



**State of Oklahoma CRMCS Policy**

<http://oklahoma.responders.us>

# Comprehensive Resource Management and Credentialing System

Resource Manager Web Credentialing Policy

V1 / 29 May 2014

This document was drafted by the Comprehensive Resource Management and Credentialing System (CRMCS) Project Policy Group. This project group was established by the Oklahoma Medical Reserve Corps (OKMRC) representatives from all regions in the state along with various state agencies. This group will meet annually to review and revise this document. The policy is on file with Oklahoma County MRC, Siri Ogg Email: [siri\\_ogg@occhd.org](mailto:siri_ogg@occhd.org) or telephone 405-419-4236 and Oklahoma City-County Health Department (OCCHD), Earl Mason Email: [earl\\_mason@occhd.org](mailto:earl_mason@occhd.org) or telephone 405-425-4472. To request a copy, contact the Oklahoma County MRC, OCCHD or visit [http://oklahoma.responders.us/files/documents/Oklahoma\\_CRMCS\\_Policy1.pdf](http://oklahoma.responders.us/files/documents/Oklahoma_CRMCS_Policy1.pdf).

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## I. Policy Outline

The CRMCS is a tool created to enhance the resource management efforts of city, county, and state organizations. This tool allows emergency response agencies, county emergency managers, state and private/not for profit resource managers the ability to credential personnel, provide information on availability of assets and personnel prior to and during an emergency, the ability to track those assets on scene, and near real-time incident visibility via the internet. The resource information is housed in resourceMGR Web (RMW) and the interTRAX exchange system. The Salamander Technologies interTRAX server environment contains the resourceMGR Web application and resourceMGR Web database housed on separate cloud servers hosted by Amazon Web Services (AWS). Amazon Web Services provides guaranteed network uptime on a 24x7x365 basis.

Salamander Technologies provides guaranteed website uptime on a 24x7x365 basis but reserves a weekly maintenance window on Tuesday between 7 AM ET – 8 AM ET. This weekly maintenance window can be adjusted based on changing customer needs. Planned maintenance may include operating systems, database, core and/or application software updates and patches, server reboot to complete installation, and full database backups.

This credentialing policy outlines the establishment and intended use of the credentials that are to be stored within the CRMCS and printed on the credential cards.

The CRMCS provides a platform to facilitate the following goals:

- Expand, strengthen, and / or sustain capabilities and resources, ensuring a flexible, reliable, and effective response
- Resource Tracking
- Credentialing of Personnel
- Improve / enhance resource management and accountability
- Establish and improve a system for developing and deploying specialized resources
- Continue and enhance local, regional, and inter-state collaborative initiatives for prevention, preparedness, response, and recovery
- Oklahoma is part of the Emergency Management Assistance Compact (EMAC) and will continue to support its efforts
- Develop a working template to deploy logistical support to communities post disaster

The CRMCS provides for consistent application ESF 7 standards in preparation for response to and recovery from an incident. The CRMCS provides accountability for personnel and resources on-scene at an incident using the interTRAX exchange system or manual accountability. It provides the opportunity to shorten the timeline for response and improve situational awareness of available local and state resources.

