



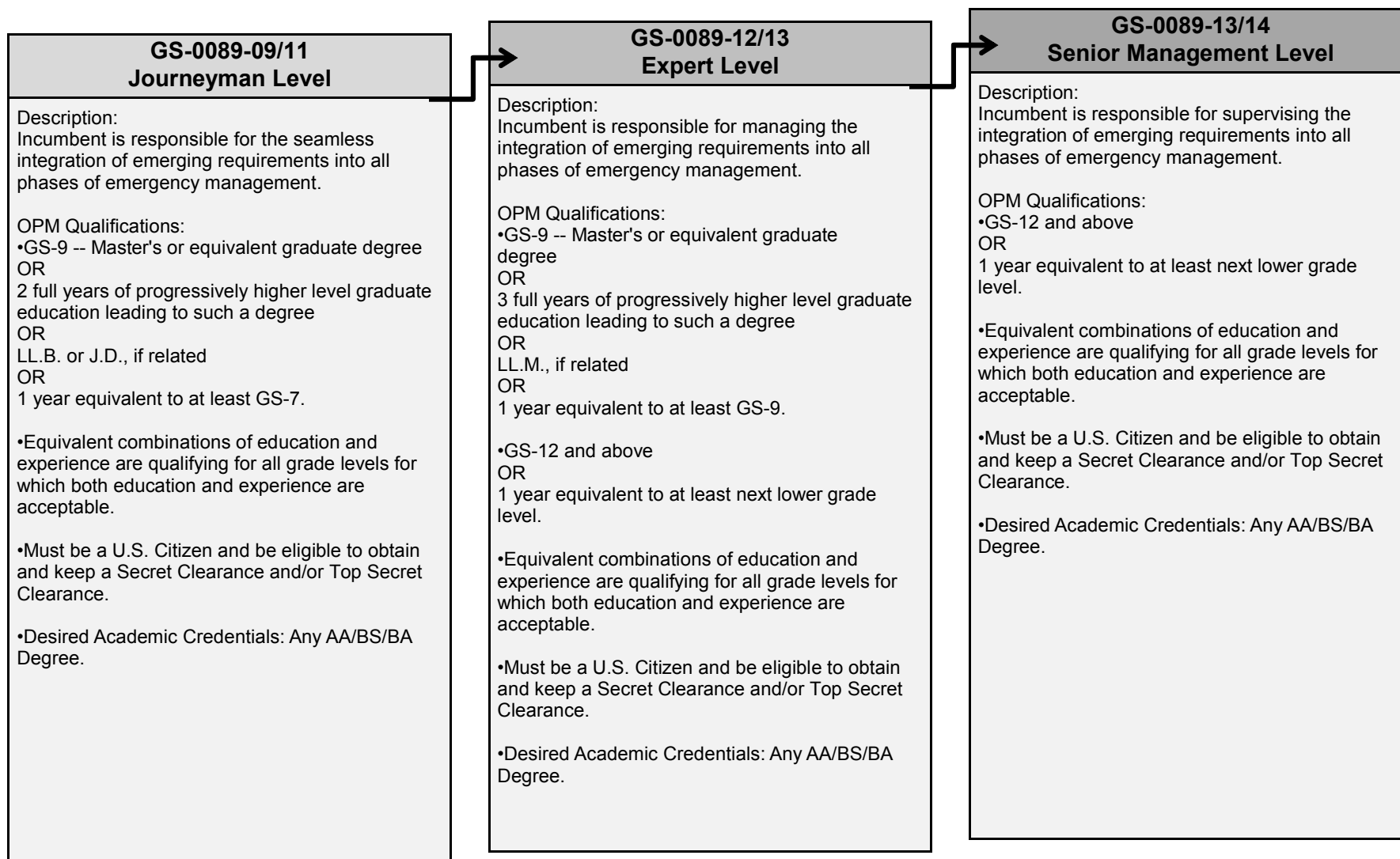
Security and Emergency Services Community of Interest 0089 Emergency Management --- Career Road Map

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Career Progression within the 0089 Occupational Series is Marked by Advancing Levels of Expertise in Matters of Emergency Management



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Proficiency and Skill Band Definitions for the 0089 Emergency Management Occupational Series

The Proficiency Rating Scale below details the proficiency ratings and their corresponding definitions. Proficiency levels describe the levels of a competency required to perform a specific job successfully; these levels relate to the work required for a specific job. Different jobs require different levels of proficiency for successful performance.

