Interstate Incident Management Qualifications System (IIMQS) Guide

Formerly titled
"Interstate Incident Management Teams Qualification System Guide"

October 2018 Edition

The All-Hazards Incident Management Teams Association

The All-Hazards Incident Management Teams Association (AHIMTA) is a 501(c)3, not for profit professional association founded in 2010, comprised of several hundred “grass-roots level” incident management practitioners from multiple disciplines representing federal, state and local agencies, nongovernmental organizations, and the private sector. The primary motivation for creating the Association was the critical need for standardized NIMS ICS qualifications for All-Hazards Incident Management Team (AHIMT) personnel, particularly at the Type 3 complexity level, to enable standards for interstate deployment.

In 2013, the AHIMTA formed the Incident Qualification System Committee (IQSC) to further Incident Command System (ICS) qualifications guidance work started at the federal level by the National Integration Center (NIC) of the Federal Emergency Management Agency (FEMA). After a year of development by the IQSC, stakeholder input, and vetting, the AHIMTA published the first edition of the Interstate Incident Management Team Qualifications Systems Guide in March of 2014.

In 2018, significant editing and enhancements were made to ensure it remained complimentary with new FEMA and DHS guidance documents. During the editing, a decision was made to eliminate the word “team” from the guide to promote its use in developing an overall NIMS ICS qualifications program. The Interstate Incident Management Qualifications System Guide (the “Guide”), Incident Command Position Description Qualifications Tables (ICPDQT), and Position Task Books (PTBs) are owned and maintained by the AHIMTA as the components of its standard, the *Interstate Incident Management Qualifications System*. Any comments, corrections, or suggestions to this Guide or to any component of its *Interstate Incident Management Qualifications System* should be emailed to the All-Hazards Incident Management Teams Association at AHIMTA@AHIMTA.org.

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Acknowledgements

The IIMQS is based on the initial work accomplished by the FEMA Incident Management Working Group, which transitioned into the FEMA Incident Management Support Team in 2012. That work was then adapted by a committee whose members represented the states of Colorado, Utah, North Dakota, and Montana. Committee members received vital support from FEMA Region VIII. The All-Hazards Incident Management Teams Association's Incident Qualification System Committee then further adapted the work for national application. A significant amount of the work involved in developing the original draft of this document was accomplished under a grant from FEMA's Grant Program Directorate, US Department of Homeland Security. The AHIMTA sincerely appreciates the efforts, support, and assistance the US Department of Homeland Security, the National Integration Center, and FEMA Region VIII provided in furthering the development of the original draft documents.

Approval and Revision Chronology

States and/or entities who adopt this *Guide* to develop their qualifications program should periodically review the most current version to ensure their qualifications program reflects any revisions or additional guidance. The *Guide* and all revisions are published for comment and all comments are adjudicated. Revisions were adopted by the Board of Directors of the All-Hazards Incident Management Teams Association at the regular monthly meetings on the dates shown.

Revision Date	Revised Sections
March 28, 2014	Original adoption of Interstate Incident Management Qualifications System Guide (IIMQS).
January 30, 2015	Section III: Additional definitions are added Section VII and VIII: Additions made corresponding with new definitions in Section III. Section XV: Type 3 Command and General Staff position descriptions are added. Task Books corresponding to these positions are also approved and available separately
May 4, 2015	Section III: Additional definitions are added, Section XV: Clarification and guidance related to Technical Specialists and Endorsements. Section XV: Addition of Position Descriptions for RESL, SITL, STAM, and COML.

Revision Date	Revised Sections
May 2, 2016	Section III: Additional definitions are added, Section VII: Clarification and guidance related to Hazardous Materials Training. Section VIII: Revisions to Position Task Book task codes and names for Physical Fitness categories. Section XV: Position Descriptions – changed E/L-947 to G-191 or equivalent. Added Unit Leader Position Descriptions. Appendix D: Addition of RPL Self-Assessment & Portfolio Worksheet. Appendix S: Placeholder for State Specific Requirements.
December 5, 2016	Command and General Staff task books updated
October 01, 2018	Document reformatted. Retitled (see page i). All Sections renumbered. Language edited for consistency with the following documents: 1) NIMS, 3rd edition (2017) 2) NIMS Guideline for the National Qualification System (2017) 3) NIMS Qualifications Review Board Supplemental Guidance (2018) 4) Draft of Coach-Evaluator Supplemental Guidance (2018) Section XI: To match NQS, the ICPDQT was revised to reflect the required completion of the appropriate position specific course and other training. Section IV and Appendix A: Completion of PTB now requires that at one performance opportunity be completed on an actual incident meeting the criteria in task code I1.

Why Jurisdictions Are Using This Standard to Develop Their Program

The primary advantages to jurisdictions using the Interstate Incident Management Qualifications System *Guide (IIMQS)* in place of the National Qualification System when developing their NIMS ICS qualifications program comes from the level of detail and guidance provided to adopting entities. Although both documents originally came from one common NIMS ICS qualifications guidance document, the advantages to using the IIMQS are:

- When the original NQS development stalled, the AHIMTA was provided a draft for further refinement and development using stakeholder and practitioner best practices and input. This process has a six-year head start over the NQS.
- The IIMQS has been adopted and implemented by numerous states and entities. Those adopting entities have access to a wealth of implementation guidance and expertise from that community. As of the date of publication of this document, the NQS has not yet been adopted or implemented by a jurisdiction or organization.
- The IIMQS is continually being refined and improved by the AHIMTA IQS Committee. The committee ensures that any jurisdiction or organization that adopts the IIMQS as guidance is exceeding the NQS and any supplemental guidance, while still benefitting from practitioners' best practices and experience.
- The IIMQS includes additional definitions deemed necessary for proper implementation of a program.
- The IIMQS addresses areas where additional guidance is needed to streamline implementation.
    - All Position Task Book related information pulled into one appendix
    - Additional guidance, citations, and references regarding "Equivalency Process"
- The NQS was not developed to replace any process, but intended to assist those that had none.

> *…Many organizations and jurisdictions have already established processes for qualifying, certifying, and credentialing incident management and support personnel. This Guideline does not replace these procedures."*
> *(NQS, page 2)*

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I. IIMQS Overview

A. Background

(1) NIMS and the Incident Command System

The National Incident Management System (NIMS) is the system adopted across the United States for managing emergency preparedness, response, mitigation, and recovery efforts, especially for those emergencies where multiple jurisdictions are involved or interstate mutual aid is required.

The National Incident Management System (NIMS) third edition, issued in November of 2017, describes NIMS Resource Management as:

> *"NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction's resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.*
>
> *Qualifying, certifying, and credentialing are the essential steps, led by an AHJ, that help ensure that personnel deploying through mutual aid agreements have the knowledge, experience, training, and capability to perform the duties of their assigned roles. These steps help to ensure that personnel across the Nation are prepared to perform their incident responsibilities based on criteria that are standard nationwide." (NIMS, page 6.)*

The primary mechanism for the deployment of personnel and resources across State borders is the Emergency Management Assistance Compact (EMAC). Existing State-to-State Compacts may also be utilized as necessary and applicable to the situation.

The Interstate Incident Management Qualifications System (IIMQS) standard, including this *Guide,* integrates best practices adapted from the experience the National Wildfire Coordinating Group (NWCG) gained while implementing and managing their wildland fire-oriented ICS qualification system during the last several decades. Jurisdictions that developed their own qualifications programs using the NWCG guidance also contributed valuable experiences and lessons learned to this Guide's development.