## II. List of Acronyms:

AWS - Amazon Web Services

CIKR – Critical Infrastructure, Key Resource

CRMCS – Comprehensive Resource Management and Credentialing System

EMAC – Emergency Management Assistance Compact

ESF – Emergency Support Function

FEMA – Federal Emergency Management Agency

ICS – Incident Command System

LEO – Law Enforcement Officer

MRC – Medical Reserve Corps

NIMS – National Incident Management System

NFPA – National Fire Protection Association

OCCHD – Oklahoma City-County Health Department

OKMRC – Oklahoma Medical Reserve Corps

QR – Quick Response

RMW – resourceMGR Web

IDCC – Identification / Credential Card

## III. Website Information:

resourceMGR web™ –

<http://oklahoma.responders.us/>

Standard Assignments –

<http://oklahoma.responders.us/resources/crmcs/standard-assignments/>

State of Oklahoma Credentialing System -

<http://oklahoma.responders.us/resources/crmcs/qualifications-and-categories/>

Organization Name and ID Guide –

<http://oklahoma.responders.us/resources/crmcs/organization-name-and-id-guide/>

## IV. Verification Websites -

Oklahoma Veterinary Board - <http://www.okvetboard.com/>

Licensed EMS Personnel -

[http://www.ok.gov/health/Protective\\_Health/Emergency\\_Systems/EMS\\_Division/EMS\\_Personnel\\_Licensure - Registration - Certification/index.html](http://www.ok.gov/health/Protective_Health/Emergency_Systems/EMS_Division/EMS_Personnel_Licensure_-_Registration_-_Certification/index.html)

National Registry of EMTs - <https://www.nremt.org/nremt/about/checkEmtStatus.asp>

Oklahoma Board of Nursing - <https://www.ok.gov/nursing/verify/index.php>

Oklahoma State Board of Licensed Social Workers - [http://www.ok.gov/medlic/social/licensee\\_search.php](http://www.ok.gov/medlic/social/licensee_search.php)

Oklahoma State Board of Behavioral Health Licensure -

[http://www.ok.gov/health/Protective\\_Health/Professional\\_Counselor\\_Licensing\\_Division/](http://www.ok.gov/health/Protective_Health/Professional_Counselor_Licensing_Division/)

Oklahoma Board of Examiners of Psychologists - <https://www.ok.gov/OSBEP/>

Oklahoma Nurse Aid Registry - <http://www.ok.gov/health/pub/wrapper/naverify.html>

Oklahoma State Board of Pharmacy - <http://lv.pharmacy.state.ok.us/osbpinquire/RegSearch.asp>

Oklahoma Board of Dentistry - [http://www.ok.gov/dentistry/License\\_Verification/index.html](http://www.ok.gov/dentistry/License_Verification/index.html)

Oklahoma Board of Medical Licensure and Supervision - <http://www.okmedicalboard.org/>

### V. Resource Manager Web Privacy Agreement:

**ATTENTION: resourceMGR Web 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 Oklahoma. By entering into this system, you agree not to release any personal information to include, but not limited to: names, home addresses, telephone numbers, or personal medical information outside of RMW without prior written approval.**

Requests for information on this system from any outside entity should be forwarded to Oklahoma County MRC or OCCHD for its consideration. Questions on this policy should be directed to Siri Digney at email: [siri\\_digney@occhd.org](mailto:siri_digney@occhd.org) or Earl Mason at email: [earl\\_mason@occhd.org](mailto:earl_mason@occhd.org). Any violation of this policy may subject you to the loss of use of this system.

#### **Access and Permissions for RMW:**

A CRMCS lead must receive training on the system before being granted access to RMW. Once training is completed the lead person will be given a username and password and granted permissions for the organization(s) within their jurisdiction.

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Access to information in RMW is managed in a parent-child hierarchy. See Figure 1:

