



# STATE OF WISCONSIN

CREDENTIALING OVERVIEW POLICY – VERSION 1.1

WISCONSIN CREDENTIALING AND ASSET MANAGEMENT SYSTEM

February 4, 2016

**POLICY – STANDARD**

Reference: 00000-00000

Technology Category: Identity Management, Credentials

Title: Wisconsin Credentialing Standard for the Wisconsin Credentialing and Asset Management System

Replaces & Supersedes: Version 1.0

Authority: Wisconsin Emergency Management

Publication Date: February 4, 2016

Policy Effective Date: February 4, 2016

Review Date: February 4, 2016

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### FORWARD

Wisconsin Emergency Management (WEM) released the draft Wisconsin Credential Standard for public comment on July 1, 2012 and the initial version was released on September 1, 2012. We are grateful for the hard work and input of the statewide National Incident Management System (NIMS) Advisory Group, and also for the feedback from the numerous public and private organizations that will be part of this statewide standard.

The Wisconsin Credentialing and Asset Management System (WI-CAMS) will support the Wisconsin Emergency Response Plan (WERP) by enhancing the ESF 7, Resource Support annex, during a response to an incident. It will provide accountability for personnel and resources assets on-scene at an incident using the InterTrax exchange system. It will shorten the timeline for response and will improve situational awareness of response assets.

WEM recognizes that there local agencies and regional authorities will incur costs to upgrade and buy new systems to move to the new, unified credentialing program. However, the WI-CAMS is a voluntary system for deployment of individual and physical assets to the area of emergency operations.

There will be a phased-in approach in rolling out the credentialing program, and it may take several years until everyone has migrated onto the new program. The NIMS Advisory Group has taken this into consideration in the development of these state standards, and developed a reasonable, fiscally responsible approach that will allow agencies to move forward as they are able.

This policy outlines the vision of Wisconsin's Statewide Credentialing Plan; however, WEM will only begin with the Tier 2 and 3 system levels at this time. As wireless technology develops, the federal bridge is built out and broadband interoperability is enhanced, the WI-CAMS will move into the Tier 1 phase.

The public comment period was from July 1, 2012 through September 1, 2012. Comments were collected by WEM via email at [wempio@wisconsin.gov](mailto:wempio@wisconsin.gov). All comments were reviewed and considered for incorporation into the final version policy and of the larger standard.

**ADVISORY WORK GROUP**

This document was drafted by the National Incident Management System (NIMS) Advisory Group. This project group was established by the Wisconsin Division of Emergency Management (WEM) and includes representatives from local, county, tribal and state agencies and first responder disciplines, including but not limited to law enforcement, fire service, Wisconsin Department of Revenue (WI-DOR), Wisconsin State Patrol (WSP), the Governor’s Homeland Security Council, Wisconsin Department of Health Services (WI-DHS), Wisconsin Emergency Management Association (WEMA) and Wisconsin Tribal Emergency Management Association. This group meets bi-monthly to develop, review and revise policies and compliance objectives of the NIMS.

**REVISION LOG**

<b>Date</b>	<b>Comments</b>
September 1, 2012	Initial Draft – Version 1.0

**POLICY STATEMENT**

The Wisconsin Credentialing and Asset Management System (WI-CAMS) is a new resource management tool managed by the Wisconsin Division of Emergency Management. This tool will allow county emergency managers/ responders the ability to credential personnel, provide information on availability of assets and personnel during an emergency, the ability to track those assets on scene, and complete incident visibility via the internet. The resource information will be housed in the web based Web-based Resource Management (WRM)/InterTrax Exchange server system.

This credentialing policy outlines the set up and intended use of the credentials that will be stored within the WI-CAMS and printed on the credential cards. The WI-CAMS was authorized by the Governor’s Homeland Security Council and built to compliment the efforts outlined in Wisconsin State Statutes 323.80 and Administrative Rule WEM 8.08. The system supports the National Fire Protection Association (NFPA) 1500 and 1561 for incident safety and personnel accountability.

The WI-CAMS will also provide a means to accomplish the following strategic goals identified in the Wisconsin Homeland Security Strategy (2011-2015):

**Goal 5.4: Establish a statewide credentialing system**

**Objective 5.4.1:** Initiate statewide system to credential emergency management/response personnel to ensure proper authorization and access to an incident including those involving mutual aid agreements and/or assistance agreements. Objectives would include:

- Supported by the Wisconsin Homeland Security Council, designate a credentialing and typing authority empowered by the State for overall management of the credentialing and typing functions and processes.
- Determine how the State will implement credentialing and typing of resources, including how each of the disciplines and various groups will be credentialed and typed and which agencies and/or organizations will be authorized to perform the process of credentialing by September 2012.

