance records

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C. Subject Matter Experts

The Subject Matter Experts (SME) can teach no more than two modules within an established FEMA course of instruction. For example, a Structural Engineer that is not a rostered member of a FEMA US&R Task Force may teach the engineering module of the Structural Collapse Specialist course. However, if an individual is not a member of a FEMA US&R task force, he/she must complete an instructor application form and submit it for approval through the TSG for review and approval. If the SME is a member of a task force, the individual shall submit an instructor application through their task force for appropriate signatures before it is forwarded to the TSG for review and approval.

An SME may only teach when following conditions exist:

1. The SME is addressing only those topics for which he/she is qualified based on education and experience.
2. The SME is teaching only those topics indicated on the National FEMA US&R instructor list.
3. The Lead Instructor is present during all SME lectures.

D. Train-the-Trainer Course Instructor Disposition

If a formal Train-the-Trainer (T-t-T) course has been provided and the applying member has attended that class and meets the other requirements for a Lead or Adjunct instructor, the applicant will be approved at the appropriate level in lieu of additional deliveries as identified above. This approval as an instructor is contingent upon the applicant submitting an application to the TSG for processing. Approval is not automatic and is not based upon attendance at the T-t-T class alone. Proof of attendance at the T-t-T must be submitted along with the instructor application. Prior to a T-t-T or the above referenced adjunct/lead qualification process, only members designated by the FEMA US&R Branch to develop the curriculum will be qualified to instruct new courses.

When new curriculum is created, the FEMA US&R Branch will consult with the TSG Leader to determine who shall be granted Lead, Adjunct, or SME status on the National FEMA US&R Instructor list. This determination shall be made jointly between the course and the TSG Leader. Consideration shall be granted regarding knowledge of the material and current teaching credentials.

When an Instructor-Led Training course is revised or updated, the TSG and the respective Advisory Organization subgroup will meet to determine if either a T-t-T course or an alternative method to update current instructors should be required. This recommendation will be sent from the respective Subgroup to the Training Subgroup and forwarded for consideration to the Advisory Organization. The recommendation will also explain if current course instructors must complete the update to remain on the FEMA US&R Instructor List. Due to significant costs associated with requiring all instructors to attend an instructor update, the Advisory Group will review the recommendation and make a determination that will also include the timeline by which the instructor must complete the update.

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7-2. Application Instructions

Every effort will be made on the part of the FEMA US&R system to open the instructor application process twice each year. The application process will occur prior to the National Subgroup meetings. Specific application instructions will be disseminated via FEMA US&R General Memorandum (GM), approximately 2-3 months prior to the National Subgroup Meetings. The instructor application process will be electronic in form. Paper submissions will not be accepted, and hand-written applications will not be accepted for consideration. The GM will include a link that will allow the applicant to submit the on-line application. The directions in the GM must be followed explicitly. The applicant must complete a separate application per each discipline request. Questions that arise at the time of application can be directed to the DTSR(s).

7-3. Approval Process

The three steps of the instructor approval process are described below:

1. With the knowledge, approval, and assistance of the system member's Program Manager and Training Manager, the system member will submit an electronic application complete with all required supporting documentation and signatures.
2. The members of the TSG will process the instructor applications online resulting in either approval or denial, based upon the criteria established in the TPAM. The processing of all instructor applications will occur electronically.
3. Approved applications will result in the instructor's name to be added to the National FEMA US&R Instructor List and uploaded to responsesystem.org for distribution to the system. Each instructor is assigned an individual Instructor Identification Number and will be designed as either a Lead, Adjunct, or SME for the specific discipline for which they applied to instruct.

Due to the large numbers of processed applications, members will not be notified individually of their application status. Task forces or members wishing to know the status of their applications are encouraged to submit their applications early and discuss the progress of each application with their DTSR prior to the close of the application process. Early application will allow applicants to resubmit their application if problems are identified. Applications will not be processed after the closing date.

7-4. Instructor Change of Status

The FEMA US&R Instructor Change of Status Form can be found on the www.responsesystem.org website. The Training Manager may complete and submit the form electronically to the Training Subgroup. This form shall be completed when a credentialed FEMA instructor at the lead, adjunct, or SME level is either transferring to another task force or needs to be removed from the official FEMA US&R Instructor List. Removal from the FEMA US&R Instructor List shall be mandatory if the member is no longer affiliated with the National US&R Response System (except in the case of SMEs who have been approved by the appropriate subgroup). A separate electronic submission must be completed for each discipline in which the member has been listed as an instructor.