(2) Qualifications and Credentialing

Credentialing under NIMS guidelines is essential to the emergency management community in that it ensures and validates the identity and attributes (e.g., affiliations, qualifications, or privileges) of individuals through standards of capability and performance. Having established standards allows the community to plan for, request, and have confidence in resources deployed from other jurisdictions for emergency assistance. Credentialing ensures that personnel resources match

requests and supports effective management of those deployed personnel. The process for attaining and documenting qualifications is an important component of credentialing personnel. The AHIMTA does not provide credentialing services but has developed standards for a qualification and credentialing system managed by the States.

The terms “credentialed” and “credentialing” are defined as:

> ***“****Credentialing occurs when an AHJ or third party provides documentation—typically an identification card or badge—that identifies personnel and authenticates and verifies their qualification for a particular position. While credentialing includes issuing credentials such as identification cards, it is separate from an incident-specific badging process, which includes identity verification, qualification, and deployment authorization.” (NIMS, page 7.)*

(3) The National Qualifications System

The National Incident Management System Guideline for the National Qualification System (the “NQS”), is a guidance document developed in 2017 by the Federal Emergency Management Agency. The IIMQS Guide, and the elements included in the NQS were originally developed by the same working group (see the “acknowledgement” section) and share common processes and procedures. While FEMA delayed further development of the NQS for several years, the AHIMTA utilized the draft language and continued development of the original guidance to refine and operationalize it, and then published it as this *Guide*. The *Interstate Incident Management Qualifications Standard* is a more refined, vetted, and complete set of guidance documents than currently provided by FEMA. Jurisdictions that have or are considering adopting this Guide to develop their qualifications system are assured that the NQS does not invalidate or supersede the IIMQS standard or this *Guide*. The NQS document states that existing qualifications systems like the IIMQS and any jurisdictions adoption of it as their standard are complimentary to the efforts of the FEMA NQS and are aligned with the intent and purpose of their guidelines.

> *“…Many organizations and jurisdictions have already established processes for qualifying, certifying, and credentialing incident management and support personnel. This Guideline does not replace these procedures. Rather, it helps AHJs build or refine qualification, certification, and credentialing processes to be effective and consistent nationwide. The qualification, certification, and credentialing processes described in the Guideline are voluntary for all non-Federal entities. This document supersedes the 2011 version of the NIMS Guideline for the Credentialing of Personnel.” (NQS, page 1)*

The Incident Qualification System Committee of the AHIMTA continues to be a very active and significant contributor to the NQS and other guidance documents, providing input, feedback, and comments during development in an effort to ensure that the NQS and this *Guide* are complimentary and all additional guidance compliment the work of the Association. The resulting efforts are that this *Guide* is consistent with NQS guidance and meets or exceeds the guidelines it presents.

Jurisdictions or organizations that have, or are considering adopting this Guide to develop their qualifications system are assured that the *Guide* fully meets the intent and guidelines of the NQS.

> *"…While FEMA provides guidance and tools, AHJs are responsible for qualifying, certifying, and credentialing personnel. AHJs are encouraged to implement qualification, certification, and credentialing processes consistent with NQS guidance to ensure their personnel are prepared to perform the responsibilities associated with their specific incident-related positions." (NQS, page 4)*

B. Scope

This *Guide* contains standardized best practice processes and procedures for developing an All-Hazards incident management qualifications program for the ICS positions typically needed to staff an Incident Management Team (IMT) at the Type-3 complexity level where IMT resources are mobilized across State borders. Based on its interstate nature, the name "*The Interstate Incident Management Qualification System"* (IIMQS) was selected. The *Interstate Incident Management Qualification System Guide* is intended to provide a process that can be adopted and used by any State, Territory, or Tribal government[1] while developing their NIMS ICS All-Hazards incident management qualifications program.

(1) Recognition of Other Qualifications Systems

The IIMQS recognizes that specific disciplines may have established qualifications standards, such as the PMS 310-1 *Wildland Fire Qualification System Guide* utilized by the National Wildfire Coordination Group*. S*tandards established by other qualifications bodies should be used in conjunction with this G*uide* through the use of "endorsements" developed by specific disciplines, primarily in the functional areas of Operations and Safety. The need for an endorsement is typically determined by a specific discipline after reviewing this *Guide* and their current qualifications system. The use of Endorsements will require integration and coordination with appropriate stakeholder organizations. See Technical Specialists and Endorsements in Section XI.

(2) Preemption

The IIMQS does not preempt or invalidate any state or local government, tribe, NGO, or the private sector from exercising their legal authorities or rights to establish or maintain local qualification standards and processes. The IIMQS is the result of a comprehensive study of national qualification guidance and proven best practices. Although written for interstate use, each State is also encouraged to adopt this *Guide*

[1] For the purposes of this *Guide*, "state" refers to the 56 states, territories, and insular areas (which includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) and tribal governments. See footnotes on page 15 regarding implementation.

for "intrastate" use to qualify personnel for mobilization across local jurisdiction boundaries within the State.

(3) Minimum Standards

A state or local AHJ may add, augment, or require more restrictive standards for qualifying incident personnel within their own jurisdiction.

Additional stipulations or requirements above the IIMQS standard should be carefully considered. AHJs requesting assistance from outside their jurisdiction using more restrictive standards than stated in the IIMQS may significantly limit their ability to receive requested personnel.

C. Purpose

The primary purpose of the IIMQS is to provide a best practice, practitioner vetted, minimum standard that jurisdictions can utilize to develop their NIMS Incident Command System (ICS) incident management personnel credentialing system. This *Guide* and the entire AHIMTA standard provide the fundamental criteria to assess, develop, implement, and maintain a program for qualifying incident management personnel. These personnel may either become members of an organized incident management team being formed by an AHJ or they may be individuals, referred to as "single resources," that will be used to either fill gaps in rostered IMTs or used to augment existing capability.

D. Application

The primary application is for state level governments to adopt and utilize this *Guide* while developing their individual state's NIMS ICS All-Hazards qualifications programs so they will meet or exceed the NQS qualifications guidelines issued by the FEMA. No State can, nor is it desirable, to implement either the NQS or this *Guide* as written; it is a guide to use while developing a program and not the program itself. Both documents provide a framework or minimum standard to utilize as a jurisdiction develops their own qualifications program. Each State faces a unique set of challenges and opportunities in building their State program that should be addressed in its own program's documentation. The adopting State does, however, agree that this *Guide* provides consistency through the use of best practices and minimum standards, and outlines the common goal. Furthermore, each State should commit to moving toward that goal as aggressively as possible.

Non-state entities such as other public, not-for profit, non-governmental organizations (NGO), and private entities on a local, regional, national, and international basis may desire to utilize this *Guide* when developing their individual programs. However, in order for the IIMQS to function as designed within the United States, individual states must adopt and utilize this document while developing their NIMS ICS qualifications programs.

E. The All-Hazards Incident Management Teams Association Qualifications System

The Interstate Incident Management Qualifications System Guide (the "Guide"), the Incident Command Position Description Qualifications Tables (ICPDQT), and the Position Task Books (PTBs) are components of the AHIMTA *Interstate Incident Management Qualifications Standard*. The standard and its components meet or exceed

all guidance provided by FEMA in the National Incident Management System Guideline for the National Qualification System (NIMS NQS) and other developed guidance documents.