**Goal 5.4: Establish a statewide credentialing system**

**Objective 5.4.2:** Institute policies, plans, procedures, and protocols to prevent deployment of resources/personnel that bypass official resource coordination processes (*i.e.*, resources requested through improper channels). Objective would include:

- Establish agreements with other states, in addition to EMAC, so that these credentials will be recognized under their laws by September 2012.
- Develop and implement an electronic identification card that meets federal standards and provides identification, qualifications, and deployment status by September 2012.
- Adhere to the standards of EMAC.

I. Policy

- A. The Wisconsin Homeland Security Council, chaired by Adjutant General, authorizes the Wisconsin Division of Emergency Management (WEM) to be the jurisdiction having authority, to develop, direct, and maintain a system of issuing credentials to emergency response personnel in Wisconsin, in accordance with the National Incident Management System (NIMS).
- B. WEM shall institute a program to grant authority to agencies and organizations to issue credential cards for persons in specific positions to be deployed for interstate mutual aid.
- C. There are specific certification and licensure requirements for numerous positions that people fill in response to a disaster. These positions fall under the licensing and certification authority of several state agencies in Wisconsin. This is not an individual agency policy, but the coordination of those positions that individual agencies are currently providing credentials for.
- D. Credentialing ensures and validates the identity and attributes (such as affiliations, skills, or privileges) of individuals or members of teams. Credentialing is essential to the emergency management community insofar as it allows the community to plan for, request, and trust resources needed for emergency assistance. Credentialing ensures that personnel resources match requests and supports effective management of officially dispatched responders.
- E. Credentialing involves providing documentation that identifies, authenticates, and verifies the qualifications of emergency response personnel. The Federal Emergency Management Agency (FEMA) NIMS standards call for typing of incident management personnel, emergency response providers, and other personnel (including temporary personnel) and resources needed for emergency response.
- F. The credential cards are the property of the agency/organization that issues them. The responsibility for verifying a person's qualifications lies ultimately with the agency/organization that issues the card.
- G. Requests for changes to be made to this document can be sent to: [wempio@wisconsin.gov](mailto:wempio@wisconsin.gov) . This document will be reviewed and revised annually by the Credentialing Committee of the NIMS Advisory Group.

II. Procedure

A. Identification

Identity vetting shall be conducted by utilizing the standard established by the Wisconsin Department of Revenue, in that the state-issued Drivers License or ID number will be used as the "personnel ID" unique identifier for personnel in the Web Resource Manager (WRM) system (See Attachment 1: Unique Identification Number)

B. Identification Cards/Badge Positions

Authorized agencies shall issue one credential based on the positions within one of these fifteen discipline areas:

1. A – Animal Care, Veterinary
2. B – Business Representatives, Suppliers and Contractors, Critical transportation
3. C – County agency (other than Emergency Management)
4. E – Emergency Management, FEMA, IMT, TERT, MACS
5. F – Fire, Hazardous Materials, Technical Rescue
6. G – Government elected representatives, VIP’s, Federal officials
7. H – Public Health, Health Care, Hospitals
8. L – Law Enforcement
9. M – Emergency Medical, Doctors, Nurses, DMAT, DMORT
10. N – National Guard
11. P – Public Works, Publicly-owned Utilities
12. S – State agency (other than Emergency Management)
13. T – Tribal officials
14. U - Private sector Communications, Critical Infrastructure & Utilities
15. V – Volunteer and Faith-based organizations, VOAD, Site-specific assistance

C. Identification Card/Badge Appearance

The State of Wisconsin identification card will follow the parameters of the Federal Information Processing Standard (FIPS) 201. By following the FIPS 201 standard, interoperability between states and with the federal government is ensured.

1. Front of Card

a) Picture

The ID card shall not be valid unless a picture is included on the card. Only pictures with a minimum of 300 dots per inch (dpi) resolution shall be used. Photos should include head and shoulders. It is encouraged that departments and / or agencies use uniform clothing and a light-colored background whenever possible. This is to achieve as close to FIPS 201 standards as possible. Instructions on how to crop photos is listed on the WI-CAMS website: (<http://wicams.wisconsin.gov>).

b) Agency Logo

There are three categories of logos that shall be used for an agency logo. Final decisions will be made by the system registrar (WEM). Order of preference is as follows:

- (1) Agency/Department-specific logo
  - (2) City or county logo (if applicable)
  - (3) Nationally recognized logo (Fire, Public Health, EMS, Etc.)
- c) Affiliation/Title (“Rank” in “Resource Manager” software)

This field will be designated for position titles. Some options will be preloaded into the system. See the link below for NIMS job titles. If the NIMS job title is appropriate it should be listed here.