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Instructor Change of Status Form can be electronically submitted at any time by the Task Force Training Manager to their DTSR. Changes to the instructor list will not occur until the list has been published upon conclusion of the next regularly scheduled instructor application process.

The Task Force Program Manager, in conjunction with the Task Force Training Manager, is responsible for initiating annual reviews of all instructors affiliated with the task force. This shall be accomplished in conjunction with the Annual Task Force Self Evaluation. The goal of this annual review is to determine if all members of the task force documented on the official FEMA US&R Instructor List are still members in good standing with the National US&R Response System, their sponsoring agency, their participating agency and are qualified to instruct in their indicated specialty. Members affiliated with the task force who are listed as instructors but no longer meet the requirements set forth in this manual shall be removed from the list. Instructor knowledge, instructional and operational activity, and compliance with any applicable continuing education requirements should guide the Program Manager in the decision to remove the member from the FEMA US&R Instructor List.

Members who disagree with the actions of their Program Manager to remove them from the FEMA US&R Instructor List may submit their case for remaining on the instructor list in writing to the DTSR. This written correspondence will be discussed at the next training subgroup meeting, and the appropriate subgroup may be consulted to assist in the final decision. The decision of the TSG Leader will be final and binding.

**National US&R Response System
Training Program Administration Manual**

CHAPTER 8: TASK FORCE TRAINING RECORDS

8-1. Record Maintenance

The Task Force Training Manager shall maintain centralized training records for each task force member. These records shall be kept on site until after the member separates from the task force. The records shall then be archived until such time that the Cooperative Agreement records for the time period in which the individual was a member of the task force are disposed of, or per Sponsoring Agency, whichever is greater.

Each training record shall contain, at a minimum, the following documentation:

1. All prerequisite courses for the specific discipline
2. All general training requirements
3. All discipline specific training requirements can be found on the <https://www.responsesystem.org> web site
4. Current copies of applicable professional licenses, (i.e., PE, MD, EMT-P, CDL, etc.)
5. Current copies of applicable technical certifications, (i.e., Forklift Operator, Welder/Burner, Power Actuated Device, Rigger, etc.)
6. Copies of instructor credentials
7. All training attended using FEMA US&R Cooperative Agreement funds

Training completed prior to membership on the task force, or training completed when no FEMA US&R Cooperative Agreement funds have been expended, may be documented in the following manner:

1. Copies of course certificates
2. Copies of course roster sign-in sheets
3. Memoranda from the participating agency attesting to completion of specified training, including specific dates, times, and hours

Training accomplished using FEMA US&R Cooperative Agreement funds must be documented in the following manner:

1. Signed copies of course completion certificates
2. Signed copies of course roster sign-in sheets (if certificate not issued)

National US&R Response System Training Program Administration Manual

8-2. FEMA US&R Training Approval Sequence Numbers

Courses that have been reviewed and approved by the FEMA US&R Branch will receive an Approval Letter for Sponsored, Sanctioned, Equivalent, and Authorized training and an associated FEMA US&R Training Approval Sequence Number that is assigned by the FEMA US&R Branch. Records are maintained by the FEMA US&R Branch and referenced during Administrative Readiness Evaluations. Any course that did not receive a FEMA US&R Training Approval Sequence Number will fail to meet the requirements set forth for Sponsored, Equivalent, Sanctioned, or Authorized training.

The FEMA US&R Training Approval Sequence Numbers are issued in the following format where the [Current Year] is the year that the Approval Letter was issued and the xxx is the sequential number assigned by the FEMA US&R Branch:

1. Sponsored Training: SP[Current Year]-xxx
2. Sanctioned Training: SC[Current Year]-xxx
3. Equivalent Training: EQ[Current Year]-xxx
4. Authorized Training: AU[Current Year]-xxx
5. Sponsored Exercise: SPX[Current Year]-xxx
6. Sanctioned Exercise: SCX[Current Year]-xxx

8-3. Training Certificates

In cases where a FEMA US&R task force is providing the training, the Task Force Training Manager must ensure the FEMA US&R Training Approval Sequence Number appears on the issued certificate that is produced through the FEMA US&R Learning Management System.

When training is provided by a third-party vendor, the Task Force Training Manager shall request that the vendor include the FEMA US&R Training Approval Sequence Number on the issued certificate of completion. If securing a number is not possible, the Approval Letter provided by FEMA US&R Branch shall be attached to the certificate in the member training record. Electronic copies of any Approval Letters issued to the task force by the FEMA US&R Branch must be maintained.