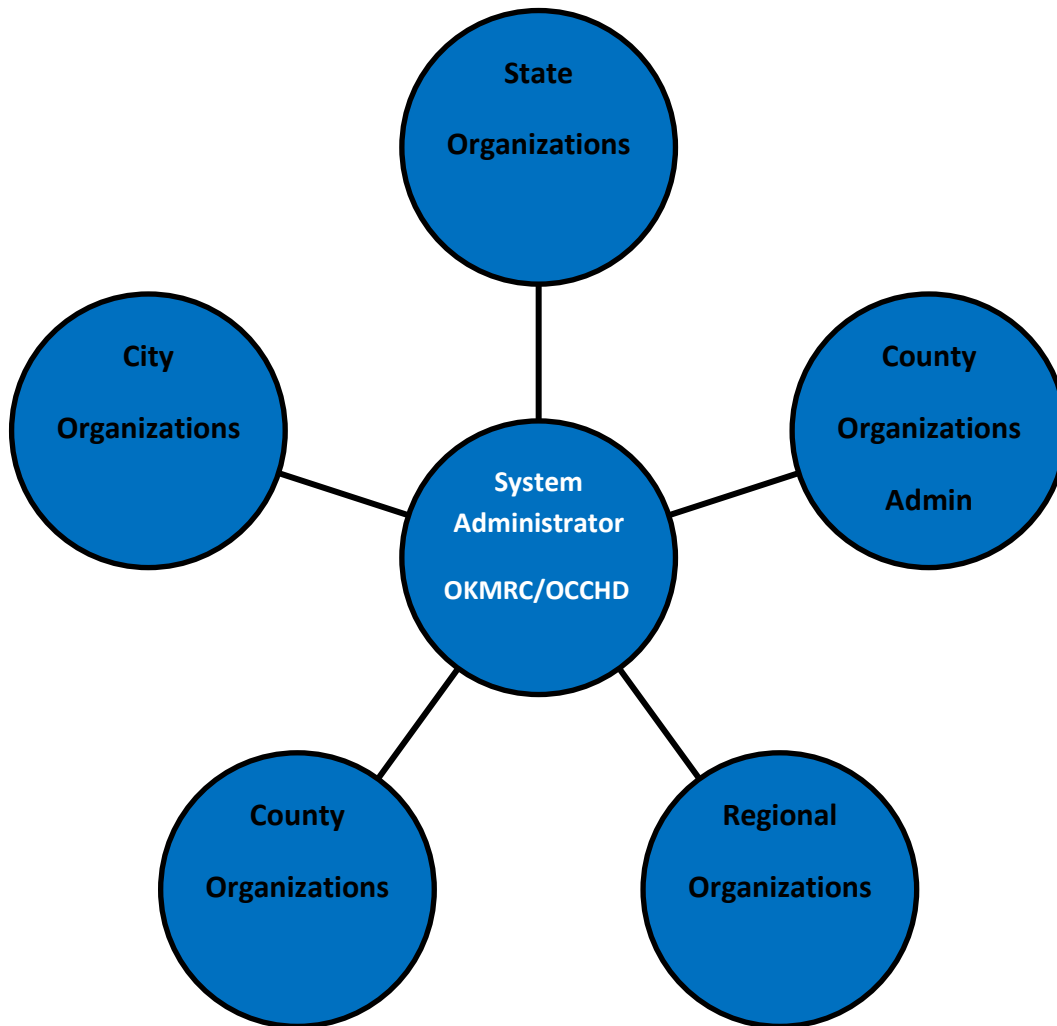


Figure 1



## Comprehensive Resource Management and Credentialing System

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Oklahoma will utilize the following six permissions in resourceMGR Web. From greatest system responsibility to least they are: Resource Admin, Almost Admin, Data Entry, Read Only, Print Only, and ITX User.

**Resource Admin:** This allows the user admin access to a specific organization. They can create, read, update, delete, and print all information in that organization only.

**Almost Admin:** This allows the user the same permission as Resource Admin EXCEPT that he/she cannot delete any information for a specific organization. This would be used to ensure information integrity by only allowing the Organization Admin the permission to delete information.

**Data Entry:** This permission allows for data entry without admin permissions for a specific organization. An example of who could be granted this permission would be part-time staff or intern whose only responsibility would be to input data or print Identification / Credential Cards.

**Read Only:** This allows for Read Only permission of information for a specific organization EXCEPT for medical data. An example of who could be granted this permission would be Regional Coordinators or someone from outside that specific organization, such as a neighboring county.

**Print Only:** This allows for individual to Print Only information (cards or reports) for a specific organization.

**ITX User:** This allows for View Only permission of incident information for a specific organization in the interTRAX Exchange system. This permission is granted for situation awareness or the ability to generate incident specific reports.

Permissions are granted for specific organizations. A user will not be able to view data in an organization of which they do not have permission. Permission follows the parent-child hierarchy, in that, a user can only view data in organizations that are below (children) of his/her organization, as long as he/she is granted permission to "include all children". This is done to ensure visibility to organizations in the user's jurisdiction.

In order to view another organizations data the user must make a request to an administrator with permission at least one step above (parent) of the organization of which they are requesting access.