PROFICIENCY RATING	PROFICIENCY
0	N/A - Non Applicable/No Knowledge Necessary
1	No Proficiency - Conceptual Knowledge Only/No Experience
2	Low Proficiency - Able to Apply with Help
3	Moderate Proficiency - Able to Apply Autonomously
4	High Proficiency - Proficient/Able to Help Others
5	Very High Proficiency - Expert Knowledge

The Communities of Interest have outlined a career progress structure that more accurately reflects the change in your abilities and responsibilities over time. That structure is called the Skill Level Structure. It is associated with each Occupational Series and follows you from the time you are an entry-level employee until you reach management levels. Career progress in the USMC has traditionally been based on the Federal Government pay schedule system and the ranges within the pay schedule system are associated with the Skill Levels.

JOB SKILL LEVEL	DEFINITION	PAY PLAN	BEGINNING GRADE	TARGET GRADE
1	Journeyman	GS	9	11
2	Expert	GS	12	13
3	Senior Management	GS	13	14



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Core and Core-Plus Training for the 0089 Emergency Management Occupational Series

Core Training Applicable to All Levels: 1, 2, and 3	Core-Plus Training Applicable to Levels: 2 and 3
<ul style="list-style-type: none"> •Anti-terrorism Level I •Anti-terrorism Level II •(IS-120.a) An Introduction to Exercises •(IS-242.a) Effective Communication •(ICS-100.b) Introduction to the Incident Command System (ICS) •(IS-200.b) Incident Command System (ICS) for Single Resources and Initial Action Incidents •(IS-700.a) National Incident Management System (NIMS), an Introduction •(IS-800.b) National Response Framework (NRF), an Introduction •(IS-5.a) An Introduction to Hazardous Materials •(IS-56) Hazardous Materials Contingency Planning •(IS-301) Radiological Emergency Response •(L0146; K0146)Homeland Security Exercise Evaluation Program (HSEEP) •(EM-103) Emergency Operations Center (EOC) Management Operations •HAZMAT Awareness (CONUS and OCONUS) •(J3ST-US010) Defense Support to Civil Authorities (DSCA) Phase I •(IS-703.a) National Incident Management System (NIMS) Resource Management •(H465-ICS-300) Intermediate ICS for Expanding Incidents •(H-467-ICS-400) Advanced ICS for Command General Staff - Complex Incidents •(IS-546.a) Continuity of Operations (COOP) Awareness 	<ul style="list-style-type: none"> •(J3ST-US0) Defense Support to Civil Authorities (DSCA) Phase II •(G402-ICS-402) Incident Command System (ICS) Overview for Executives Senior Officials •USMC Senior Leader Emergency Management (EM) Orientation Course •(IS-26) Guide to Points of Distribution •Department of the Navy (DoN) Financial Management 101 •Principles of DoN Budgeting •DoN Budget Formulation •DoN Budget Execution •(E/L-962) NIMS ICS All-Hazards: Planning Section Chief •(IS-204.a) Leadership Influence •(IS-241.1) Decision-Making Problem-Solving •(IS-3) Radiological Emergency Management



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Behavioral Indicators

Risk Management		
DEFINITION		
<p>Systematically examines risk using disciplined processes, methods, and tools. Defines risks by determining the total impact on execution of all missions or functions, identifying all threats and hazards and the likelihood of their occurrence, and identifying vulnerabilities of assets that could be exploited by a threat or hazard. Identifies, evaluates, recommends, and implements courses of action to remediate, mitigate risk, or manage risk at acceptable levels given program constraints, objectives, and resources.</p>		
Entry	Intermediate	Advanced
<ul style="list-style-type: none"> - Basic understanding of risk management processes, principles, concepts, and application - Applies basic risk management techniques to identify potential risks and assists in the development of Courses of Action to mitigate risks - Assists in the analysis, evaluation, development, coordination, education, and dissemination of risk management methods and tools 	<ul style="list-style-type: none"> - Expert understanding of risk management methodology processes, principles, concepts, and application - Coordinates with stakeholders in the development of risk management standards and policies - Uses innovative approaches to identify and prioritize risks, as they apply to delivery of services, as well as develop alternative solutions to complex or sensitive problems - Anticipates problems and generates alternative mitigation actions where precedents may not exist - Defines and analyzes risk management, assessment, and mitigation procedures in accordance with organizational goals - Coordinates the development of Courses of Action to mitigate risks for mission success 	<ul style="list-style-type: none"> - Develops risk management standards and policies - Communicates risk management standards and policies to stakeholder organizations - Briefs risk analysis reports and defends decisions to senior leadership - Develops and recommends risk management Courses of Action to senior leadership