<http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#item3>

- d) Agency/Department (“Organization Name” in Web Resource Manager system)

If the agency or department is affiliated with a county, city or regional group, that affiliation must be noted in this field. The Agency/Department field should have the name of the organization if it is a private group. This field is limited to no more than 25 characters (including spaces). It is recommended that abbreviations are only used if they are commonly accepted. This information will be tied to the header of the card. Whatever is entered here will be printed at the top of the card as the header. (See Attachment 2: Organization Naming Conventions)

- e) Issue Date

The Issue Date is to be set on the day the card is printed whether it is an original or reprint card.

- f) Expire Date

The Expire Date is to be set on the day of printing, and shall not exceed four (4) years from the print date. The date can be set shorter than four years to expire at the same time as a qualification such as a license or certification. This does NOT include card re-prints for lost, stolen, or damaged cards. If a reprint card is to be issued for the same individual, it must contain the original expire date. At the end of the 4-year (or shorter) period, credentials and qualifications must be reviewed and re-vetted. Only then can a new card be printed with a re-set the Expire Date.

- g) Color Coding (unchangeable)

# WISCONSIN CREDENTIALING AND ASSET MANAGEMENT SYSTEM

## POLICY

## CREDENTIALING OVERVIEW

Card color scheme is set by each responder type and are not changeable. Color schemes are as follows:

- Brown:** Animal Care, Veterinary
- Blue:** Emergency Medical Services, Doctors, Nurses, DMAT, DMORT
- Red (\*):** Fire, Hazardous Materials, Rescue services
- Black:** Law Enforcement
- Orange:** Public Works, Publicly-owned Utility
- Pink (\*):** Authorized Media, Site Visitors (in-processed prior to incident entry)
- Green (\*):** Private sector Communications, Contractors, and Utilities, Critical Infrastructure, Supply-chain representatives, Local businesses
- Yellow (\*):** NGO's, Amateur radio, Support services, Site-specific volunteer group
- Gold (\*):** Elected officials, VIPs, State or Federal agency (not otherwise specified)
- Lavender:** Public Health, Health Care/Hospital resource
- Gray:** Emergency Management, FEMA, IMT, TERT, MACS, COML
- White:** Evacuees, displaced residents, Exercise Evaluators

(\* ) – Aligns with FIPS 201

### h) Text classification (unchangeable)

Clear-text classification is set by each card design. These classifications are not changeable. The purpose is to provide a non-color clear text definition of an individual's discipline. Classifications will be as follows:

Color	Discipline	Organization Examples
Brown	Animal Care	Animal Care, Veterinary
Blue	Emergency Medical Services	Ground and Air Ambulance, Doctors, Nurses, DMAT, DMORT
Red	Fire, Hazmat, Rescue	Fire Departments, Hazmat, Search & Rescue Teams
Black	Law Enforcement	Police, Sheriffs, State Patrol, Corrections, DNR Wardens
Orange	Public Works	Highway Departments, Water-Sewer Utility
Pink	Media	Television, Newspaper, Radio reporters
Green	Private Sector	Communications, Businesses, Supply Chain, Infrastructure
Yellow	Volunteer	Site Volunteers, Disaster Services, ARES-RACES, Support
Gold	VIP	Elected Officials, State-Federal Officials, Gov. Observers
Lavender	Public Health	Public Health Officers, Hospitals, Physicians, Nurses
Gray	Emergency Management	EM Coordinators, National Guard, FEMA, IMT, TERT, COM-L
White	Other	Evacuees, Displaced Residents, Exercise Evaluators

i) Personnel Barcode (unchangeable)

The PDF-417 Barcode on the front of the card is automatically generated in Resource Manager. (See The Resource Manager Web User Guide for more information on what is included in each item in the barcode) It contains:

- (1) Barcode Expiration
- (2) Organization Country Code
- (3) Organization State Code
- (4) Organization Type Code
- (5) Organization ID
- (6) Organization Name
- (7) Personnel ID
- (8) Last Name
- (9) First Name Color Discipline Text Classification
- (10) Rank

j) Radio Number

The Radio Number is assigned in the software as an optional field. This is used for specific individuals who have a designated radio number.

k) Lamination

The credential card will not be valid without the First Responder/Authorized Personnel hologram laminate. This laminate provides an additional level of security for the card. It also enhances the durability of the card. The laminate will contain the WEM logo.

l) Footer (unchangeable)

The Footer along the bottom of the card will read "SWORN" for sworn officers; "NON-SWORN" for non-sworn officers; and "MABAS-WI" for responders that are part of the MABAS-WI system. This will be used to assist in identification when responders are called to cross jurisdictional boundaries and/or state lines for aid and assistance.