Various levels of permission can be granted for different organizations. A user can have organization "Admin" access to one (or more) organization(s) and have "Read Only" access (or other level) for another organization.

## VI. Policy

- A. *The **Oklahoma County MRC and OCCHD are acting as the Regional Resource Admin** having authority, to develop, direct, and maintain a system of issuing the **Identification / Credential Card (IDCC)** to emergency personnel in Oklahoma, in accordance with the **National Incident Management System (NIMS)**.*
- B. **Regional Resource Admin** shall institute a program to grant authority to agencies and organizations to issue IDCC for persons in specific positions to be deployed for mutual aid.
- C. There are specific certification and licensure requirements for numerous positions that individuals fill in response to a disaster. These positions fall under the licensing and certification authority of several state agencies in Oklahoma. This is not an individual agency policy, but the coordination of those positions for which individual agencies are currently providing credentials.
- D. Credentialing validates the identity and attributes (such as affiliations, skills, training, and privileges) of individuals or members of teams. Credentialing is essential to the emergency response community. It allows the community to plan, request, and receive resources needed for emergency assistance. Credentialing ensures that responders and equipment match requests and supports effective management.
- 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, other personnel (including temporary personnel), and resources needed for emergency response.
- F. The credential cards are the property of the agency / organization that issues the card. The responsibility for verifying a person's qualifications lies with the agency/organization that issue the card.
- G. Requests for changes to be made to this document can be sent to Siri Digney at email: [siri\\_digney@occhd.org](mailto:siri_digney@occhd.org) or Earl Mason at email: [earl\\_mason@occhd.org](mailto:earl_mason@occhd.org). This document will be reviewed and revised annually by the CRMCS Project Policy Group.

## VII. Procedure

### A. *Identification*

The State issued Driver's License number or State issued ID number will be used as the unique identifier for their respective personnel in resourceMGR Web, with state abbreviation preceding the State issued ID number.

Example: OKN12345678

**B. Identification/Credential Card**

Authorized agencies shall issue IDCC based on the disciplines outlined on Table 1. If an individual works for more than one organization, he/she will have an IDCC for each organization. One IDCC covering multiple organizations is not permitted due to liability and qualification management. (More than one IDCC or passport tag is recommended if manual accountability is employed):

**C. Identification / Credential Card Appearance**

**1. Front of Card**

**a) Personnel Photo**

The IDCC shall not be valid unless a picture is included on the card. The photo is a critical aspect of personal identification. The following guidelines are described in FIPS 201 and must be strictly followed.

(1) Photos should include head and shoulders and be on a white background. Neither hats nor glasses shall be worn.

(2) Organizations are encouraged to use uniform clothing whenever possible.

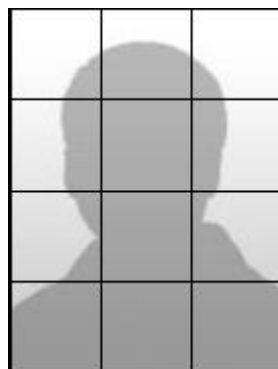
(3) Photos need to be cropped to meet the requirements of the system. An example of the aspect ratio is shown below. More information on how to crop photos can be found at:

<http://oklahoma.responders.us/resources/crmcs/cropping-guide/>

Photo Elements	Crop to 4:3 ratio	Resize to 640x480 (if needed)
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Head, shoulders, no hat, no glasses, and on a white background



3



640 pixels

480 pixels

## b) Organization Logo

There are three categories of logos that may be used for an organization logo. Final decisions will be made by the system card issuer. Order of preference is as follows:

- (1) Organization specific Logo
- (2) City or County Logo (if applicable)
- (3) Nationally recognized Logo (Fire, Public Health, EMS, Emergency Management, etc.

## c) Rank / Title

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

## d) Organization Name

If the organization is affiliated with a county, city or regional group, that affiliation must be noted in this field. This field is limited to a maximum of 25 characters including spaces. Only commonly accepted abbreviations will be accepted. This information will be printed as the card's header.