The All-Hazards Incident Management Teams Association Qualifications System is a nationally recognized standard consisting of the following components:

F. Objectives Achieved Though Adoption of IIMQS

States adopting this Guide and the other AHIMTA components as the basis for developing their individual program enable all levels of government within the State to create a deployable workforce of qualified, certified, and credentialed personnel to manage All-Hazard incidents. The use of this Guide maximizes those efforts by:

1. Integrating best practices into a comprehensive framework of guidelines and procedures for developing, implementing, and managing an ICS qualification process.
2. Establishing a set of qualification criteria and a supporting system agreed upon by the signatory States.
3. Establishing minimum training and qualification standards for positions associated with Type 3 Incident Management Teams.
4. Providing an integrated system of guidance and complimentary Position Task Books that were designed specifically for All-Hazards qualifications systems.
5. Eliminating redundancy and unnecessary requirements.

6. Retaining the core principle of a performance-based qualification system similar to that which is established by other nationally recognized entities that have implemented performance-based qualifications programs.
7. Emphasizing the development of position-critical skills within the context of actual or simulated incidents and events where classroom training is the foundation for these skills.
8. Providing for qualification through a Recognition of Prior Learning (RPL) process.

G. Guiding Principles of Adopting the IIMQS

1. States adopting this *Guide* to develop their program:
   (a) assume overall responsibility to develop, implement, and maintain qualification processes sufficient to assure that individuals who are qualified within the IIMQS meet the standards described herein.
   (b) recognize that individuals with oversight responsibility have the obligation to make thoughtful and measured decisions regarding the readiness of the specific position candidate to advance on to the next phase in the training and development continuum and, ultimately, make a qualification determination. Fulfilling that responsibility can potentially override a decision where otherwise the candidate appears to be fully meeting the IIMQS required criteria.
2. Adopting States recognize that there are a number of oversight and supervisory roles that different individuals fill during the training, coaching, performance evaluation, documentation review, certification, and credentialing of a position candidate. For the IIMQS to operate with integrity, it is of the utmost importance that each individual fulfills the responsibilities inherent in each of these oversight roles. No amount of guidance, qualification criteria, or rules put into a qualifications guide book, no matter how well-crafted and precise, can compensate for a lack of due diligence by each of these key personnel.
3. Adopting States agree that successful performance of the tasks in the Position Task Book (PTB) are the definitive component of this performance-based qualification system. As the core of the IIMQS, evaluation of a trainee's performance of the PTB competencies is to be rigorously applied – whether through traditional trainee assignments or through the Recognition of Prior Learning process.
4. Adopting States recognize that the AHIMTA position task books should be studied and reviewed for adoption in whole, or as the baseline if developing their own. The AHIMTA PTBs have been specifically designed as an integral component of the standard and are truly All-Hazards in nature.
5. States signatory to this Guide agree that the criteria outlined in the Incident Command Position Description Qualification Tables are considered the minimum personnel qualifications.
6. States signatory to this Guide agree that the criteria outlined in the AHIMTA Position Task Books are considered the minimum performance criteria for qualifications and must not be diluted, in whole or in part.

7. Adopting States agree that there is flexibility to incorporate locally derived criteria when necessary. Though the specific qualification processes and procedures may vary from state to state, all personnel credentialed through this system must have demonstrated satisfactory performance in the relevant ICS position to become qualified.

II. Definitions and Key Terms

The definitions contained in this chapter shall apply to the terms used within this Guide. Where terms are not defined in this chapter or subsequent chapters, they shall be defined using their ordinarily accepted meanings within the context in which they are used.

A. Incident Management Team Related

1. Incident Management Team

An Incident Management Team (IMT) is an Incident Command System organization made up of the Incident Commander (IC) or Unified Command (UC), the necessary Command and General Staff members, and other ICS positions considered appropriate by the team's sponsoring jurisdiction or organization that can be deployed or activated when needed to safely, effectively, and efficiently manage an incident or event. IMT members are trained and qualified to function in their assigned positions of the NIMS Incident Command System (ICS). Pre-established IMTs exist at national, state, and local levels and have formal notification, deployment, and operational procedures in place. In other cases, "ad hoc" IMTs may be formed at an incident or for specific events from available, qualified individuals. IMTs are "Typed" at different levels (Type 1, 2, 3, or 4) according to the qualifications of the IMT team members to handle different levels of an incident or events' "complexity." The level of qualifications of the IMT members, coupled with the IMT's identified response capabilities and responsibilities, are factors that determine an IMT's complexity type. The complexity of an incident may be used to help determine the appropriate Type of an IMT that may be requested. See Section VIII, *Incident Complexity.*

2. All-Hazards Incident Management Team

An All-Hazards Incident Management Team (AHIMT) is an IMT that is a Multiagency/ Multijurisdictional in membership formed and managed at the state, regional, tribal, or local level and available for rapid deployment. An AHIMT is deployed as a team of trained and qualified personnel to provide initial responders with either assistance or management of major and/or complex incidents that may extend into multiple operational periods and require a written Incident Action Plan (IAP). The AHIMT personnel have backgrounds in many disciplines including: fire, rescue, emergency medical service, law enforcement, public health, public works, emergency management, hazardous materials, and others.

a. Roles of an AHIMT/IMT in Managing an Incident/Event

There are two main incident management functions that an AHIMT/IMT may be requested to fulfill:

(i) Incident Management Assistance - assisting a local jurisdiction or agency in managing an incident or event, or

(ii) Incident Management - delegated the responsibility to manage the incident or event for and in place of the local jurisdiction managing the incident or event itself.

The function, degree, and scope of the AHIMT/IMT's assignment is determined by the host and/or requesting jurisdiction. Although an AHIMT/IMT may be delegated

the authority to manage an incident through a Delegation of Authority (DoA), the IC/UC still work for and manage the incident or event under the authority of the person(s) who signed the delegation. The person(s) representing the jurisdiction(s) who signed the DoA does not abdicate their jurisdictional authority or position because they maintain the ability to redefine, rescind, or de-delegate the IC/UC management responsibility when necessary or needed.

3. Incident Management Assistance Teams

Numerous jurisdictions who host organized Incident Management Team programs have built their program on the foundation that they will only assume a supporting role to the “in place” and on-scene incident management structure provided by the requesting jurisdiction. The decision was made in order to eliminate the perception that someone from “outside” the jurisdiction might be coming in to “take over” the local personnel’s incident. As a result, many host jurisdictions refer to their IMT as an “Incident Management Assistance Team” (IMAT). In those cases, the IC/UC, selected Command and General Staff, and possibly Unit Leader positions will continue to be staffed by personnel from the initial organization or jurisdiction with the incoming IMT providing assistance by staffing needed vacant positions and functioning as Assistants, Deputies, or in a support/mentor role in the others.

4. Federally Sponsored (NWCG) Managed IMTs

Type 1 and Type 2 federally sponsored IMTs that are managed under the auspices of the NWCG. These teams are not available for deployment through the Emergency Management Assistance Compact (EMAC) authority. The federally sponsored IMTs are limited to deployments to incidents within the current federal mobilization system (e.g., Stafford Act declarations, ESF #4).