2. Back of Card

a) Qualification Field

The qualification field contains qualifications as identified by both the card holder and the card holder's agency of affiliation.

- (1) State, local and regional qualifications are set by various defined groups. State qualifications will be identified and defined through a state-recognized organization, including but limited to: WEM, WI-DOJ T&S, Wisconsin Department of Health Services (WI-DHS), Wisconsin Badger State Sheriff's Association, Wisconsin Chiefs of Police, Wisconsin State Fire Chiefs Association, or Wisconsin Department of Natural Resources (WI-DNR).
- (2) The qualification field also includes local, regional and state memberships. These include but are not limited to: local, regional or state response groups, regional IMT groups, and volunteer organizations with official memberships.
- (3) It should be noted that all qualifications can have a life expectancy and will require that an expiration date put into WRM; however, these qualifications will remain active on the ID Badge until the card itself expires. It is the agency's responsibility to track the qualifications of the personnel they are creating credentials for to ensure that they still maintain the assigned level of qualification.

b) Medical Barcode (unchangeable)

The PDF-417 Barcode is automatically generated from the "Web Resource Manager" software. (See The Resource Manager Web User Guide for more information on what is included in each item in the barcode, found at: <http://wicams.wisconsin.gov> ). The WI-CAMS is not responsible for the information placed on the card. The following **OPTIONAL** information can be placed on the applicant record:

- (1) Gender
- (2) Height
- (3) Weight
- (4) Emergency contact name and phone number

c) Signature of Organizational Authority

An area will be made available for the signature of the authorizing individual permitting the individual responder and his/her qualifications contained on the card to be in the system.

D. Qualification

1. Personnel qualifications are typically position-specific. Determining essential functions, levels of training, experience levels, required licensure and certifications, and physical and medical fitness for a position should be part of a job-task analysis. This analysis normally incorporates, as appropriate, input from job incumbents, managers, industry organizations and others with knowledge of the position requirements. Departments, agencies and authorities having jurisdiction over positions are responsible for determining position requirements through a job-task analysis process.
2. NIMS guidance on credentialing refers to the identification and qualification information a person will present to the requesting jurisdiction. NIMS guidance on credentialing does not confer the authority or privilege to practice any profession. Only the receiving department, agency or jurisdiction can extend that privilege or authority after evaluating the person's information. Utilizing the NIMS standards provides a means to make the evaluation.
3. Two key elements in the qualification process include typing personnel and resources, and certifying that personnel in fact possess at least the minimum level of training, experience, licensure, certification and fitness to perform the job. **Certification is the responsibility of and the liability for the applicant(s) that an agency enrolls in the WRM.**

#### E. Certifying

According to FEMA, certification of personnel ensures "... personnel possess a minimum level of training, experience, physical and medical fitness, and capability appropriate for a particular position..." This requires organizations to test and evaluate their personnel against the qualifications established by the typing efforts. Additionally organizations must "...authenticate qualifications..." through a formal process to approve and sign off on personnel qualifications. See the link:

[http://www.fema.gov/pdf/emergency/nims/NIMS\\_core.pdf](http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf)

#### F. Other Important Activities

In addition to the legally mandated requirements of the credentialing effort, there are other aspects that need to be addressed in the credentialing process. Under NIMS, these include the authorization to deploy, control of access to an affected area, affiliation of personnel deploying as part of an organization, and revocation of credentials when necessary. Appropriately issued credentials do not authorize an individual or a team to self deploy. Each agency authorized to issue credentials shall have a policy in place that dictates how credentialed staff associated with their agency are authorized to deploy in the event of a disaster. Authorization for deployment is covered in pre-determined mutual aid agreements.