(See Attachment 1: Organization Name Template)

## e) Issue Date

The Issue Date is to be set when the qualifications are verified. If a reprinted card is issued for the same individual it must contain the original issue date. (I.e. use existing issue and expiration date)

## f) Expire Date

The Expire Date is to be set on the day of printing, and shall not exceed five years from the issue date. The date can be set shorter than five 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 re-print card is issued for the same individual, it must contain the original expire date. Near the end of the expiration year credentials and qualifications must be reviewed and re-vetted. Only then can a new card be printed with a new Expire Date.

## g) Logo Coding

Card logo scheme is set by each organization. These logos are not interchangeable. Schemes will be as listed in table 1 on next page.

**h) Name**

The full name shall be printed directly under the photograph in capital letters. The full name shall be composed of a Primary Identifier (last name) and a Secondary Identifier (first name).

Examples:

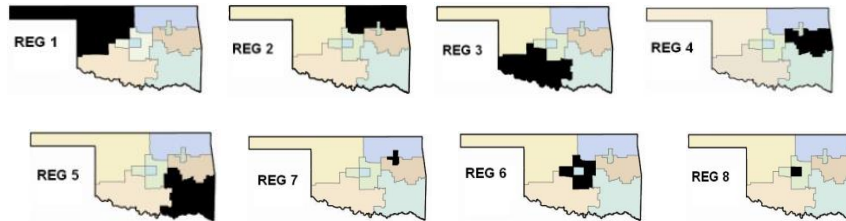
DOE JOHN	DOE JOHN F	DOE JOHN FRANKLIN
SMITH – JONES SUZIE	SMITH - JONES SUZIE M	SMITH – JONES SUZIE MARGARET

The printed name shall match the name on the identity source document provided during identity proofing and registration (i.e. driver’s license).

**i) Jurisdictions Originating Region**

The Homeland Security Region in which the issuing agency resides will be depicted by one of the following graphics.

Examples:










Oklahoma State Emergency Response Departments/Agencies with state-wide jurisdiction will use the following graphic.



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**Table 1**

Logo	Discipline	Text Classification	Organization Examples/Positions
	Fire	Fire Services	City Fire, County Fire, Volunteer Fire Services
	Law Enforcement	Law Enforcement	Local Police, Tribal Police, Sheriff, Highway Patrol, Security, OSBI, Dept of Corrections Officer, Military Style Security Force
	Medical	Health Care	Patient Care Technician, Nurse, Doctor
	Emergency Management	Emergency Management Agency	Designated EM Director, Communications Personnel, Emergency Manager
	Volunteer Organization	Volunteer	Red Cross, CERT, Salvation Army, Baptist Emergency Response Groups, VOAD agency etc.
	Communications	Public Safety Communications	Communications Personnel, Dispatcher
	Public Works	Public Works	Water Department, Emergency Public Works Team, City or County Heavy Equipment Operator, Waste Management
	Rescue	Search and Rescue	State, Local, Tribal Rescue Organizations not affiliated with fire, law enforcement, or other recognized disciplines

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	Public Health	Public Health	Epidemiologist, Sanitarians, Environmental Health Specialists, OKMRC
	Hazmat	Hazmat	State, Local, Tribal Rescue Organizations (Volunteer, Fire Department, Law Enforcement Based Rescue) City, Fire, County Fire, Public Works, HazMat Teams
	EMS	Emergency Medical Services	EMT, Paramedic, Medical First Responder
	Agriculture	Agriculture	Animal Control Officer, Wildlife Control, Agriculture and Animal Health Biologist

## j) Personnel Barcode

The barcode on the front of the card is automatically generated in resourceMGR Web. Example of the Quick Response (QR) Barcode is listed below. (See the [resourceMGR Web User Guide for more information on what is included in each item in the barcode](#)) It contains as a minimum:

- (1) Card 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
- (10) Rank
- (11) Date of Birth



Oklahoma Medical Reserve Corps



RESPONDER  
JOE



Oklahoma

OTHER ID

k) Other ID

Other ID is assigned in the software as an optional field. This can be used as place to display a radio number, patrol number, or any other pertinent reference number for that individual (this is not an option on Passport Tags).



l) Security Lamination

It is recommended that the IDCC includes some form of in-line lamination process. This laminate provides an additional level of security for the card. It also enhances the durability of the card. At this time, lamination is not required, but recommended.

m) Footer

The Footer along the bottom of the card will read the name of the state where the IDCC was issued. This will be used to assist in identification when responders are called to cross state lines for aid and assistance. The Oklahoma IDCC will have "Oklahoma" highlighted in red as the footer.