(a) *Other Types of Incident Management Teams*

(i) FEMA IMAT for Joint Field Office (JFO) Operations

The primary mission of a FEMA IMAT is to deploy to an incident or incident-threatened venue, establish or assist in staffing a Joint Field Office (JFO), provide leadership in the identification and provision of Federal assistance, and coordinate and integrate inter-jurisdictional response in support of an affected state or territory. FEMA maintains two kinds of IMATs, National IMATs and Regional IMATs, and organizes them according to principles of ICS. The IMAT also coordinates with State officials, other key partners, the Regional Response Coordination Centers (RRCC), and the National Response Coordination Center (NRCC) staff at FEMA Headquarters to share information, plan, deploy Federal resources, and work collaboratively to help stabilize the incident and meet the needs of survivors.

(ii) **FEMA USAR Incident Support Team (IST)**

The mission of the Urban Search & Rescue (USAR) Incident Support Team (IST) is to provide Federal, state, and local officials with technical assistance in the acquisition and use of ESF #9 resources through advice, incident command assistance, and management and coordination of US&R task forces, and to obtain ESF #9 logistic support. The IST will deploy as soon as

possible in order to act as a liaison with state and local officials as well as to prepare for the support of incoming USAR task forces. The IST has command authority over task forces assigned similar to the Area Command concept. The IST generally mobilizes with an initial complement of 30 personnel and organizes using a standard Incident Command structure.

B. Other Definitions and Terms Used in this Guide

1. Authority Having Jurisdiction

The Authority Having Jurisdiction (AHJ) is an organization, office, or individual having statutory responsibility for enforcing the requirements of a code or standard or for approving equipment, materials, and installation or a procedure. For the specific purposes of this *Guide*, the relevant AHJ is the State[2]. Other references to AHJ will note a qualifier such as "local" AHJ, if necessary. When referring to the States that are signatory to this *Guide* the word "State" will always be capitalized.

2. Certification

The process of authoritatively attesting that individuals meet qualifications established for key incident management or support functions and are, therefore, qualified for specific positions. Certification of personnel ensures personnel possess a minimum level of training, experience, physical and medical fitness, and capability appropriate for a particular position.

3. Coach/Trainer

A Coach/Trainer is an individual that provides instructions and mentoring to a trainee, whether in the classroom, on the job, planned event, or on an incident. The Coach/Trainer must be qualified in the position they are coaching or supervise that position in the ICS system. The coach should not perform the duties of the Evaluator at the same time, ensuring the integrity of the qualifications system is preserved. States are encouraged to use Coach/Trainers qualified under U.S. Coast Guard, NWCG, and other Federal or State level qualification systems.

4. Core Competencies

Core Competencies refer to a broad description that groups the behaviors necessary to perform a specific ICS function. Competencies are a national "benchmark" and have been agreed to by major ICS training organizations. These competencies form the basis for position specific training, position task books, job aids, and other performance-based documents.

5.Credentialing

[2] For the purposes of this Guide, "State" refers to the 56 states, territories, and insular areas (which includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) and Tribal governments. Non-state entities that adopt this guide should make the appropriate terminology adjustments during adoption and implementation.

Providing documentation that identifies personnel and authenticates and verifies their qualification for a particular position.

6. Credentialing Authority

The person or organization that has the authority to credential personnel for a specific jurisdiction or organization. This may or may not be the AHJ (see NIMS).

7. Currency

Successful performance on a qualifying incident, event, or exercise in a position or associated position for which an individual is qualified, at least once every five (5) years on a qualifying incident, event, or exercise (See Section III(D) and IV(H).

8. Direct Entry

A process that allows personnel to be qualified for certain supervisory positions without previously obtaining subordinate position qualifications. (Direct Entry is detailed in Section XI(A)(3).

9. Emergency Management Assistance Compact (EMAC)

The Emergency Management Assistance Compact (EMAC), established in 1996, provides for mutual assistance between the States in managing any emergency or disaster that is duly declared by the Governor of the affected State(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack. This compact provides for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods.

10. Endorsements

Knowledge and skills that have been identified and demonstrated as needed for disciplines at an incident (e.g., hazardous materials, wildfire). In most cases these situations may be solved through the recruitment and use of Technical Specialists. There may be, however, situations where an industry association, governmental organization or group, professional or discipline specific non-profit, or State identifies the need to add discipline- or hazard-specific requirements over and above the criteria found in the AHIMTA Job Titles. (See Section XI(A)(4), *Technical Specialists and Endorsements*)

11. Entry Level

An ICS position that has no requirements for gaining qualification in a subordinate position. Some of these entry-level positions have subordinate positions that are not deemed critical to a trainee's success in performing the target position.

12. Evaluator

An Evaluator is an individual that is responsible for evaluating a trainee using a Position Task Book (PTB). The Evaluator must be qualified in the position they are

evaluating or be qualified in a position that supervises that position in the ICS. States are encouraged to use evaluators qualified under U.S. Coast Guard, NWCG, and other Federal or State level qualification systems. Also see (B)(14), *Final Evaluator*.

13. Federal Agency Incident Qualification Systems

The following federal agencies or organizations involved in incident management and response have a recognized ICS qualifications system:

(a) Department of Interior, Incident Position Qualifications Guide (IPQG)

(b) FEMA, FEMA Qualification System Guide

(c) National Wildfire Coordinating Group, Wildland Fire Qualifications System Guide, 310-1

(d) U. S. Coast Guard, Performance Qualifications Standard Guide (PQS)

14. Final Evaluator

The Final Evaluator is the evaluator who signs the verification statement at the front of the PTB after all tasks have been completed and is recommending the trainee for certification. The Final Evaluator must be qualified and proficient in the position being evaluated. For a more detailed description, see Appendix A, *Position Task Book Process Guidance*.

15. Hazardous Materials Training

Various levels of hazardous materials training are defined by OSHA and are required training for incident responders. Definitions of the levels are defined in Section VII, Components of the Qualification System, and requirements for individual responders are in Section XI, *Incident Command Position Description Qualifications Tables*.

16. Historical Recognition

Recognition of an individual's past experience or qualifications as equivalent to the current criteria found in the position qualification criteria for a position. The Historical Recognition qualification process that is present in other qualification systems has been replaced in this *Guide* with a Recognition of Prior Learning (RPL) process.

17. HSEEP Exercise(s)

The Homeland Security Exercise and Evaluation Program (HSEEP). This program provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

a. Full-Scale Exercise (FSE)

An FSE is typically the most complex and resource-intensive type of exercise. It combines the interactivity of the functional exercise with the field element involving real (not artificial or synthetic) responders working in real-time. It involves multiple agencies, organizations, and jurisdictions and validates many facets of preparedness. An FSE often includes many players operating under

cooperative systems such as the Incident Command System or Unified Command.

b. Functional Exercise (FE)

Functional exercises are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. A functional exercise does not involve any “boots on the ground” (i.e., first responders or emergency officials responding to an incident in real time). A FE typically focuses on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In a FE, events are projected through an exercise scenario with event updates that drive activity at the management level. An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

18. Incident Command System (ICS)

The ICS is a standardized, on-scene, All-Hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources
- Is flexible and can be used for incidents of any type, scope and complexity
- Allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents

19. Incident Command Position Description Qualification Tables (ICPDQT)

The ICPDQT are a series of tables containing the specific criteria for each position. The tables are the guides for determining what Training, Experience, Physical/Medical Fitness, and Currency are necessary for an individual to be considered qualified in that position. See Section XI, Incident Command Position Description Qualification Tables.