G. Access

NIMS intentionally limits access a disaster to only personnel who have been credentialed and authorized to deploy through a formal agreement between the requesting and providing agencies. The agreements can range from automatic mutual aid agreements, the Emergency Management Assistance Compact (EMAC) and mission assignments to Federal agencies to provide Direct Federal Assistance. Personnel that arrive at the reception center that have not been credentialed and authorized, are to be turned away. See the WI-CAMS Standard Operating Procedure for "Incident Access Control."

H. Affiliation

WI-CAMS recognizes the need for processes to address the full range of access control, both for individuals who provide support to the incident command structure and for those who require access for specific purposes outside of the NIMS/ICS structure. It may not be practical to confirm the qualifications of individuals or groups of people responding to an event. In these cases, documented affiliation (identification) with an organization or entity responding to or affected by the event provides proof of qualification and authorization to deploy. For example, private sector utility workers or contractors working to restore power for a critical infrastructure company would gain access based on their affiliation with the power utility company.

I. Revocation

A critical component of identity and qualifications is revocation. Departments, agencies, and jurisdictions need to have a process in place to revoke credentials when certain events occur. No more than 18 hours after a person is separated or relieved of their position, no matter the condition of their release, it is the agency/organization responsibility to get the card back and destroy it using the guidelines listed below in paragraph J. Likewise, if an individual's qualifications change, their credentialing information should also be updated in the WRM within 30 days. For individuals possessing a proximity card, a card with the capability and storage capacity for upgrading qualifications and information, will not have to reprint the card until the designated expiration date.

J. Card Disposal

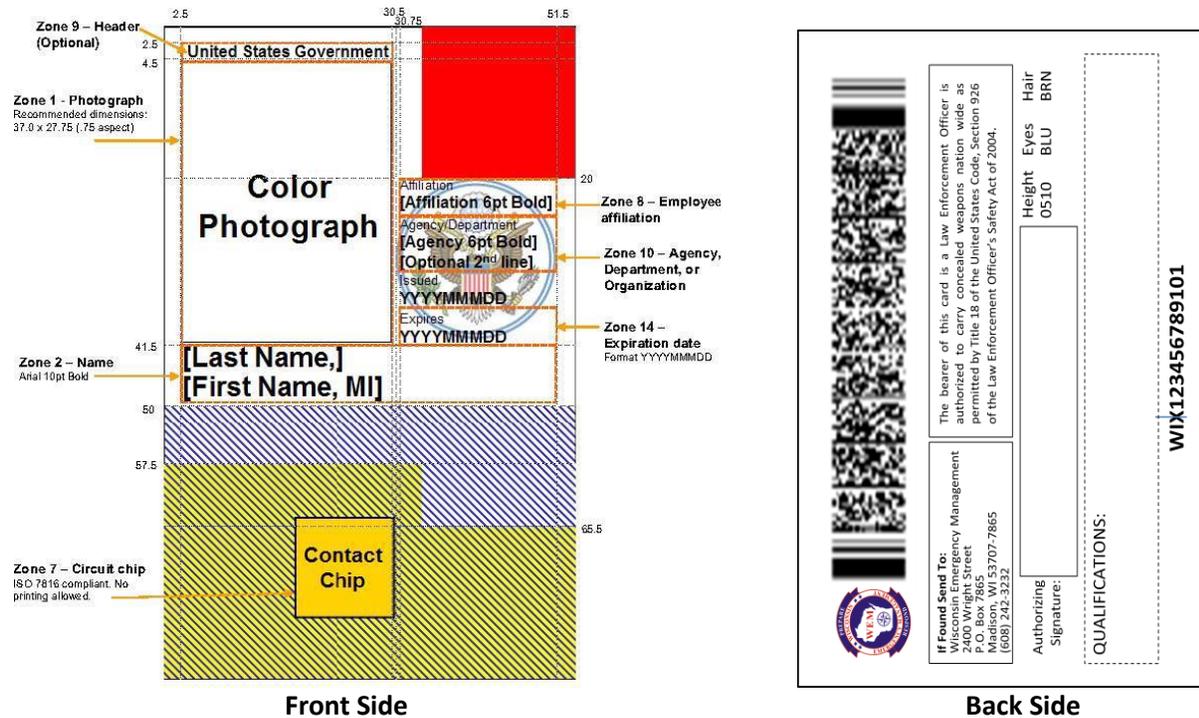
Expired, revoked, or returned credential cards should be shredded, if possible, but minimally be destroyed by cutting through the barcode so that the card can no longer be read by the system. NOTE: If the credential is printed on a proximity card it will be destroyed in the same way as the standard card.

III. Attachments

See the following pages.