The bearer of this card is a designated Oklahoma Emergency Responder. After credential verification, bearer should be given access to the incident.

Return To: Height: Eyes: Hair: BRO  
1000 NE 10th 60 GRY

ICS400, AMRO\_2, INVEST

DKN12345678-3/11/2014 OKMRC



**n) Nursing Identification**

The Oklahoma Nursing Practice Act addresses name badges, the law specifically reads, “Any person licensed or certified by the Oklahoma Board of Nursing who provides direct care to patients shall, while on duty, wear an insignia or badge identifying the license or certification issued to such person by the Board”. [59 O.S. § 567.14.B.] This applies to all **licensed** nurses as well as **certified** Advanced Unlicensed Assistants. The license or certification will be put on the badge in one of the following locations:

1. In the “Other ID” field
2. After the last name i.e. Smith, RN
3. After the first name i.e. John, RN

**2. Back of Card**

The back of the law enforcement IDCC will look different than all other cards. It will have the commission statement "THE HOLDER OF THIS CARD IS A COMMISSIONED LAW ENFORCEMENT OFFICER AND HAS STATUTORY POWERS OF ARREST AND IS AUTHORIZED TO CARRY A FIREARM" printed at the top of card.



The bearer of this card is a designated Oklahoma Emergency Response Authority. For more information, please contact the Oklahoma Department of Health, Bureau of Health Services, 800 NE 10th, Oklahoma City, OK 73117. Return To: ICS400, AIMRO\_2, INVEST  
 Height: 60 Eyes: GRY Hair: BRO  
 OKMRC 3/11/2014  
 DKN12345678-3/11/2014

**a) Qualification Field**

The qualification field contains **qualifications** as identified by both the card holder, and the card holder’s organization of affiliation. There is a high-to-low hierarchy in qualifications of Federal then State then Local. **State qualifications shall not supersede federal qualifications and Local qualifications shall not supersede State or Federal qualifications.** If a person or piece of equipment meets a Federal qualification then that will be the qualification it is given.

- (1) Federal, State, Regional, and Local qualifications are developed by various defined groups.
  - (a) State qualifications will be defined and outlined by the working groups in coordination with ESF partners.
  - (b) Regional Qualifications will be defined by local, regional, or state response groups, regional IMT groups, and volunteer organizations with official memberships.
  - (c) Local qualifications will be defined at the local level by local organizations.

(2) Requests to add local qualifications to RMW can be made by filling out the “Qualification Addition Spreadsheet” listed under the resource tab of <http://oklahoma.responders.us/resources/crmcs/crmcs-documents/> and sending the request to Midwest Cards and ID Solutions at email: support@midwestcard.com

(3) All qualifications can have a deadline of membership, or expiration date put into RMW, however, these qualifications will remain active on the IDCC until the card itself expires. It is the organization’s responsibility to track the qualifications of the personnel they are creating credentials for to ensure that they maintain the assigned level of qualification.

(4) 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.

(5) 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.

### b) Medical Barcode

The Medical Barcode is automatically generated from the “Resource Manager” software. (See the resourceMGR Web [User Guide for more information on what is included in each item in the barcode](#)) It contains the following **OPTIONAL** information:

- (1) Gender
- (2) Blood Pressure
- (3) Blood Type
- (4) Allergy Conditions
- (5) Medical Conditions
- (6) Physician
- (7) Insurance
- (8) Weight

- (9) Emergency Contact Name
- (10) Emergency Contact Phone

**\*\* ATTENTION\*\***

**Card holders should be advised that the information contained in the barcode is not encrypted and can be read. It is not protected, should you choose to disclose it.**

### **D. *Verification***

Verification 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 provide signature for personnel qualifications.