National US&R Response System
Appendix A: FEMA US&R Training Request Form

Document Number: 700-01A Version: January 27, 2020 Page 1 of 3



US&R Program Directive 2004-01 established FEMA Training as recognized in one of four ways:

1. FEMA-**Sponsored** Training & Exercises are approved national standard curricula and procedure and are provided, paid for, and directly controlled by FEMA through contract, interagency agreement or other method of acquisition.
2. FEMA-**Sanctioned** Training & Exercises use approved national standard curricula and procedure and are hosted, sponsored, provided and directly controlled by a National US&R Task Force Sponsoring Agency. Completion of this training or exercise is an identified requirement in an approved Position Description contained in the FEMA US&R Operations Manual or other FEMA direction.
3. FEMA-**Equivalent** Training is non-system training officially determined by FEMA to be functionally equivalent to training delivered as FEMA Sponsored training, or task forces training at the local level. Such training is hosted, sponsored and provided by someone other than FEMA (e.g. Industry Standards or Professional Associations) and does not meet the definition of FEMA Sanctioned Training. Completion of this training or a specifically determined equivalent portion of it is an identified requirement in an approved Position Description contained in the FEMA US&R Operations Manual or other FEMA direction.
4. FEMA-**Authorized** Training that FEMA US&R has no established curricula, but the knowledge, skills and abilities gained from the training is specifically required in the National US&R Operations Manual Position Descriptions (e.g. NWCG ICS courses). Such training is hosted, sponsored and provided by someone other than FEMA. FEMA exerts no direct control of the curricula or its delivery.

Instructions: Task forces will use this document when requesting FEMA US&R approval for training. This form may be completed and signed electronically and then saved locally prior to emailing to the Divisional Training Subgroup Representative (DTSR). Digital signatures are sufficient when submitting and approving this form, but some task force may choose to physically sign and scan this document prior to submitting to their DTSR. The DTSR will review this document to ensure it is complete and all necessary information is included. The DTSR will notify the task force when the request is forward to the FEMA US&R Branch for approval and issuance of a letter. Please review Chapter 5 of the Training Program Administrative Manual for additional information on the process to submit this form.

Requesting Task Force:		Division:	
Person Completing This Form:		Title:	
Office Phone:		Email:	

Course Name:			
Course Code:		Total Contact Hours:	
Course Training Location:			
Course Start Date:		Course End Date:	
90 Days Before Start Date:		70 Days Before Start Date:	
Classification of Training:	Sponsored	Sanctioned	Equivalent Authorized
Curriculum Version:		Delivery Method:	Lecture Hands-On Both

Expected Class Size:		Student to Instructor Ratio:	
Required # of Instructors:			
Course Open to US&R System:	Yes No	Add to FEMA US&R Calendar:	Yes No
Issue a General Memo to the US&R System:	Yes No		

Class Information **Required**: A review of the curriculum and course requirements MUST be included with this package.
Course Objectives and Notes:

Facilities and Props:	
Describe the Training Facilities to be used for this Course:	
Describe the Training Props to be used for this Course:	

APPENDIX A: FEMA US&R Training Request Form

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Course Supervised By (Lead Training Officer/Safety Officer):			
Lead Instructor Name:	FEMA Instructor #:	Task Force:	Lead Instructor Email:
1			

Course Instructor Information				
Task Force:	Instructor Name:	FEMA Instructor #:	Instructor Level:	Instructor Email:
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Training Request Form Disposition			
Divisional Training Subgroup Representative:			
DTSR Recommendation:	<input type="checkbox"/> YES – Forward to FEMA US&R Branch <input type="checkbox"/> DENIED – See Comments Below	DTSR Signature	Date
FOR OFFICIAL FEMA USE ONLY			
FEMA US&R Branch Project Officer:			
FEMA US&R:	<input type="checkbox"/> YES – Approval Letter Issued <input type="checkbox"/> DENIED – See Comments Below	US&R Branch Signature	Date
FEMA Training Approval Sequence Number:		Date Issued:	
Comments:			

National US&R Response System
Appendix B: FEMA US&R Exercise Request Form

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In accordance with FEMA US&R Training Program Administration Manual Chapter 6, Section 6-3:

- I. FEMA US&R Sponsored Exercises** - These exercises are planned, approved, and placed on the national calendar by the FEMA US&R Branch and meet the following conditions:
1. Exercise is hosted at various appropriate locations throughout the US and its territories.
 2. Planners and Evaluators are identified, certified, approved, and paid for by FEMA.
 3. National US&R Response System members are covered by the Federal Workers Compensation Program authorized by the Federal Employees Compensation Act.
 4. Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for the participation of National US&R Response System members to supplement FEMA paid costs.
- II. FEMA US&R Sanctioned Exercises** - These exercises are hosted, sponsored, provided, and directly controlled by a National US&R Task Force Sponsoring Agency. Completion of this type of exercise is an identified requirement contained in the FEMA US&R Operations Manual. These exercises shall meet the following requirements:
1. Exercises are hosted at various appropriate locations throughout the US and its territories.
 2. Evaluators and planners are identified, approved, and paid for by the Sponsoring Agency. (Federal funds may be used.)
 3. National US&R Response System members are covered by the Federal Workers Compensation Program authorized by the Federal Employees Compensation Act.
 4. Federal funds provided by FEMA through US&R Readiness Cooperative Agreements may be used for exercise preparation, delivery, and the participation of National US&R Response System members.
 5. National US&R Response System members are not currently covered by the Federal Tort Claims Act.

Task Forces will use this documentation to meet the requirements requesting FEMA Approval to conduct all forms of Exercises. This fill-in form may be completed electronically, saved locally and then printed. To complete this form tab from field to field. It is recommended that you print/save a copy for your file after completion, and then Forward the form to your Divisional Exercise Representative who will review and forward to the Divisional Training Subgroup Representative (DTSR) and forward on to the FEMA US&R Branch for approval. Please review Chapter 6 of the Training Program Administrative Manual for additional information on the process to submit this form.

Requesting Task Force:		Division:	
Person Completing This Form:		Title:	
Office Phone:		Email:	

Exercise Name:			
Exercise Venue/Location:			
Participating Agencies:			
Exercise Director:		Number on the Exercise Planning Team:	

Concept and Objectives (C&O) Meeting Date:		C&O Meeting Location:	
Initial Planning Meeting (IPM) Date:		IPM Location:	
Midterm Planning Meeting (MPM) Date:		MPM Location:	
Master Scenario Events List (MSEL) Meeting Date:		MSEL Meeting Location:	
Final Planning Meeting (FPM) Date:		FPM Location:	
Exercise Start Date:		Exercise End Date:	
Total Exercise Hours:		Classification of Exercise:	Sponsored Sanctioned

Appendix B: FEMA US&R Exercise Request Form

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Number of Exercise Participants:		Number of Exercise Controllers:	
Number of Exercise Evaluators:		Number of Outside Evaluators:	
Issue a General Memo to the US&R System:	Yes No	Add to FEMA US&R Calendar:	Yes No
Select the Type of Discussion or Operational Based Exercise:	<input type="checkbox"/> Workshop <input type="checkbox"/> Tabletop (TTX) <input type="checkbox"/> Modular OREEP Drill (MOD) <input type="checkbox"/> Functional Exercise (FE) <input type="checkbox"/> Full-Scale Exercise (FSE) <input type="checkbox"/> Multi-Task Force FSE <input type="checkbox"/> Other _____	Which US&R OREEP Modules will this Exercise Include:	<input type="checkbox"/> Mobilization <input type="checkbox"/> Transportation of Personnel and Cache <input type="checkbox"/> Establishing a Base of Operations/Base Camp <input type="checkbox"/> Onsite Operations <input type="checkbox"/> Demobilization

List the Exercise Objectives and Aligned Core Capabilities to be achieved during the exercise	
Exercise Objectives	The Aligned Core Capability from the National Preparedness Goal

Exercise Request Form Disposition			
Divisional Exercise Subgroup Representative:			
Exercise Subgroup Recommendation:	<input type="checkbox"/> YES – Forward to DTSR <input type="checkbox"/> DENIED – See Comments Below	<small>ESGR Signature</small>	<small>Date</small>
Divisional Training Subgroup Representative:			
DTSR Recommendation:	<input type="checkbox"/> YES – Forward to FEMA US&R Branch <input type="checkbox"/> DENIED – See Comments Below	<small>DTSR Signature</small>	<small>Date</small>
FOR OFFICIAL FEMA USE ONLY			
FEMA US&R Branch Project Officer:			
FEMA US&R:	<input type="checkbox"/> YES – Approval Letter Issued <input type="checkbox"/> DENIED – See Comments Below	<small>US&R Branch Signature</small>	<small>Date</small>
FEMA Training Approval Sequence Number:			Date Issued:
Comments:			