20. Incident Complexity

Incident complexity is a characterization used to describe the level of difficulty, severity, or overall resistance to control, that incident management personnel face while trying to manage an incident or event to a successful and safe conclusion or to manage one type of incident compared to another type. It is essential to understand the relationship between certain position qualifications that are typed to correlate with incident complexity typing. (See Section VIII, *Incident Complexity.*)

21. Incident Training Specialist

An individual assigned to an incident (within the Planning Section) to identify evaluation opportunities, assist trainees, Coaches/Trainers, and Evaluators with proper documentation, conduct progress reviews, and answer qualifications questions as needed. The Training Specialist works with the incident management team to ensure any trainees have qualified Coach/Trainers or Evaluators that can

make accurate and honest appraisal of a trainee's performance. The Training Specialist may issue a PTB after approval from the individual's employing or sponsoring organization.

22. Interstate Incident Management Qualification System (IIMQS)

The official name of the standard developed by the AHIMTA for qualifying personnel in ICS positions associated with Type 3, and eventually Type-2 and Type-1, Incident Management Teams and certified for mobilization across State borders. The IIMQS includes this *Guide*, the AHIMTA Position Task Books, and the AHIMTA Incident Command Position Description Qualifications Tables as part of the AHIMTA standard.

23. National Wildfire Coordinating Group (NWCG)

The National Wildfire Coordinating Group (NWCG) is an operational group designed to coordinate programs of the participating agencies to avoid duplication and to provide a means of constructively working together. NWCG provides national leadership to enable interoperable wildland fire operations among federal, state, local, tribal, and territorial partners. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

24. Operational Period

The period of time established for execution of a given set of operation actions as specified by the Incident Commander. Operational Periods can be of various lengths, although usually not over 24 hours.

25. Physical Fitness

Physical Fitness refers to the fitness levels responders are required to meet to be considered sufficiently physically fit in order to respond to incidents. The AHJ is responsible to establish standards and monitor responder fitness. Fitness levels are broken in the categories of Strenuous, Medium, or Low, and are defined in Section IV, Qualification Process. Individual requirements of responder fitness levels are found in Section XI, *Incident Command Position Description Qualifications Tables*.

26. Position Performance Assignment (also called a "Trainee Assignment")

An assignment of an individual on an incident or qualifying exercise that is working as a trainee with an open Position Task Book in the position the individual is working towards certification. The trainee is being actively trained or coached by a Coach/Evaluator in a position during an assignment or is actually performing the task under the supervision of a qualified individual while completing the task identified in the position task book and being evaluated for the required experience to become certified. Refer to Appendix A, *Position Task Book Process Guidance.* (In contrast, see Shadow assignment.)

27. Position Task Book (PTB)

A document that describes the minimum competencies, behaviors, and tasks to qualify or recertify for a position and documents a trainee's performance of given tasks. Use of the AHIMTA PTBs as the basis for development of a qualifications system is strongly encouraged. See (I)(G)(4) and (I)(G)(6), *Guiding Principles of Adopting the IIMQS.*

28. Position Task Book Initiation

The action of an AHJ or their designee of formally issuing a Position Task Book to a trainee.

29. Prerequisite Training

Training an individual must complete before they can be certified in a position (Training may be completed before a PTB is initiated or during the PTB evaluation process).

30. Prerequisite Qualification

Required Qualification(s) an individual must possess or obtain before a PTB can be initiated.

31. Qualifying Exercise

An exercise or simulation meeting the requirements contained in Section IX*, Qualifying Incident, Event, and Exercise Guidelines*. Personnel filling incident management positions during an exercise meeting the requirements of a Qualifying Exercise may be able to use the exercise opportunity to complete tasks in their Position Task Books or meet currency requirement to maintain qualification.

32. Qualifying Incident/Event

An incident or event that the AHJ determines meets the incident complexity, duration of time, and relevancy to the ICS position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the ICS position they are filling. (Section IX. *Qualifying Incident, Event, and Exercise Guidelines.*)

33. Recognition of Prior Learning (RPL)

Recognition of Prior Learning is a performance-based evaluation process to assess an individual's prior experiences and training to determine competency in a position. This is based on the premise that the candidate has already performed the job or performed in a position very similar to the one desired. RPL is the process where an individual provides documentation of their experiences, training, and knowledge and is then confirmed with an interview panel consisting of members certified in the positions they are evaluating. (See Section VI, *Recognition of Prior Learning.*)

34. Recognized Prior Learning Peer Review Committee (RPLPRC)

The RPLC is a committee consisting of three or more individuals that have been certified and worked in the position being reviewed. It is desirable that the members are not from the same agency to assure impartiality. (See Section VI, *Recognition of Prior Learning.*)

35. Recommended Training

Training that is not required to be completed in order to qualify for a position but is recommended to support the position. This training is identified as a recommendation that may guide an individual to increase knowledge and/or skills. This may be acquired through on-the-job training, work experience, or training. This is a means by which personnel can prepare for position performance evaluation by obtaining specific knowledge and skills required to perform tasks identified in the PTB.

36. Recommending Official

The Recommending Official is the individual from the trainee's sponsoring organization who is recommending the candidate be certified and has the support of the sponsoring organization and is confirming the trainee's completion of the position requirements. The recommendation is made to the State Qualification Review Committee (SQRC).

37. Shadow Opportunity

An opportunity for an individual on an incident or qualifying exercise to only observe an individual or team to gain experience and knowledge in an IMT operation or position specific operation. The individual is **not performing,** thus is not accomplishing any work towards completion of a position task book. (In contrast, see trainee or Position Performance assignment.)

38. State Certifying Official[3]

The State Certifying Official is the official who has the authority for reviewing and evaluating documentation, and confirming the completion of relevant position requirements, and determining if the trainee should be granted certification (see Certification). The State Certifying Official may delegate responsibility for certification to the State Qualification Review Committee (SQRC).

39. State Credentialing Official[4]

The State Credentialing Official is delegated by the State to sign and issue individual Incident Qualification Cards or other credentials after approval of the State Certifying Official and maintain records of what qualifications the employees in that organization hold.

40. State Qualification Review Committee[5] (SQRC)

[3, 4] For the purposes of this Guide, "State" refers to the 56 states, territories, and insular areas (which includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) and Tribal governments. Non-state entities that adopt this guide or the AHIMTA standard should make the appropriate terminology adjustments during adoption and implementation.

[5] For the purposes of this Guide, "State" refers to the 56 states, territories, and insular areas (which includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern

The SQRC is a committee that may be delegated the responsibilities of the State Certifying Official. The SQRC's purpose is to enhance the professional credibility of the position qualifications earned through the IIMQS process. The SQRC reviews and makes a final recommendation that an individual has completed the necessary training and experience and qualifies to be certified in a specific ICS position. *The SQRC may defer to the RPL Peer Review Committee.*

41. Task Code

A code, used in the PTB, associated with the situation where the task may be completed. The situations range from actual on-incident experience to qualifying training exercises to related daily job tasks. The task codes and associated situations are defined in Appendix A, *Position Task Book Process Guidance.*

42. Technical Specialists

As described in NIMS, Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training of established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training in order to use their specialized skills in the incident environment.

No specific qualifications for Technical Specialists have been established by AHIMTA, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs and they are typically certified in their fields or professions.

43. Trainee (The Individual)

An individual, approved by their Employing/Sponsoring Organization, who is preparing to qualify for an ICS position is credentialed as a trainee in that position once prerequisites are met and the position task book (PTB) has been initiated. A trainee is eligible for formal, on-the-job training.