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

### **E. *Revocation***

A critical component of identity and qualifications is revocation. Organizations need to have a process in place to revoke credentials when certain events occur. No more than 18 hours after a person is relieved of their position, no matter the condition of their release, it is the issuing organization's responsibility to destroy the card using the guidelines listed in paragraph F. Likewise, if an individual's qualifications change, their credentialing information should also be updated in the affected databases or records within 30 days.

### **F. *Card Disposal***

Expired, revoked, or returned credential cards should be shredded if possible but will be destroyed by cutting through the barcode as a minimum 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.

## VIII. Deployment

In addition to the legally mandated requirements of the credentialing effort, there are other aspects that will 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 IDCCs 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 to an incident.

### A. *Access*

NIMS intentionally limits access to 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 EMAC and mission assignments to Federal agencies to provide Direct Federal Assistance. Personnel that arrive to check-in that have not been credentialed and authorized are to be turned away at the discretion of the Incident Commander. Once accountability is established, no one should be granted access to an incident that has not been credentialed, either with an IDCC or a rapidTAG™.

### B. *Affiliation*

[Oklahoma County MRC](#) and OCCHD recognize 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, contractors working to restore power for a critical infrastructure, key resource (CIKR) utility company would gain access based on their affiliation with the CIKR Company

### C. *rapidTAG*

The rapidTAG cards are incident-specific IDCCs that are used to account for personnel, equipment, or companies that have not been issued or do not have the RMW IDCC on hand. An individual's qualifications and mission tasking need to be verified prior to issuing a rapidTAG. Color coded cards will be determined as needed per incident.

## The Personnel rapidTAG card contains:

- (1) Incident Name
- (2) Organization
- (3) Organization Type specific icon
- (4) First Name Last Name
- (5) Rank
- (6) Role
- (7) Location
- (8) Expiration



## The Personnel barcode will contain the following:

- (9) Organization Country
- (10) Organization State
- (11) Organization Type
- (12) Organization ID
- (13) Personnel ID
- (14) First and Last Names
- (15) Rank
- (16) Date of Birth
- (17) Qualifications

## The Equipment rapidTAG card contains:

- (1) Incident Name
- (2) Organization
- (3) Organization Type specific icon
- (4) Description
- (5) Make Model
- (6) Role
- (7) Location
- (8) Expiration



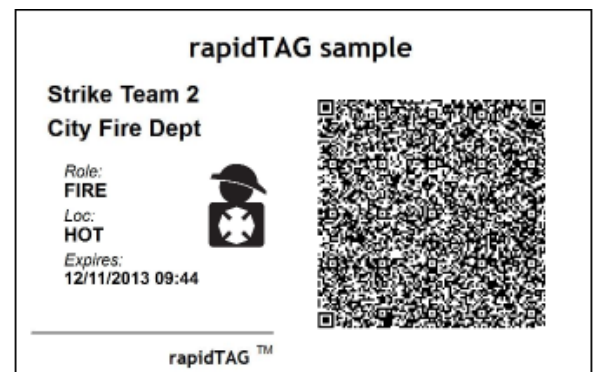
**The Equipment barcode will contain the following:**

- (9) Organization Country
- (10) Organization State
- (11) Organization Type
- (12) Organization ID
- (13) Organization Name
- (14) Equipment ID
- (15) Make
- (16) Model
- (17) Description
- (18) Manufacture Date
- (19) Equipment Type
- (20) Date in Service
- (21) Qualifications

**A “Company” is a group of single resources.**

**The Company rapidTAG card contains:**

- (1) Incident Name
- (2) Company Name
- (3) Organization
- (4) Role
- (5) Location
- (6) Expiration



**The Company barcode will contain the following:**

- (7) Organization Country
- (8) Organization State
- (9) Organization Type
- (10) Organization ID
- (11) Company ID

- (12) Company Name
- (13) Qualifications
- (14) Equipment and Personnel Barcode data from contained Equipment and Responders

## D. *Passport Tags*

Passport Tags are three-on-one perforated cards. They are printed on special card stock so you end up with a keychain-sized ID (similar to a grocery store loyalty card or library card). They allow you to use interTRAX in conjunction with your velcro or magnetic passport accountability system. These tags are not a substitute for the IDCC printed from RMW. They are to be used for manual accountability or ID label (attached to collar or helmet).

