



# FEMA

## Incident Management Planning Cadre



### What are we looking for?

We are looking for highly motivated and flexible individuals to deploy to various operations throughout the United States and its territories in support of response and recovery efforts.

The Planning Cadre is looking to fill intermittent and full time positions. Our intermittent employees are known as reservists, our full time positions are known as IM-CORES.

All candidates must be US citizens. Positions require availability for deployment, sometimes under austere conditions.

### Candidates should be someone who is:

- Able to deploy to various operations, in possibly austere conditions, and with little notice
- Flexible to last minute changes
- Able to work well as a member of a team
- Highly motivated
- Organized
- A critical thinker
- Proficient in using Microsoft Office and has the ability to adapt to other online systems or platforms

## Helping people before, during, and after disasters

If you are **interested in joining our team**, please **submit a resume** that fully documents all experience, training, and education that relates to our Planning Incident Management positions. Please provide complete contact information, including day e-mail address and phone number, if available.

Completed **resumes may be sent electronically** to:

[planningcadre@fema.dhs.gov](mailto:planningcadre@fema.dhs.gov)

For more information about the reservist program, check out the link below:

<https://www.fema.gov/reservist-program>

FEMA Planning Cadre  
Federal Emergency Management Agency  
Response Directorate/Planning and Exercise  
Division/Cadre Management  
500 C Street SW  
Washington, DC 20472



### Planning Section Overview

Planning Cadre members manage and execute frameworks that allow whole community partners to communicate, collaborate, and coordinate their activities during response and recovery. This is accomplished through the development of plans, decision support tools, and other products that assist leadership and help inform and drive operational decision making.

This includes the preparation of status reports, displaying situation information, maintaining the status of assigned resources, facilitation of the incident action planning (IAP) process, and preparation of the IAP based on input from other sections, Command Staff, and guidance from senior leadership.

In the field, planning cadre members are organized into a Planning Section that maintains a constant understanding of what every FEMA element has done, is doing, or is planning to do and informs all levels of the response and recovery effort.

Additional key functions of the Planning Section include:

- Facilitating incident planning meetings;
- Recording the status of resources and anticipated resource needs;
- Collecting, organizing, displaying, and disseminating incident status information and analyzing the situation as it changes;
- Planning for the orderly, safe, and efficient demobilization of incident resources; and
- Collecting, recording, and safeguarding all incident documentation

### Planning Cadre Entry Level Positions

#### Planning Specialist (PLSP)

A Planning Specialist can be assigned to any 4 of the 5 units within the Planning Section and reports to a Unit Leader. The four units include:

- Situation Unit
- Resources Unit
- Documentation Unit
- Planning Support Unit

A PLSP does not require previous FEMA qualifications

#### Some Common Tasks:

- Generate Reports
- Produce Meeting Minutes
- Search and verify information accuracy
- Setup and maintain the situation room and other meeting spaces
- Maintain informational displays
- Prepare draft plans and update them as needed, throughout the lifecycle of the incident
- Setup and maintain distribution lists
- Post information to online collaboration tools and platforms
- Demonstrate knowledge of the Incident Command System (ICS)

### Geospatial Information System Specialist (GISP)

- A GISP reports to the Geospatial Information Systems Manager (GIMG) or Geospatial Information Unit Leader (GIUL) and works in the Geospatial Information Unit within the Planning Section
- A GIS Specialist does not require previous FEMA qualifications but should be able to demonstrate basic knowledge on Geospatial Information Systems
- **Some Common Tasks:**
  - Develop geospatial products
  - Provide event-based geospatial support
  - Utilize the ArcGIS suite
  - Support customers in the creation of products that inform decision making and develop situational knowledge

### Entry Level Position Training

- All FEMA Incident Management positions have training and competency evaluations to ensure the highest qualification of responders. The trainings are provided by FEMA and not required prior to employment.
- Responders are paired with a Coach and Evaluator to guide them through reaching competency in assigned tasks.
- **PLSP Trainings**
  - FEMA-754 Planning Section Specialist
  - IS-201 Forms Used for the Development of the Incident Action Plan
  - IS-822 Fundamentals of Management and Support Coordination of Federal Disaster Operations
- **GISP Trainings**
  - FEMA-179 Application of Hazus-MH For Disaster Operations
  - FEMA-190 ArcGIS for Emergency Managers
  - IS-103 Geospatial Information Systems Specialist
  - IS-822 Fundamentals of Management and Support Coordination of Federal Disaster Operations
  - IS-922 Applications of GIS for Emergency Management