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Competency-Based Training Opportunities

Risk Management			
Skill Level	Proficiency		DEFINITION
	Min	Max	
1	3	5	Systematically examines risk using disciplined processes, methods, and tools. Defines risks by determining the total impact on execution of all missions or functions, identifying all threats and hazards and the likelihood of their occurrence, and identifying vulnerabilities of assets that could be exploited by a threat or hazard. Identifies, evaluates, recommends, and implements courses of action to remediate, mitigate risk, or manage risk at acceptable levels given program constraints, objectives, and resources.
2	4	5	
3	4	5	
Course		Skill Level	Institution
(IS-3) Radiological Emergency Management		2,3	FEMA
(IS-301) Radiological Emergency Response		1,2,3	FEMA
(IS-5.a) An Introduction to Hazardous Materials		1,2,3	FEMA
(IS-56) Hazardous Materials Contingency Planning		1,2,3	FEMA
Anti-terrorism Level I		1,2,3	DoD
Anti-terrorism Level II		1,2,3	DoD
HAZMAT Awareness (CONUS and OCONUS)		1,2,3	MTT - RCETT, State & Local



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Behavioral Indicators

Emergency Management

DEFINITION

Develops and manages plans for the implementation of mitigation, preparation, response and recovery measures that enhance safety, protect life, health and the environment. This includes identifying, analyzing, specifying, designing, and managing planning requirements for all phases of emergency management operations.

Entry	Intermediate	Advanced
<ul style="list-style-type: none"> - Communicates information regarding emergency management frameworks, directives, policies, and regulation (e.g., National Security Strategy, Presidential Policy Directives, Homeland Security Presidential Directives, National Mitigation Framework) - With guidance, identifies emergency management requirements to be carried out by Federal, State, and local agencies - Applies basic emergency management knowledge and experience to engage as an active participant in emergency management working groups - With guidance, identifies, analyzes, specifies, and designs planning requirements - Applies basic emergency management knowledge and experience to engage as an active participant in recovery working groups - Gathers and provides information on organic and non-organic recovery capabilities to support the identification of seams and gaps and update program plans 	<ul style="list-style-type: none"> - Develops emergency management plans in adherence with emergency management frameworks, directives, policies, and regulation - Identifies emergency management requirements to be carried out by Federal, State, and local agencies; develops coordination and implementation plans to ensure the effective delivery of capabilities and resources - Applies expert emergency management knowledge and experience to play a leadership role in emergency management working groups - Independently identifies, analyzes, specifies, designs, and manages planning requirements - Applies expert emergency management knowledge and experience to play a leadership role in recovery working groups 	<ul style="list-style-type: none"> - Oversees the implementation of emergency management plans, providing correction action when necessary - Provides guidance to Federal, State, and local agencies regarding the coordination and execution of emergency management activities - Develops policy for the Emergency Management Program - Applies expert emergency management knowledge and experience to lead emergency management working groups - Synchronizes planning requirements with applicable stakeholders, appropriate departments and agencies - Analyzes organic and non-organic response capabilities to identify seams and gaps and update program plans - Applies expert emergency management knowledge and experience to lead recovery working groups



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Competency-Based Training Opportunities

Emergency Management			
Skill Level	Proficiency		DEFINITION
	Min	Max	
1	3	5	Develops and manages plans for the implementation of mitigation, preparation, response and recovery measures that enhance safety, protect life, health and the environment. This includes identifying, analyzing, specifying, designing, and managing planning requirements for all phases of emergency management operations.
2	4	5	
3	5	5	
Course			Institution
(ICS-100.b) Introduction to the Incident Command System (ICS)			FEMA
(IS-200.b) Incident Command System (ICS) for Single Resources and Initial Action Incident			FEMA
(IS-242.a) Effective Communication			FEMA
(IS-800.b) National Response Framework (NRF), an Introduction			FEMA
(E/L-962) NIMS ICS All-Hazards: Planning Section Chief			FEMA
(EM-103) Emergency Operations Center (EOC) Management & Operations			MTT - EMPAT, State & Local
(G402-ICS-402) Incident Command System (ICS) Overview for Executives & Senior Officials			USMC, FEMA
(H465-ICS-300) Intermediate ICS for Expanding Incidents			USMC - EMPAT/MTT, State & Local
(H-467-ICS-400) Advanced ICS for Command & General Staff - Complex Incidents			USMC - EMPAT/MTT, State & Local
(IS-241.1) Decision-Making & Problem-Solving			FEMA
(IS-26) Guide to Points of Distribution			FEMA
(IS-3) Radiological Emergency Management			FEMA
(IS-301) Radiological Emergency Response			FEMA