	Operations								Logistics		Planning				Finance
	SCS	HERS	MS	TSS	CSS	HMS	HM EOC	LS	COM	TFSO	TFL	PTM	SPM	Grants	
MAN = Mandatory	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	
Type of CEU															
Attending a Teaching Techniques Course	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	
Attending a FEMA US&R Conference / Workshop	0/1	0/4	0/1	0/4	0/4	0/4	0/4	0/1	0/1	0/1	2/4	0/1	0/1	0/1	
Attending a Subgroup or Ad-Hoc meeting	0/8	0/8	0/2	0/1	0/1	0/1	0/1	0/1	0/4	0/4	0/1	0/1	0/1	0/1	
Teaching the FEMA curriculum in this discipline	8/24	2/8	4/8	2/8	2/8	4/8	2/8	8/24	8/24	2/24	2/8	4/12	2/12	0/8	
Teaching in this discipline not off the FEMA curriculum	0/8	0/4	2/4	4/4	4/4	4/4	2/4	0/2	0/4	2/4	2/4	0/4	0/4	0/8	
Presenting material at a conference in this discipline	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/8	
Publishing an article in this discipline	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	
Train the Trainer Update if given	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	
Taking the online LMS course related to this course if available – May only count once per cycle	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	
Attending Training Related to topic	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	
Total Hours of Continuing education Required every 3 calendar years	24	12	8	18	18	12	8	18	24	8	12	12	12	8	

FEMA US&R Instructor Continuing Education Requirements - Explanatory Material and CEU Category Definitions

- The US&R CEU system supports the quality assurance initiatives of the National US&R system.
- A member who is absent for a period of 6 months or more on an approved Leave of Absence (LOA) from the TF for reasons to include but not limited to medical leave or deployment with the armed forces of the United States may have additional time in an amount not to exceed their LOA time to obtain the required CEUs for their category.
- Until such time as the LMS system is able to accommodate the tracking of CEUs, for instructors, the TF Training manager will be required to submit a Change of Status form as found in the TPAM to the DTSR when an instructor does not meet the CEU requirements for their instructor certification level.
- Instructors who do not complete their required CEU's in a 3-year period will be removed from the instructor list.
- A member listed as an instructor in multiple fields taking General training such as "Teaching Techniques Course" may apply this over multiple categories of instructor certification. Items specific to the field such as curriculum can only be used in a single category.
- Members are responsible for supplying proof of continuing education requirements to their TF Training managers.

Teaching Techniques Course – This refers to any course the instructor takes that enhances their ability to deliver curriculum to the adult learner. It may include a power point class or an adult learning techniques class. These can be obtained at vocational schools or educational conferences such as FDIC

FEMA US&R Conference – This includes any FEMA US&R meeting at the national or divisional level. It can include Divisional meetings, IST continuing education workshops, TFR meetings or other similar meetings.

Subgroup or Ad-Hoc Meetings – This includes attendance at either of these types of meetings where the information being discussed can be related to the topics of instruction the individual is certified to instruct.

Teaching FEMA Curriculum – This is any instance the instructor gives instruction in the FEMA curriculum whether it is to a system member or other agency. It can be delivered while the instructor is representing the TF, a participating agency or a private organization delivering a FEMA course. If the instruction given is not to a system member the specific section of the applicable system course must be indicated to the TF Training manager in order to obtain credit. It is the responsibility of the system member to provide proof of instruction to the TF training manager in these instances.

Teaching in the discipline but NOT in the FEMA curriculum – Examples include an instructor for the Plans course teaching the ARC GIS map mapping techniques to the planning team. This is closely related and supportive of the Plans team mission yet not part of the curriculum

Presenting at a Conference – An example is presenting similar material to the curriculum the instructor is certified in at a conference without the intent to certify the attendees. For example: presenting the search techniques used during the Colorado Flood Response could earn a Tech Search Instructor CEUs. This conference could be within the system or outside the system. Each conference presentation can only count for 1 CEU maximum. Additionally, each presentation of the same topic can only be counted once. Delivering the same presentation at two different conferences counts only once

Publishing an Article – This is similar to presenting at a conference. Each article can only count for a maximum total of 1 CEU

Taking the Associated online LMS course – If a LMS course exists for the associated discipline, the member will be required to take the course at least once in each 3 year continuing education cycle

Training Related to Instructor Topic- Attendance at a conference or training related to the topic of instruction is acceptable continuing education

National US&R Response System
Appendix D: FEMA US&R New Training Course Recommendation Form
Document Number: 700-01D Version: January 27, 2020 Page 1 of 2



In accordance with FEMA US&R Training Program Administration Manual Chapter 4, Section 4-4:

1. This form and checklist shall be completed by an Advisory Organization Subgroups to develop and submit a recommendation to the Training Subgroup for the consideration of developing a new training course for the FEMA US&R System.
2. This form must also have a thorough narrative attached for Section 1 through 4 listed below.