**Attachment 1: Identification/Qualification Card Identifiers**

Identification/qualification card identifiers include the overall physical arrangement of information on the card, the color coding, and a unique alpha-numeric identifier specific to the person or asset.



**Color Coding Scheme**

- Blue:** Emergency Medical Services, DMAT, DMORT
- Red (\*):** Fire, Hazardous Materials, Rescue services
- Black:** Law Enforcement
- Orange:** Public Works, Publicly-owned Utility
- Pink (\*):** Authorized Media, Site Visitors (in-processed prior to incident entry)
- Green (\*):** Private sector Communications, Contractors, and Utilities, Critical Infrastructure, Supply-chain representatives, Local businesses
- Yellow (\*):** NGO's, Amateur radio, Support services, Site-specific volunteer group
- Gold (\*):** Elected officials, VIPs, State or Federal agency (not otherwise specified)
- Lavender:** Public Health, Health Care/Hospital resource
- Gray:** Emergency Management, FEMA, IMT, TERT, MACS, COML
- White:** Evacuees, displaced residents, Exercise Evaluators

(\* ) – Aligns with FIPS 201

**Unique Alpha-numeric Identifier**

- Based on a 15-character alpha-numeric sequence
- Provides visual recognition pattern of the state, responder type, county origination, agency identifier and individual/asset number.



State Identifier

Two-letter U.S. Post Office abbreviation for states, e.g. Wisconsin is “WI”

Responder Type

Each responder group will be designated with an alpha character as follows:

- B – Business Representatives, Suppliers and Contractors, Critical transportation
- C – County agency (other than Emergency Management)
- E – Emergency Management, FEMA, IMT, TERT, MACS
- F – Fire, Hazardous Materials, Technical Rescue
- G – Government elected representatives, VIP’s, Federal officials
- H – Public Health, Health Care, Hospitals
- L – Law Enforcement
- M – Emergency Medical, DMAT, DMORT
- N – National Guard
- P – Public Works, Publicly-owned Utilities
- S – State agency (other than Emergency Management)
- T – Tribal officials
- U - Private sector Communications, Critical Infrastructure & Utilities
- V – Volunteer and Faith-based organizations, VOAD, Site-specific assistance

County FIPS Code

See the following page for the Wisconsin counties cross-reference from the Federal Information Processing Standard (FIPS) codes assigned.

Agencies of the State of Wisconsin will use “550” in place of the county FIPS code. Private sector and non-governmental organizations will use “999” in place of the county FIPS code.

Organization Identification Number

Four alpha-numeric characters are available for county and tribal-based organizational identification numbers; these are assigned at the county and tribal level, respectively. The organizational identification number for state, federal, and private sector organizations will be assigned by WI-CAMS. The overall unique identifier for organizations will end in four or five zeros, depending on the organization number digits used.

Individual/Asset Identification Number

Five alpha-numeric characters are available for county and tribal-based individual or asset identification numbers are assigned at the county and tribal level, respectively. The individual or asset identification number for state, federal, and private sector responders will be assigned by WI-CAMS. Any unassigned characters will be filled in with zero(s) to account for the five digits.

**Wisconsin FIPS Codes**

<b>County Name</b>	<b>FIPS Code</b>
ADAMS	001
ASHLAND	003
BARRON	005
BAYFIELD	007
BROWN	009
BUFFALO	011
BURNETT	013
CALUMET	015
CHIPPEWA	017
CLARK	019
COLUMBIA	021
CRAWFORD	023
DANE	025
DODGE	027
DOOR	029
DOUGLAS	031
DUNN	033
EAU CLAIRE	035
FLORENCE	037
FOND DU LAC	039
FOREST	041
GRANT	043
GREEN	045
GREEN LAKE	047
IOWA	049
IRON	051
JACKSON	053
JEFFERSON	055
JUNEAU	057
KENOSHA	059
KEWAUNEE	061
LA CROSSE	063
LAFAYETTE	065
LANGLADE	067
LINCOLN	069
MANITOWOC	071

MARATHON	073
MARINETTE	075
MARQUETTE	077
MENOMINEE	078
MILWAUKEE	079
MONROE	081
OCONTO	083
ONEIDA	085
OUTAGAMIE	087
OZAUKEE	089
PEPIN	091
PIERCE	093
POLK	095
PORTAGE	097
PRICE	099
RACINE	101
RICHLAND	103
ROCK	105
RUSK	107
SAUK	111
SAWYER	113
SHAWANO	115
SHEBOYGAN	117
ST. CROIX	109
TAYLOR	119
TREMPEALEAU	121
VERNON	123
VILAS	125
WALWORTH	127
WASHBURN	129
WASHINGTON	131
WAUKESHA	133
WAUPACA	135
WAUSHARA	137
WINNEBAGO	139
WOOD	141

