

All-Hazards Incident Management Teams Association  
Interstate Incident Management Team Qualifications System Fact Sheet  
February 2015

- Fact 1. The AHIMTA Interstate Incident Management Team Qualifications System (IIMTQS) is a living system and will be updated to reflect new or updated practices in incident management personnel qualifications.
- Fact 2. The IIMTQS Guide provides a minimum standard that States are encouraged to adopt for their Incident Management Team (IMT) qualifications guidelines. The intent is for consistency for IMT personnel qualifications across the United States, particularly when used for interstate IMT deployments.
- Fact 3. The All-Hazards Incident Management Teams Association (AHIMTA) has published position task books as part of a comprehensive system. No single component should exist alone but rather be part of an entire qualification system for the administration of the PTBs and the relationship of PTBs to qualifications and other criteria. The system is comprised of 3 components:
- 1) Interstate Incident Management Teams Qualification System Guide
  - 2) Position description/qualification tables (incorporated in the Guide)
  - 3) Position task books (PTB)
- Fact 4. The USFA Guide for Type 3 has not been updated since 2010 and is rather sparse. It also does not fully explain the administration of an Incident Qualification System. The AHIMTA believes it would be difficult for a state to develop the framework for a qualification system from that document.
- Fact 5. The Guide details the processes, organizational roles and responsibilities, and other important aspects, both administrative and operational, of developing and maintaining an effective qualification system.
- Fact 6. The Guide describes the different categories of training that are important to the development of effective Incident Management Team personnel.
- Fact 7. The System is intended to be “interoperable” recognizing that individuals desiring to contribute to all-hazards Incident Management Teams may have a diversity of applicable training and experience from their discipline-specific backgrounds. The Guide describes the process for determining equivalent training and how previous experiences may count toward qualification.
- Fact 8. The Guide details the attributes of exercises, as well as incidents and planned events that can be used toward qualification.
- Fact 9. The IIMTQS Guide provides a mechanism for an individual to use previous knowledge and skills to be qualified through Recognition of Prior Learning (RPL).
- Fact 10. NWCG has had an entire system for some time (PMS 310-1 and PTBs) but that system is focused on wildfire and prescribed fire exclusively.

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- Fact 11. The use of the Position Task Books (PTBs) developed by AHIMTA is preferred but PTBs from other nationally recognized entities such as NWCG & USFA are accepted (caution some FEMA PTBs are specific for FEMA employees for FEMA operations and do not distinguish between T1, T2, or T3). If a PTB is currently being used it is not necessary to start a new one. Final decisions on which PTBs are approved rest with the State Qualification Review Committee (SQRC) as outlined in the Guide.
- Fact 12. The AHIMTA direct entry Type 3 General Staff PTBs have tasks for subordinate positions which evaluates an individual's skills to be qualified at the type 3 level without having been qualified at subordinate positions as other qualifications systems require.
- Fact 13. The FEMA PTBs (ca. 2007) do not have as user-friendly a coding system for the all-hazards world. While the IIMTQS **highly** recommends the very lowest minimum of experience on one incident for qualification, it allows for increased use of qualifying exercises, as defined in the IIMTQS, in demonstrating satisfactory performance. For instance, the FEMA OSC PTB has a total of 69 tasks – only one of which is coded as “O” (task may be performed on an exercise). All the other 68 are coded as “I,” and only “I” (“task must be performed on an incident”). The AHIMTA OSC3-AH PTB does not have any of its 66 tasks that can only be completed on an incident.
- Fact 14. A “Shadow Opportunity” is not the same as a “Position Performance Assignment or Training Assignment”. A “Shadow Opportunity is where an individual is at an incident/event only to observe an individual or team to gain knowledge. A “Position Performance Assignment or Training Assignment” is where a trainee is being actively trained, coached or evaluated in the performance of a position during a qualifying assignment.
- Fact 15. The IIMTQS is a performance-based system that requires individuals to perform specific tasks identified in a PTB for an individual to become qualified in a position.
- Fact 16. A qualified IMT should at a minimum consist of the command and general staff qualified at the level of the complexity of the incident they are expected to manage (i.e., a Type 3 incident should be managed by a IMT where the C & G all are qualified at the type 3 level).
- Fact 17. A qualified IMT is used to manage an incident in the field and may be used to assist in the operations of a EOC, while an Incident Management Assistance Team (IMAT) or Incident Management Support Team (IMST) is used to assist in the operations of a EOC and usually does not have all the qualified members needed to manage an Incident.
- Fact 18. The vision of the AHIMTA is to have a cohesive, comprehensive qualification system that will include Unit Leaders and other ICS positions along with discipline specific endorsements. Following completion of these, all-hazard Type 2 and Type 1 qualification standards will be developed.