This form can be sent electronically at any time from an Advisory Organization Subgroup the Training Subgroup Leader. Please review Chapter 4 of the Training Program Administrative Manual for additional information on the process to submit this form. The submission of this form will trigger discussion between the submitting Subgroup, the TSG and the US&R Branch Project Officer as to what course of action best serves the needs of all involved. The TSG will forward this form and supporting documentation to the Planning Functional Group Leader for formal submission to the Advisory Organization for consideration and approval. The Planning Functional Group Leader will notify the submitting Subgroup once the Advisory Organization had made determination.

Recommended Course Name:

Originating Subgroup:

1. Origin of the course recommendation:

- Program Office
- Subgroup
- Other _____

2. Rationale for the course:

- Explanation / Background for the course (See attached complete explanation)

3. Who is the audience for this new course?

- Internal (National US&R Response System members only) or
- External as per the current US&R Strategic Plan
 - If other, explain in detail

4. Scope:

- FEMA US&R Course of Instruction required in System Position Descriptions
- FEMA US&R Course of Instruction authorized in System Position Descriptions
- FEMA US&R Workshop
- FEMA US&R Continuing Education Seminar
- Other (See attached description / narrative)

5. Would this course have prerequisites?

- No
- Yes (If Yes, then provide and see the attached descriptions / narrative / course codes)

6. Indicate Course Delivery Method:

- Direct Delivery
- Online / Computer Based Training (CBT)
- Combination of Instructor-Led Training (ILT) and Computer-Based Training (CBT)
- Train-the-Trainer
- Course instructors are qualified by the method described in the TPAM (Instructor Credentialing Process)

Appendix D: FEMA US&R New Training Course Recommendation Form

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7. Effect on US&R System Position Descriptions

- Will this require Position Descriptions to be changed (If so, provide statement from applicable subgroup of their approval)
- No change required in Position Descriptions

8. Does the recommended course exist either off-the-shelf or from another agency?

- Yes – However not in full (List the course and applicable portions)
- Yes – In full
- No – Course will need to be created through existing US&R system process with National Training Contractor

9. List the course site requirements:

- Classroom Cache
- Practical Cache
- Support Requirements
- Student Instructor Ratios

10. Instructors:

- Does the US&R System currently have an instructor classification that can deliver this course?
 - Yes
 - No
- Does a new instructor classification need to be created?
 - Yes
 - No
- Does the US&R System need to develop instructors?
 - Yes
 - No

11. Estimated total cost to deliver this course. Attach a document with itemization of cost estimates.

List of Supporting Attachments:

Attachment A: Rationale for this course

Attachment B: Scope supporting information

Attachment C: List of prerequisites (if required) and course descriptions/course codes

Attachment D: Statement of support from Subgroup with affected Position Descriptions

Attachment E: Cost estimate to deliver this course

Appendix E: FEMA US&R Instructor Ethics Signature Form

Document Number: 700-01E

Version: January 30, 2013

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Federal Emergency Management Agency National Urban Search & Rescue (US&R) Response System *Instructor Ethics Signature Form*

Instructors are reminded that when they are acting as a Temporary Excepted Federal Volunteer System Member, the US&R Code of Conduct established under 44 CFR 208.8, applies in addition to these principles.

PRINCIPLE I

Commitment to the student – The instructor strives to help each student realize their potential as an effective member of the FEMA National US&R Response System (the System). The instructor works to enhance the learning environment and the acquisition of knowledge. In fulfillment of the obligation to the student, the instructor:

- Shall create a positive learning environment for the students
- Shall encourage students to think and act independently in their pursuit of learning
- Shall encourage critical thinking and expression of varying points of view
- Shall make reasonable effort to protect the student from physical conditions harmful to learning or to health and safety
- Shall not be under the influence of illicit drugs or alcohol during any portion of a class
- Shall foster and support the diversity each student brings to the classroom
- Shall treat students with equal respect and provide equal opportunities
- Shall establish and maintain the student/instructor professional relationship
- Shall not intentionally expose the student to embarrassment or disparagement
- Shall promote an environment free of inappropriate racial, ethnic, religious, political, or sexual comments
- Shall not use profane or abusive language
- Shall maintain each student right to privacy and confidentiality
- Shall do everything possible to impart knowledge relevant to student's success
- Shall encourage a safe non-hostile harassment free teaching/working environment including any "hazing" type actions