## Attachment 2: Organization Naming Conventions

- State or statewide organizations will be prefaced with “WI,” i.e. WI State Patrol, WI DNR, WI Dept of Transportation, WI Southeast Regional IMT
- County organizations will use the two letter identifier for the county (“Co”), i.e. Milwaukee Co Fire Dept or Barron Co Sheriff’s Office
- City organizations will be the city name then organization i.e. Elm Grove EMS or Deerfield Vol Fire Dept
- Township or city organizations will be written with “Twp” or “City” as appropriate, i.e. Pewaukee Twp Police Dept, Waukesha City Police Dept
- Private Industry will use their organization name. i.e We Energies, Target, Verizon
- Volunteer organizations will use their organization name. i.e Red Cross, United Way, Salvation Army
- Common abbreviations will be allowed. Some examples are listed below. These should be used when applicable:
  - Dept = Department
  - Dist = District
  - Div = Division
  - EMS = Emergency Medical Services
  - Env = Environment(al)
  - FD = Fire Dept
  - HD = Public Health Dept
  - Mgmt = Management
  - PD = Police Dept
  - PU= Public Utilities
  - PW= Public Works
  - Twp = Township
  - VFD = Volunteer Fire Dept

**Attachment 3: List of Acronyms Used (See WI-CAMS website for the complete list)**

CIKR – Critical Infrastructure/Key Resource

DOJ-T&S WI Department of Justice Training and Standards Bureau

ESF – Emergency Support Function

LECC – Law Enforcement Credentialing Committee

LEO – Law Enforcement Officer

ICS – Incident Command System

MABAS – Mutual Aid Box Alarm System

NFPA – National Fire Protection Association

NIMS – National Incident Management System

WDOR - Wisconsin Department of Revenue

WEM - WI Division of Emergency Management

WEMA – Wisconsin Emergency Management Association

We Partner – Wisconsin Volunteer Registry

WI-CAMS – Wisconsin Credentialing and Asset Management System

WI-DHS – WI Department of Health Services

WRM – Web Resource Manager

WSP – Wisconsin State Patrol

**Websites Providing Additional Information:**

Wisconsin Credentialing and Asset Management System – <http://wicams.wisconsin.gov>

Wisconsin Emergency Management website – <http://emergencymanagement.wi.gov/>

Office of Justice Assistance – <http://oja.state.wi.us/index.asp?locid=97>

Ready Wisconsin – <http://readywisconsin.wi.gov/default.asp>

Wisconsin Volunteer Registry – <http://we-partner.org/>

**Attachment 4: Memorandum of Agreement**

**Wisconsin Credentialing and Asset Management System**

Memorandum of Agreement

This document is a Memorandum of Agreement (MOA) between the State of Wisconsin, Wisconsin Emergency Management and the County/Agency of \_\_\_\_\_ as it specifically relates to the Credentialing Project, also known as the Wisconsin Credentialing and Asset Management System (WI-CAMS).

1. **PARTIES.** The parties to this memorandum are the State of Wisconsin, Wisconsin Emergency Management (WEM) and the County/Agency of \_\_\_\_\_. Parties understand that the WI-CAMS is a voluntary system and can be terminated with proper notice by either party and the return of equipment and supplies issued.
2. **AUTHORITY.** This acknowledgement is authorized under the provisions of Wisconsin Statute 66.0301.
3. **PURPOSE.** The purpose of this MOU is to establish a statewide credentialing system. This MOU further establishes system responsibilities of the parties and an understanding of the shared costs of producing and issuing individual and asset identification/qualification cards for prevention, protection, mitigation, response and recovery operations in Wisconsin. The WI-CAMS will also be utilized for systematic intra- and interstate, and Emergency Management Assistance Compact (EMAC) deployments of Wisconsin's emergency management resources.
4. **WI-CAMS LEXICON.** The following definitions apply to the WI-CAMS and this MOU:
  - a. **Applicant:** is the individual responder to an emergency in the State of Wisconsin that is issued an identification/qualification card. All Applicants shall have a sponsoring agency