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Competency-Based Training Opportunities

Emergency Management			
Skill Level	Proficiency		DEFINITION
	Min	Max	
1	3	5	Develops and manages plans for the implementation of mitigation, preparation, response and recovery measures that enhance safety, protect life, health and the environment. This includes identifying, analyzing, specifying, designing, and managing planning requirements for all phases of emergency management operations.
2	4	5	
3	5	5	
Course		Skill Level	Institution
(IS-5.a) An Introduction to Hazardous Materials		1,2,3	FEMA
(IS-546.a) Continuity of Operations (COOP) Awareness		1,2,3	FEMA
(IS-56) Hazardous Materials Contingency Planning		1,2,3	FEMA
(IS-700.a) National Incident Management System (NIMS), an Introduction		1,2,3	FEMA
(J3ST-US0) Defense Support to Civil Authorities (DSCA) Phase II		2,3	Army North
(J3ST-US010) Defense Support to Civil Authorities (DSCA) Phase I		1,2,3	Army North
Anti-terrorism Level I		1,2,3	DoD
Anti-terrorism Level II		1,2,3	DoD
HAZMAT Awareness (CONUS and OCONUS)		1,2,3	MTT - RCETT, State & Local
USMC Senior Leader Emergency Management (EM) Orientation Course		2,3	USMC



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Behavioral Indicators

Training and Exercises

DEFINITION

Develops and executes appropriate emergency management training and exercise policy and guidance. Demonstrates knowledge of the principles, methods, and tools used to design, develop, deliver, and assess emergency management training programs, courses, and exercises. Applies lessons learned and research findings to emergency management functions on an on-going basis.

Entry	Intermediate	Advanced
<ul style="list-style-type: none"> - Communicates emergency management training and exercise requirements with minimal guidance - Coordinates with appropriate agencies and departments to ensure designated personnel receive required emergency management training - Coordinates with appropriate departments and agencies, as well as with civil and military entities, to ensure emergency management exercises are conducted - Ensures training materials (e.g., presentations, guides) are in alignment with performance and learning objectives - Within guidance, develops and coordinates post-training and post-exercise after action reviews - With guidance, develops and translates lessons learned into the Marine Corps Lessons Learned System and subsequent training and exercise plans 	<ul style="list-style-type: none"> - Mentors staff on emergency management training and exercise requirements - Oversees the design and implementation of training awareness and education materials (e.g., presentations, guides) in alignment with performance and learning objectives - Evaluates emergency management training, education, and awareness to identify trends and develop programs/initiatives that address deficiencies - Develops and translates lessons learned into the Marine Corps Lessons Learned System and subsequent training and education exercise plans - Identifies and uses innovative technologies to facilitate the development and delivery of emergency management training, education, and awareness programs 	<ul style="list-style-type: none"> - Develops and analyzes emergency management training, exercise, and education program requirements and develops corrective actions, as needed - Develops and oversees plans for the integration of exercises with civil and military entities at the Federal, state, and local level - Develops policy and guidance for emergency management training, education, and awareness programs - Develops and recommends emergency management training frameworks that incorporate lessons learned and best meet program needs - Oversees emergency management training at the organizational level to ensure consistency - Advocates the use of innovative technologies to facilitate the development and delivery of emergency management training, education, and awareness programs - Applies expert knowledge of emergency management training, education, and awareness to



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Competency-Based Training Opportunities

Training and Exercises			
Skill Level	Proficiency		DEFINITION
	Min	Max	
1	3	4	Develops and executes appropriate emergency management training and exercise policy and guidance. Demonstrates knowledge of the principles, methods, and tools used to design, develop, deliver, and assess emergency management training programs, courses, and exercises. Applies lessons learned and research findings to emergency management functions on an on-going basis.
2	4	5	
3	4	5	
Course		Skill Level	Institution
(IS-120.a) An Introduction to Exercises		1,2,3	FEMA
(IS-242.a) Effective Communication		1,2,3	FEMA
(L0146; K0146) Homeland Security Exercise & Evaluation Program (HSEEP)		1,2,3	MTT - EMPAT, State & Local
Anti-terrorism Level I		1,2,3	DoD
Anti-terrorism Level II		1,2,3	DoD