PRINCIPLE II

Commitment to Training and Education – Training and Education is vested by the System with a trust and responsibility requiring the highest ideals of professional service. In fulfillment of the obligation to the system the instructor:

- Shall be honest and above reproach when presenting the instructor's qualifications by giving only accurate information
- Shall maintain classroom integrity by allowing only credentialed instructors to teach
- Shall maintain professional integrity by not accepting any gratuity and/or gift that might appear to influence professional decisions or actions

PRINCIPLE III

Commitment to FEMA National US&R Response System Training – In the belief that the quality of services delivered directly influences the program, the instructor shall make every effort to raise professional standards, and to promote a climate that encourages the enhancement of the System mission. In fulfillment of the obligation to the mission, the instructor:

- Shall maintain exam integrity by not distributing them for student review
- Shall teach the course to meet the course goals and objectives set by the System
- Shall administer the certification exam under direct visual supervision
- Shall adhere to the policies and procedures of the System Training Program
- Shall monitor student attendance daily and document the approval of any absences
- Shall keep current on the topics they are credentialed to teach
- Shall adhere to all copyright laws
- Shall meet all course content requirements
- Shall use the course material identified by the System as required for the course
- Shall ensure that the student/instructor ratio is maintained at all times
- Shall inform the appropriate System Subgroup Leader on any issues found within the course curriculum or delivery
- Shall report to the Training Subgroup information about courses and/or instructors that do not meet the standards required by the System
- Shall teach only a course or portion of a course for which they are credentialed
- Shall report to the Training Subgroup any negative or harmful classroom dynamics that occurred during the delivery of a System course
- Shall not make false or malicious statements about System training courses and/or instructors
- Shall support the mission of the FEMA National US&R Response System at all times

Print Name

Signature

Date

Appendix F: Task Force Training Manager – Position Description

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A. Functional Description

The Task Force Training Manager ensures that each member of the task force is properly trained to conduct their duties as part of the FEMA US&R Position Description; and that the task force can fulfill its intended mission.

B. Description of Duties

The Task Force Training Manager is responsible for assisting the task force in achieving program development and readiness objectives that relate to education, training, and exercises through the following activities:

General Responsibilities:

1. Establishing training priorities based on the needs of the task force
2. Coordinating with the Task Force Program Manager, task force leaders, and team managers in developing an annual training calendar and budget
3. Assisting team managers with lesson plan development, training plans, and announcements
4. Maintaining a master record of training on all members of the task force
5. Maintaining communications with their Divisional Training Subgroup Representative
6. Ensuring that all members of the task force have a student profile created on the FEMA US&R Learning Management System (www.esf9training.org)
7. Utilize the FEMA US&R Learning Management System to track all computer-based and instructor-led training completed by the members of the task force
8. Ensuring that all members of the task force currently qualified as FEMA US&R Instructors have access to the appropriate FEMA curriculum materials on the FEMA US&R Learning Management System
9. Completing HSEEP training requirements and, where appropriate, utilize and plan TF training activities through its use
10. Ensuring that all five deployment modules are evaluated every 3 years in accordance with current System doctrine:
 - 10-1. Mobilization
 - 10-2. Transportation of Personnel and Cache
 - 10-3. Establishing Base of Operations (BoO) / Base Camp
 - 10-4. Onsite Operations
 - 10-5. Demobilization

Specific Responsibilities:

11. Provide to FEMA (annually) copies of the task force personnel roster and certify level of personnel training or position qualifications
12. Coordinate with the Program Manager to ensure that all task force training and exercise activities meet FEMA's specifications, requirements, and certifications

Appendix F: Task Force Training Manager Position Description (continued)

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B. Description of Duties (continued)

13. Coordinate training of Task Force members to perform US&R duties in accordance with established FEMA US&R Position Descriptions in US&R Operations Manual Annex E (300-01E)
14. Coordinate with the Program Manager to ensure that partial or full-scale US&R exercises and drills, including mobilization drills are conducted in accordance with OREEP and HSEEP doctrine
15. Ensure the proper delivery of US&R related training courses for task force personnel, including development and delivery of local US&R training courses
16. Maintain accurate training records for all task force members and ensure that they are kept up to date
17. Develop an annual training plan to address the training needs of all aspects of the task force
18. Annually review and verify the task force FEMA approved instructor list
19. Periodically review system US&R System General Memorandums, and Program Directives for applicability
20. Assist in the development of the three-year training and exercise plan IAW PD 2013-015, OREEP Phase III Implementation