44. Training Officer

Within the context of this document, the Training Officer is the person who is monitoring the training and qualifications of individuals who are pursuing qualification or are fully qualified. The Training Officer may be from the Employing/Sponsoring Organization or from another agency or organization that has been delegated authority to provide the administrative management of the individual's training and qualifications records.

Mariana Islands) and Tribal governments. Non-state entities that adopt this guide or the AHIMTA standard should make the appropriate terminology adjustments during adoption and implementation.

III. Components of the Qualifications System

The Incident Command Position Description Qualifications Tables (ICPDQT) are the AHIMTA recognized reference for recommending what Training, Experience, Physical/Medical Fitness, and Currency, are required for an individual to be qualified.

NOTE: During initial implementation of a State's qualifications program, or the introduction of a newly recognized ICS position, an alternative pathway to qualification is provided for individuals who have gained relevant knowledge, skills, and abilities through training and experience in other qualification systems or walks of life. (See Section VI, Recognition of Prior Learning).

A. Training

Instruction and/or activities that enhance an individual's core knowledge, increase their skill set and proficiency as well as strengthen and augment abilities to perform tasks identified in the Position Task Book (PTB). States that are signatory to this Guide recognize that didactic training is an important component to adequate development of personnel to competently perform the duties of Incident Management Team (IMT) positions. Coursework is considered to be a primary means by which personnel can adequately prepare for successful position performance evaluation. This Guide and the ICPDQT identify required and/or recommended training for position qualification.

1. NIMS Training

The NIMS requires the completion of specific "baseline" ICS courses for personnel who are involved in managing incidents or events under ICS. This baseline training is common to all ICS positions and typically includes IS-100, IS-200, IS-300, IS-700, and IS-800. ICS positions in a leadership position may have additional course requirements.

2. Position-Specific Training

Position-specific training courses are required to sufficiently prepare candidates for IMT positions. Some of the training courses listed in the ICPDQT are the most common or well-known course but have equivalent training options, which can be completed to meet the criteria (See Equivalent Training below).

3. Incident Management Team Training

Team training is required for Type 3, 2, and 1 Command and General Staff (C & G) positions. The complexity of Type 3, 2, and 1 Incidents compels a high-level of coordination and collaboration between C & G members to arrive at and develop effective decisions such as those provided through a combination of drills, tabletops, functional, and full-scale exercises.

4. Emergency Operations Center - IMT Interface Training

All-Hazards Incident Management Team members must understand the role of the Emergency Operations Center (EOC) and be effective in their interactions with that coordination entity. It is important to note that experience filling an ICS position (e.g. Planning Section Chief) in only the coordination role of an EOC is not sufficient experience to fully ready an individual for filling an ICS position on an AHIMT. An

individual pursuing qualification for an IMT position must, at a minimum, have completed at least one position performance assignment as a member of an IMT which is providing on-site command and control. Advanced training on the Incident Command System / Emergency Operations Center Interface is required.

5. Recommended Training

(Which Supports Development of Knowledge and Skills)

Additional training that supports development of knowledge and skills are training courses or job aids that can help to support a position performance assignment. The knowledge and skills necessary for successful completion of the tasks in a PTB are provided in the identified courses, but may also be acquired in a variety of ways, including on-the-job training, work experience, and identified formal training as determined by one's own agency.

An individual must have an opportunity to acquire the knowledge and skills required to perform the tasks of a position before accepting a position performance assignment. It is the responsibility of the individual agency to ensure that each trainee has the opportunity to acquire the knowledge and skills necessary for position performance.

6. Leadership Training

The authors of this Guide recognize the critical nature leadership skills play in the safe and effective management of emergency incidents. Also, it is important to note that there are leadership tasks in all position task books. Leadership training is highly recommended to fully prepare an individual for position performance assignments.

7. Hazardous Materials Training

Occupational Safety and Health Administration (OSHA) 1910.120 Haz-Mat training; or National Fire Protection Agency (NFPA) 472, Professional Competence of Responders to Hazardous Materials (Haz-Mat) Incidents or equivalent. The hazardous materials awareness training should not be less than four (4) hours and does not require a certification.

8. Equivalent Training – Courses and Exercises

In terms of this Guide, awarding equivalency is a State-specific responsibility. Only the State has the authority to certify a trainee meets the ICPDQT training requirements when alternative training offerings are used. Individual States will set guidelines for equivalency determination and may grant credit for training they deem equivalent. A more detailed explanation of the guidelines available for determining equivalency of curricula is found in Section VII, Guidelines for State Qualifications Review Committee.

B. Experience

In the context of the ICPDQT, experience is defined as the activities a position candidate must accomplish, generally within the context of an actual or simulated incident or event, to prepare for and demonstrate proficiency at the tasks identified in a Position Task Book (PTB).

In a performance-based qualification system, evaluation of a position candidate's competency by an individual who is qualified in the target position is the measure of readiness for qualification and credentialing. The PTB contains the identified competencies, behaviors, and tasks required to demonstrate they have become qualified for an ICS position. Because the PTB completion process is central and critical to the procedure for assessing and documenting a candidate's readiness to be credentialed in a performance-based qualification system, standardization of the competencies, behaviors, and tasks listed in a PTB are essential. Standardized qualifications systems assure all qualified personnel meet or exceed a minimum performance standard.

The AHIMTA's PTBs are the officially recognized component of the IIMQS. States that are signatory to this Guide should utilize the AHIMTA PTBs in their qualifications systems. See (I)(G)(4) and (I)(G)(6), Guiding Principles of Adopting the IIMQS, and Appendix A, Position Task Book Process Guidance, for details.

An individual pursuing credentialing in an Incident Command System (ICS) position is called a "Trainee". A trainee has met all prerequisite qualification requirements, has had a PTB initiated or validated by an appropriate official of the State, and is pursuing qualification in the target position.

1. Some ICPDQT require that a prerequisite qualification be obtained before a PTB is initiated for the target position.

2. As indicated in the ICPDQT, some experience requirements may be met by completing a training course equivalent.

C. Physical/Medical Fitness

Physical and medical considerations, when applied, help to ensure safe performance in potentially hazardous environments. The State or local AHJ shall determine the method of evaluating the physical fitness level of IMT personnel. When a fitness test is deemed to be appropriate, the testing method should be a measurable evaluation process able to withstand the scrutiny of challenges to its applicability to actual, expected, incident conditions for the specific position. A more detailed explanation of Physical Fitness can be found in Section IV(F), Step 5.

D. Currency

In the context of the ICPDQT, currency is defined as successfully performing in a position for which the individual is qualified or in an associated position at least once every five years during a qualifying incident, event, qualifying exercise, or simulation.

The process for recertifying in the case where qualification is lost due to lack of currency is discussed in Section V, Loss of Certification, Decertification, and Recertification.

IV. The Qualification Process

A. Qualification Process Overview

Qualification is based on completing all the criteria set out in the Incident Command Position Description qualification tables (ICPDQT), which include training, experience, currency, and physical/medical fitness factors.

The qualification process is a performance-based system. The critical aspect of this system is that the trainee demonstrates successful performance, as assessed by a qualified evaluator(s), of the tasks within the Position Task Book (PTB) for that position. The completion of these tasks are documented during the appropriate qualifying incidents, events, job activities, qualifying exercises, and/or classroom activities as permitted within the PTB documentation.

Completion of the PTB provides a method to document satisfactory performance of the critical tasks to safely and successfully perform in the position as observed by a qualified evaluator over the course of two (two is the recommended minimum) or more qualifying incidents, events, job activities, or qualifying exercises.