- b. **Sponsor:** is a sponsoring agency that responds to emergencies in the State of Wisconsin and is registered in WI-CAMS.
  - c. **Registrar:** is the agent maintaining the WI-CAMS software and internet connectivity; the registrar reserves the right to revoke the participation of an Applicant, Sponsor or Issuing Agent.
  - d. **Issuing Agent:** is the agent that prints identification/qualification cards from the WI-CAMS.
5. **RESPONSIBILITIES OF THE PARTIES.** To establish system “trust” as defined in the Federal Information Processing Standard 201 (FIPS 201), the following are required of the identification/qualification card issuing agents (Issuing Agent) and the State of Wisconsin, Emergency Management (Registrar) of the WI-CAMS:
- a. **Sponsor Responsibility:**
    - i. To validate Applicant qualifications and maintain “trusted” security of the information in the WI-CAMS, at no time will the Applicant be permitted to enter their own information.
    - ii. County or Agency-level sponsors will be responsible for all information entered into the WI-CAMS for their individual agency. Information entered may be subject to audit.
    - iii. Qualifications entered will comply with the National Incident Management System (NIMS) or State of Wisconsin-approved job titles. Currently, the NIMS Advisory Group reviews and identifies state job titles.
    - iv. At no time will private or medical information be registered on the Applicants data base record. Private and medical information includes, but is not limited to, Social Security numbers, driver’s license number, account numbers, blood type, allergies, medications, etc. In the WI-CAMS Resource Manager data base record, only the “Person” and the “Qualifications” tab will be filled out.
  - b. **Registrar Responsibility:**
    - i. Maintain the online data base on a 24/7/365 basis with reasonable exception for maintenance outages and outages beyond the control of WEM.

- ii. Only one login and password will be issued to the authority-in-charge of the Sponsoring agency. Applicants will not be issued login and passwords.
- iii. Will audit hologram-to-card printed ratio in the WI-CAMS count, and issuance of holograms will be based on that count.

**c. Issuing Agent Responsibility:**

- i. Card revocation must be registered in WI-CAMS within 18 hours.
- ii. County-level Issuing Agents will only issue identification/qualification cards to the agency authority-in-charge, who is responsible for card distribution to the Applicant and notifying the Issuing Agent of revocation within 18 hours.
- iii. Agency-level Issuing Agents will directly be responsible for card distribution to the Applicant and registering the revocation within 18 hours.

6. **PRINTING OF CARDS.** Either party will be authorized to print identification/qualification cards using WI-CAMS; however the individual County/Agency will be restricted to editing records and printing the Identification/qualification cards of the applicants and sponsors within their jurisdiction. Permission to edit records and print cards of another jurisdiction will be by written permission of the County/Agency responsible for the other jurisdiction.

7. **COST SHARE.** Parties agree to the following cost share arrangement:

**a. WI-CAMS Costs.**

- i. Will maintain the Resource Manager and the state connection to the InterTrax Exchange server for the WI-CAMS.
- ii. As funding permits, one WI-CAMS reader/writer device will be issued to each County. Agency-level issuing Agents will not receive the reader/writer device.
- iii. As funding permits, one WI-CAMS printing key will be issued to each authorized Issuing Agent.
- iv. Authorized Issuing Agents will be provided the tamper-proof WEM hologram.
- v. Homeland Security Grant Program funds will be used by Wisconsin Emergency Management on behalf of local units of government.

**b. Partner Costs.**

- i. Purchase and maintenance of identification/qualification card printers, including, but not limited to the cost of color printing ribbons, maintenance supplies and printer repairs.
- ii. The cost of blank cards, display supplies and postage.
- iii. Costs associated with field application or deployment of identification/qualification cards, including but not limited to, Command software or Command boards, personal digital assistant card readers and software, on-location scanners, and RapidTag printers and supplies.

**8. PRIVACY OF INFORMATION**

Resource Manager SaaS (RMS) contains personal information on individuals whose information is stored in it. The use of this information is strictly for Emergency Management purposes inside the state of Wisconsin. By entering into this system, you agree to not release any personal information to include, but not limited to: names, home addresses, telephone numbers, or personal information outside of Resource Manager SaaS (RMS) without prior written approval of WEM. In addition personal information may be exempt from public release under the Wisconsin Open Records Law (Wis. Stat. § 19.31-19.39).

Requests for information on this system from any outside entity should be forwarded to WEM for its consideration. Questions on this policy should be directed to ([wempio@wisconsin.gov](mailto:wempio@wisconsin.gov)) or telephone (608-242-3232). Any violation of this policy may subject you to the loss of use of this system.

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Signature (Sponsor or Issuer)

Date

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Name (Please print)

Title