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Behavioral Indicators

Resource Management		
DEFINITION		
Identifies, coordinates, and plans for the utilization of resources (e.g., personnel, facilities, equipment, and supplies) as they apply to preparing, responding, mitigating, and recovering from emergencies.		
Entry	Intermediate	Advanced
<ul style="list-style-type: none"> - Follows guidance in determining resource needs and the processes for acquiring resources - Employs tools (e.g., spreadsheets, databases, existing reports) to monitor and track preparedness activities (e.g., resource typing, credentialing, inventorying) - Work with regional contracting officer to identify resource needs; ensures that contract support is in place and is validated annually 	<ul style="list-style-type: none"> - Anticipates and plans for future resource needs, limitations, and challenges (e.g., budget constraints, technology launch); develops contingency plans as necessary - Coordinates with internal/external partners to identify available resources; aligns resources in accordance with appropriate policy 	<ul style="list-style-type: none"> - Develops agreements to address emerging resource requirements within the DoD and across multiple jurisdictions and agencies - Develops, justifies, and implements plans that address current and future resource needs - Develops policy and guidance regarding resource allocation for emergency preparedness and incident response activities



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Competency-Based Training Opportunities

Resource Management			
Skill Level	Proficiency		DEFINITION
	Min	Max	
1	3	5	Identifies, coordinates, and plans for the utilization of resources (e.g., personnel, facilities, equipment, and supplies) as they apply to preparing, responding, mitigating, and recovering from emergencies.
2	4	5	
3	4	5	
Course		Skill Level	Institution
(EM-103) Emergency Operations Center (EOC) Management & Operations		1,2,3	MTT - EMPAT, State & Local
(IS-26) Guide to Points of Distribution		1,2,3	FEMA
(IS-703.a) National Incident Management System (NIMS) Resource Management		1,2,3	FEMA
(J3ST-US0) Defense Support to Civil Authorities (DSCA) Phase II		2,3	Army North
(J3ST-US010) Defense Support to Civil Authorities (DSCA) Phase I		1,2,3	Army North



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Behavioral Indicators

Financial Planning and Analysis

DEFINITION

Understands the principles of financial management and the annual budget process. Ability to prepare, justify, and/or administer the budget for program areas. Plans for and monitors expenditures to ensure cost-effective support of programs and activities.

Entry	Intermediate	Advanced
<ul style="list-style-type: none"> - Familiar with different types of emergency management funding sources - Assists in the preparation of the budget for program areas - Follows established guidelines and procedures to ensure approval of funding for key initiatives - Conducts research to determine resource needs and support the acquisition of resources - Ensures inventory accounting is accurate and complete 	<ul style="list-style-type: none"> - Considers the implications of using different funding sources and suggests methods for best meeting programmatic needs - Justifies requested budget allocation to management in relation to program objectives - Conducts a cost-benefit analysis to develop sound financial plans with programmatic impact - Ensures financial commitments and deadlines are met by facilitating and assessing budgeting processes and activities 	<ul style="list-style-type: none"> - Designs, implements, and manages a emergency management financial plans to meet mission objectives - Develops, justifies, and manages organization-wide budgets for annual emergency management projects and programs - Advocates for emergency management funding - Presents findings and recommends corrective actions regarding major acquisitions having impact



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Competency-Based Training Opportunities

Financial Planning and Analysis			
Skill Level	Proficiency		DEFINITION
	Min	Max	
1	2	3	Understands the principles of financial management and the annual budget process. Ability to prepare, justify, and/or administer the budget for program areas. Plans for and monitors expenditures to ensure cost-effective support of programs and activities.
2	3	4	
3	4	5	
Course			Institution
(IS-242.a) Effective Communication			FEMA
(IS-204.a) Leadership & Influence			FEMA
Department of the Navy (DoN) Financial Management 101			DoN
DoN Budget Execution			DoN
DoN Budget Formulation			DoN
Principles of DoN Budgeting			DoN