The performance-based approach differs from systems that are solely training based. Training based systems use the successful completion of training courses as the primary criterion for qualification. A performance-based approach focuses on a candidate's actual performance of functional tasks as observed by qualified evaluators.

There are six sequential steps that the State or delegated AHJ should develop as part of the process for an individual's certification as qualified for a given position. Additionally, once an individual has obtained initial certification, there are qualification requirements to maintain certification. In summary, these steps are.

Step 1: Prerequisite Qualifications and Experience. The position candidate completes pre-requisite experience and/or qualification criteria for the position as identified in the respective Incident Command Position Description Qualification Tables.

Step 2: Position Task Book Initiation. Initiate a Position Task Book for the position and credential the individual to function as a trainee on qualifying incidents and events (see position task book Administration below). An individual cannot be assigned to an interstate incident unless the trainee is credentialed as such by the State.

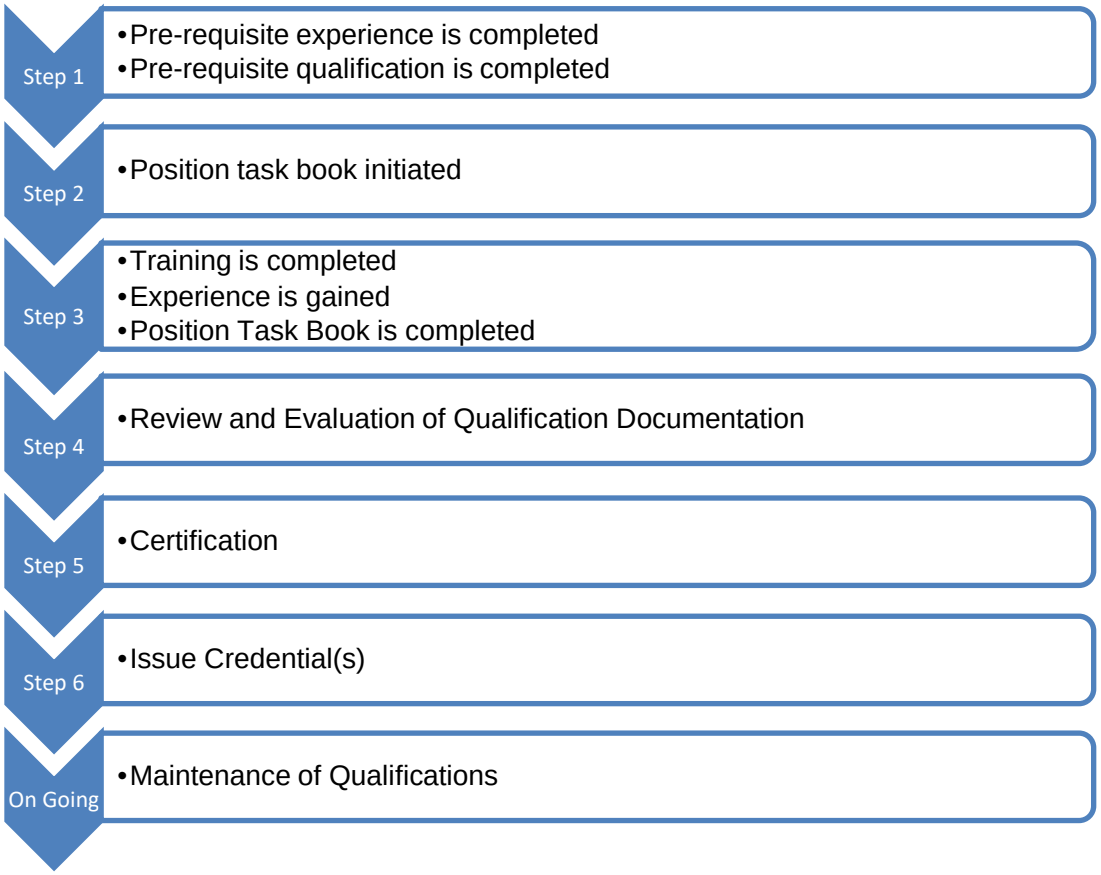
Step 3: Training, Experience and Position Task Book Completion. Complete required training for the position including completion of any certifications or licenses as delineated in the ICPDQT. Experience is gained and performance is evaluated completing the Position Task Book.

Step 4: Review and Evaluation of Qualifications. After the Final Evaluation and the PTB has been completed, the trainee's records undergo evaluation against all of the requirements of the position as delineated in the ICPDQT. Evaluations and recommendations are typically accomplished by a State Qualifications Review Committee.

Step 5: Certification. The designated State Certifying Official certifies the individual as qualified in the position.

Step 6: Issue Credential. Credentialing means providing documentation, typically badges or identification cards, which verify an individual's identity and qualifications to fulfill an incident-related position.

On-Going: Maintenance of Qualifications and Certifications. Currency (typically 5 years) is maintained through involvement in at least one qualifying incident, event, or exercise. Recurrent training, involvement, and practice in a position's duties allow the certified individual to stay proficient and prevent the degradation of knowledge, skills and abilities required to successfully carry out the responsibilities of a position. Each position in the ICPDQT identifies any related positions that also maintain certification currency for that position. See section IV(H)(1).



B. Step #1 – Obtain Prerequisite Qualifications and Experience

Before an individual begins the process to advance to the next higher level, more than one assignment should be experienced after receiving certification.

The ICPDQT identify prerequisite qualifications for some IMT positions that must be attained before an individual can pursue a specific qualification and before a PTB can be initiated for the target position.

Most ICS Commander, Officer, Chief, Director, Supervisor, and Leader level IMT positions at the Type 2 and Type 1 level require that the candidate has previously obtained one or more subordinate positions before pursuing the target position.

1. Direct Entry at Type 3 Level

   Because of the lack of candidates with the requisite qualifications, directly entering the qualifications system at the Type 3 level as an ICS officer, chief, director, supervisor, or leader level IMT position without previously obtaining the specific position qualifications of the subordinate position on the ICS organizational chart is currently permitted. However, a core principle of the Incident Command System states that if a subordinate position is not filled in an ICS organization, the position that supervises that unfilled position assumes all the functional duties and responsibilities of the subordinate position.

   It is incumbent on Evaluators, Final Evaluators, Training Officers, Qualification Review Committees, and Certifying Officials to insure a direct entry trainee is fully capable of meeting their ICS responsibilities before recommending or bestowing qualification, certification, and credentialing. This may require the direct entry trainee spend more time (more operational periods) in trainee status than might be needed by a trainee who has previously qualified in the subordinate position(s).

2. Entry Level

   Conversely to Direct Entry above, Entry Level positions have no requirements for gaining qualification in a subordinate position. Some of these entry-level positions have subordinate positions that are not deemed critical to a trainee's success in performing the target position.

C. Step #2 – Position Task Book Initiated

A trainee who desires to become qualified in an ICS position must complete a Position Task Book. The role of one who initiates the Position Task Book is different from an Evaluator or Certifying Official. The PTB is typically initiated by the candidate's Training Officer or supervisor. The PTB initiator does not have to be qualified in the position, but must be able to make decisions regarding guiding the position candidate on the correct qualification path.