C. Position Requirements and Criteria

Training shall consist of an on-going cycle of activities that prepares individuals, functional teams, and the entire task force for their specific roles and tasks as required at the time of mobilization, deployment, on-site operations, demobilization, and return-to-readiness. This training cycle requires the Training Manager to work closely with the team managers to understand their training needs and priorities. The Training Manager must keep abreast of all scheduled FEMA Sponsored courses and, through the team managers, submit applications for the eligible candidates. The Training Manager shall plan and coordinate task force participation in disaster training and exercises at the Local, State, and Federal levels, ensuring that exercises are in compliance with all OREEP and HSEEP requirements.

D. Recommended Training

The Task Force Training Manager should complete the following prior to assuming their duties:

1. The FEMA US&R General Training Requirements
2. IS-120 – An Introduction to Exercises
3. IS-130 - How to be an Exercise Evaluator
4. E/L/K 0146 - Homeland Security Exercise Evaluation Program (HSEEP) Basic Course
5. Attend the FEMA US&R Training Managers Workshop offered each year, typically in conjunction with the annual Task Force Representative's Meeting.

Appendix G: Divisional Training Subgroup Representative – Position Description

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A. Functional Description

The position of Divisional Training Subgroup Representative (DTSR) is intended to enhance communications and improve training needs from the task force level to the FEMA US&R Branch via the Training Subgroup. These positions are appointed by the Training Subgroup Leader with mutual agreement of the appointed member.

B. Description of Duties

The FEMA US&R Divisional Training Subgroup Representative is responsible for the following:

1. Coordinating communications among task force training managers within a specified division
2. Updating, advising, and coordinating the following:
 - 2-1. Course request screening process and routing from task forces
 - 2-2. Instructor applications screening process within their division
3. Collaborating with Task Force Training Managers to answer questions and concerns relating to training at all levels
4. Attending Training Subgroup Meetings as scheduled
5. Attending Divisional Task Force Representative Meetings to update and advise leaders of current training program direction
6. Communicating with FEMA US&R Branch to assist and advise on training related issues
7. Providing guidance to the Task Force Training Manager in their division on the use of the FEMA Training Program Administration Manual

Appendix H: FEMA US&R GPS Levels of Competencies

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AWARENESS

1. Describe what a Global Positioning System (GPS) receiver is
2. Describe how a GPS receiver works regarding obtaining a location
3. Identify sources of GPS signal errors and other limitations
4. Demonstrate basic operation of a GPS receiver
 - a. On/Off
 - b. Change batteries
 - c. Key functions
 - d. Mark/Enter/Name a Way Point
 - e. Navigate: GOTO/Find a Way Point
5. Describe how a GPS receiver is used for documentation

OPERATIONS

1. Completion of Awareness Level training
2. Describe how map data affects accuracy
3. Describe the different position reporting formats
 - a. US National Grid (USNG)
 - b. Latitude / Longitude
 - c. Universal Transverse Mercator (UTM)
 - d. Military Grid Reference System (MGRS)
4. Demonstrate the operation of the GPS
 - a. Set-up menu
 - b. Clearing routes, track and way points
 - c. Reset trip computer
 - d. Set up and create a track
 - e. Track back
 - f. Project a way point
 - g. Average a way point
 - h. Find places: addresses, points of interest and intersections
 - i. Create routes
 - j. Auto-routing
 - k. Proximity alarm
5. Describe and demonstrate the basic principles of compass navigation.
6. Describe and demonstrate the ability to apply basic map reading and navigation skills.

TECHNICIAN

1. Completion of Awareness and Operations Level training
2. Demonstrate the following using Garmin compatible mapping software (Map Source/Basecamp, etc.)
 - a. Overview
 - b. Transferring data: to/from device
 - c. Create and manage waypoints and routes
 - d. Manage tracks and track logs
3. Demonstrate the use of alternative mapping software programs, i.e. Google Earth, Open Street Map
4. Demonstrate the ability to create search areas (segments) with geographical and physical boundaries.
5. Demonstrate the process of collecting, processing, managing and communicating data *according to the Search Information Standardization directive. (Ad-Hoc Work Group recommendation.)*

INSTRUCTOR

The FEMA US&R Instructor List currently does not have a discipline listed for GPS Instructor. The individual task force is responsible to determine their cadre of GPS subject matter experts. These experts can deliver the training and produce certificates that document competency in the skill sets listed above.

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