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Behavioral Indicators

Program Assessment		
DEFINITION		
<p>Demonstrates knowledge of the principles, methods, and tools for the coordinated assessment of emergency management programs. Conducts systematic assessment of emergency management programs against prescribed standards such as Headquarters Marine Corps Mission Assurance Assessment Program, higher headquarters and Combatant Commanders requirements, and applicable Functional Area Checklist Management and Processing System (FACMAPS). Develops corrective actions and recommendations based on assessment results.</p>		
Entry	Intermediate	Advanced
<ul style="list-style-type: none"> - Communicates program standards and benchmark requirements - Participates in creation of basic emergency management program assessment task lists, schedules, milestones, and deliverables - Supports the development of emergency management program monitoring and execution standards - Supports internal/external program reviews where emergency management equities exist 	<ul style="list-style-type: none"> - Assesses emergency management program plans including scope, tasks, objectives, milestones, accountability, cost, and success/failure factors in conjunction with emergency management working groups - Coordinates and conducts emergency management program reviews develops corrective Courses of Action (COA) and Corrective Action Plans to improve program effectiveness 	<ul style="list-style-type: none"> - Uses assessment results to effectively manage resources, schedules, and technical requirements across emergency management programs - Develops and communicates emergency management program monitoring and executions standards for the Marine Corps - Executes corrective Courses of Action (COA) and Corrective Action Plans with senior leadership and stakeholder organizations



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Competency-Based Training Opportunities

Program Assessment			
Skill Level	Proficiency		DEFINITION
	Min	Max	
1	3	5	Demonstrates knowledge of the principles, methods, and tools for the coordinated assessment of emergency management programs. Conducts systematic assessment of emergency management programs against prescribed standards such as Headquarters Marine Corps Mission Assurance Assessment Program, higher headquarters and Combatant Commanders requirements, and applicable Functional Area Checklist Management and Processing System (FACMAPS). Develops corrective actions and recommendations based on assessment results.
2	4	5	
3	4	5	
Course		Skill Level	Institution
(IS-242.a) Effective Communication		1,2,3	FEMA
(IS-204.a) Leadership & Influence		1,2,3	FEMA
(IS-241.1) Decision-Making & Problem-Solving		1,2,3	FEMA



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Behavioral Indicators

Coalition Building		
DEFINITION		
Develops and maintains relationships with key individuals and groups within the DoD and across multiple jurisdictions and agencies. Coordinates with stakeholders to build rapport and create partnerships that facilitate tasks and emergency management program objectives.		
Entry	Intermediate	Advanced
<ul style="list-style-type: none"> - Builds and maintains positive relationships among colleagues and with stakeholder organizations - Develops knowledge of existing working relationships within the DoD and across multiple jurisdictions and agencies to perform emergency management activities and support mission needs - Assists in building new relationships with others whose assistance, cooperation, and support may be needed 	<ul style="list-style-type: none"> - Builds partnerships with colleagues and stakeholder organizations by proactively anticipating needs and resolving both existing and potential issues - Oversees relationship management with colleagues and stakeholder organizations, which includes providing lessons learned and appropriate feedback - Leverages existing working relationships within the DoD and across multiple jurisdictions and agencies to perform emergency management activities and support mission needs - Identifies common ground with others whose assistance, cooperation, and support may be needed; identifies opportunities to work across boundaries while considering the overall impact of actions 	<ul style="list-style-type: none"> - Defines the strategic approach to understanding the needs of various emergency management stakeholder groups and works with leadership to develop solutions - Establishes and promotes emergency management stakeholder engagement plans to ensure consistency in messaging and execution across emergency management activities - Uses knowledge of emergency management functional areas to identify points of integration and develops relationships to support these points of integration



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Competency-Based Training Opportunities

Coalition Building			
Skill Level	Proficiency		DEFINITION
	Min	Max	
1	3	4	Develops and maintains relationships with key individuals and groups within the DoD and across multiple jurisdictions and agencies. Coordinates with stakeholders to build rapport and create partnerships that facilitate tasks and emergency management program objectives.
2	4	5	
3	4	5	
Course		Skill Level	Institution
(IS-242.a) Effective Communication		1,2,3	FEMA
(IS-204.a) Leadership & Influence		1,2,3	FEMA
(J3ST-US0) Defense Support to Civil Authorities (DSCA) Phase II		2,3	Army North
(J3ST-US010) Defense Support to Civil Authorities (DSCA) Phase I		1,2,3	Army North
Anti-terrorism Level II		1,2,3	DoD



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Acronyms Defined

Acronym	Acronym Defined
USMC	United States Marine Corps
RCETT	Regional Contracted Equipment Training Team
MTT	Mobile Training Team
FEMA	Federal Emergency Management Agency
EMPAT	Emergency Management Program Assurance Team
DoN	Department of Navy
DoD	Department of Defense



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