The 3-tag passport cards are printed using the “People” option selecting the card printer, selecting the design “R\_Card\_3\_tag”.





## IX. Attachment 1: Organization Name Template

**State organizations** will be prefaced with “OK” i.e. OK Dept. of Transportation, OK State Highway Patrol, OK Dept of Agriculture

**County organizations** will use the two letter identifier for the county and “Co”. I.e. **LO Co FD Dist 1** would be Logan County Fire District.

**City organizations** will be the city name then organization i.e. Mount Hope EMS or South Hutchinson VFD

**Private Industry** will use their organization name. i.e. OG&E, Aggreko

**Volunteer organizations** will use their organization name. i.e. Red Cross, United Way

Common abbreviations will be allowed. Some examples are listed below. These should be used when applicable:

Dept = Department (only when not accounting for a fire, police or public health department)

Dist = District

Div = Division

EMS = Emergency Medical Services

Env = Environment

FD = Fire Department

PH = Public Health Department

Mgmt = Management

EM = Emergency Management

PD = Police Department

PU= Public Utilities

PW= Public Works

VFD = Volunteer Fire Department

## X. Abbreviations for Counties in Oklahoma

County	Abbreviation	County	Abbreviation	County	Abbreviation
Adair	AD	Jefferson	JE	Seminole	SE
Alfalfa	AL	Johnston	JO	Sequoyah	SQ
Atoka	AT	Kay	KA	Stephens	ST
Beaver	BV	Kingfisher	KF	Texas	TX
Beckham	BH	Kiowa	KW	Tillman	TI
Blaine	BL	Latimer	LA	Tulsa	TU
Bryan	BR	Le Flore	FL	Wagoner	WG
Caddo	CD	Lincoln	LN	Washington	WA
Canadian	CA	Logan	LO	Washita	WS
Carter	CR	Love	LV	Woods	WD
Cherokee	CE	Major	MA	Woodward	WW
Choctaw	CH	Marshall	MH		
Cimarron	CI	Mayes	MY		
Cleveland	CL	McClain	MC		
Coal	CO	McCurtain	MN		
Comanche	CM	McIntosh	MI		
Cotton	CT	Murray	MU		
Craig	CG	Muskogee	MS		
Creek	CK	Noble	NB		
Custer	CU	Nowata	NO		
Delaware	DE	Okfuskee	OF		

## Comprehensive Resource Management and Credentialing System

Resource Manager Web Credentialing Policy

V1 / 29 May 2014

<b>Dewey</b>	<b>DW</b>	<b>Oklahoma</b>	<b>OK</b>		
<b>Ellis</b>	<b>EL</b>	<b>Okmulgee</b>	<b>OG</b>		
<b>Garfield</b>	<b>GF</b>	<b>Osage</b>	<b>OS</b>		
<b>Garvin</b>	<b>GV</b>	<b>Ottawa</b>	<b>OT</b>		
<b>Grady</b>	<b>GD</b>	<b>Pawnee</b>	<b>PW</b>		
<b>Grant</b>	<b>GT</b>	<b>Payne</b>	<b>PA</b>		
<b>Greer</b>	<b>GR</b>	<b>Pittsburg</b>	<b>PB</b>		
<b>Harmon</b>	<b>GM</b>	<b>Pontotoc</b>	<b>PN</b>		
<b>Harper</b>	<b>HA</b>	<b>Pottawatomie</b>	<b>PM</b>		
<b>Haskell</b>	<b>HK</b>	<b>Pushmataha</b>	<b>PU</b>		
<b>Hughes</b>	<b>HG</b>	<b>Roger Mills</b>	<b>RM</b>		
<b>Jackson</b>	<b>JK</b>	<b>Rogers</b>	<b>RG</b>		