The PTB initiator should consider the following before initiation:

- Can the sponsoring agency/organization commit to the time and expense required for the candidate to complete the PTB and become qualified?
- Can the sponsoring agency/organization provide on-going support and approval to perform in the position once qualified?
- Has the candidate completed prerequisite qualifications required by the IIMQS?
- If so, has the candidate demonstrated through his/her performance in the prerequisite position a readiness to pursue the next level qualification?
- Is there any training or experience required by the IIMQS or needed for the individual that should take place before the PTB is initiated and the candidate is assigned as a trainee?

A PTB can be initiated:

- On completion of any prerequisite qualifications as identified in the ICPDQT.

- Prior to attendance and completion of required training courses.

D. Step #3 – Training, Experience, and PTB Completion

1. Training

A trainee who desires to become qualified in an ICS position must complete the required training indicated in the appropriate ICPDQT. The ICPDQT identifies any required and/or recommended training for position qualification within the following areas:

- NIMS Training
- Position-Specific Training
- Incident Management Team Training
- Emergency Operations Center - IMT Interface Training
- Recommended Training (Which Supports Development of Knowledge and Skills)
- Leadership Training
- Hazardous Materials Training

A more detailed explanation of “Training” is found in Section III. A., Components of the Qualification System.

2. Experience

Experience in the position is gained within the context of actual or simulated incidents or events that assist in preparing the individual to demonstrate proficiency at the tasks identified in a Position Task Book (PTB). A more detailed explanation of “Experience” is found in Section III. A., Components of the Qualification System.

3. Position Task Book Completion

A trainee is typically involved in three phases of activities during the PTB process: training, coaching, and evaluation. When a trainee needs to learn a new knowledge, skill, or ability, the trainee should be paired with a Coach/Trainer. The Coach/Trainer instructs and trains the trainee to meet the performance qualification criteria for the position. When the trainee is ready, an evaluator observes and assesses the trainee’s performance. The Coach/Trainer and the evaluator have different functions, but often are the same individual. A more detailed explanation of Position Task Books and their use is found in Section III. A., Components of the Qualification System, and Appendix A, Position Task Book Process Guidance.

E. Step #4 – Review and Evaluation of Qualification Documentation

A key component is evaluation of an individual’s capability to perform in a position. Completion of required training and experience requirements and other Incident Command Position Description Qualification Tables criteria alone does not guarantee that an individual should be certified to perform in a position.

The quality of experiences gained in a given position should be closely evaluated when making a determination for advancement to the next higher position, to a different position, or for recertification. Of particular importance in reviewing the quality of a trainee's experience is that the trainee must have demonstrated satisfactory

performance on planned events, exercises, and incidents that were considered the same type complexity level rating as the position the trainee is pursuing.

Two or more position performance assignments must be experienced before certification, one of which must be an actual incident meeting the requirements of task code I1 and not a qualifying event or exercise.

If a responder is associated with a local response agency, an initial review and evaluation of a trainee's records should be completed by the local AHJ Training Officer. This evaluation should occur before submitting the records for additional review and evaluation according to the State established process. Additional review and evaluation may be accomplished by a SQRC. Regardless of the process and procedures each State implements, the State is responsible and accountable for certification of personnel within the IIMQS.

1. State Qualifications Review Committee (SQRC)

Establishing and maintaining a viable and effective qualifications process requires a significant commitment of time and energy. Most States involved in operating qualifications systems employ a committee structure to assist the State in implementing and operating its qualification system. This committee is often called a State Qualification Review Committee. A SQRC's purpose is to enhance the professional credibility of the position qualifications earned through the IIMQS process. The SQRC should be multi-agency, multi-disciplinary, and multi-jurisdictional in its composition because an inclusive approach reduces the potential for occurrences of and even perceptions of favoritism and unequal treatment of individuals during the qualifications process. The use of a SQRC in the qualifications process is strongly encouraged. Guidelines for the use of a SQRC are contained in Section VII.

F. Step #5 – Certification

The fifth step in initial certification of an individual as qualified in a position is review by the State Certifying Official. The State Certifying Official may delegate his/her authority to another individual, agency, or organization through a written agreement. Such a delegation should be given only when the same standards are applied by the designee as would be by the Certifying Official.

The Certifying Official is the individual or organization that is responsible for providing final review and confirming the completion of PTB by individuals within the applicable jurisdiction. The Certifying Official has exclusive authority and holds the responsibility to determine if the individual should be granted certification in the position. This determination should be based on a trainee's demonstration of position competencies and behaviors documented through the completion of a PTB including the Final Evaluator's Verification.

Each State adopting this Guide shall determine the individual or organization that has the authority and responsibility to certify personnel for mobilization within its system.

1. Certification of NIMS ICS Qualification

Certification is issued by the State to attest to the fact that the individual is qualified to perform in a specified position and has successfully accomplished all the criteria set out in the ICPDQT for that position. The State should utilize the complete record of all the evaluations and documentation needed to make this certification. This record should, at the minimum, contain:

a. Training records

b. Experience records, including the completed PTB, with supporting information about:

(1) Number of assignments

(2) The complexity level (Type-3, 2, or 1) of incidents, planned events, exercises during which the individual performed.

(3) Number of operational periods, per assignment

(4) Variety of incidents

(5) Other incident, event, or exercise performance evaluations from qualified evaluators or supervisors

(6) Physical/Medical fitness records

(7) Recommendation from the State Qualifications Review Committee (SQRC) – if one is established.

2. Physical Fitness Review and Approval

a. Adopting States shall determine the fitness level standards of each position listed in the ICPDQT using the four categories described in (2)(e) of this section.

b. Adopting States shall annually evaluate the fitness levels of their credentialed personnel and document on the individual's credentials.

c. When there are multiple position endorsements, and the endorsements have differing fitness levels, the highest fitness level shall be required if that endorsement is certified.

d. Adopting States have the latitude to determine the method of evaluating the physical fitness level of their personnel within IIMQS guidelines (see 5 CFR, Chapter 1, subpart B 339.203 for guidance).

e. Adopting States shall use the following four categories of physical fitness.

(1) Strenuous

Duties involve fieldwork requiring physical performance calling for above - average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time.

Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation.

(2) Medium

Duties involve fieldwork requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25-50 pounds, climbing, bending, stooping, squatting, twisting, and reaching.

Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time.

Individuals usually set their own work pace.

(3) Low

Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health.

Activities may occur at an incident command post, base or camp which include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting.

Individuals almost always can govern the extent and pace of their physical activity.

(4) None

Duties are normally performed in a controlled environment, such as an EOC.

f. The fitness levels for any Technical Specialist positions are normally determined by their employing organization.

g. A State may credential an individual with a disability(ies). The State and the individual must establish what reasonable accommodations are needed before credentials are issued. If the individual can perform his or her job without any reasonable accommodations, the individual should be credentialed and deploy as any other qualified individual. If the individual requires some identified reasonable accommodations, these accommodations must be provided before the individual accepts an assignment. The individual should not deploy until the needed accommodations are provided. The individual needs to understand deployments are often to emergency locations, temporary in nature, and these locations do not have facilities that are ADA compliant.

h. Reasonable accommodations will often be dependent on the type of accommodations needed, location of their workplace, and kind and length of the incident. It is important to note that when credentialing individuals with disabilities, the need for reasonable accommodations issues must be addressed before the credentials are issued.

G. Step #6 – Issue Appropriate Credential(s)

The final (but optional) step in the qualifications process of an individual is the issuance of some form of a credential. Credentialing means providing documentation, typically badges or identification cards, which verify an individual's identity and qualifications to fulfill an incident-related position. The credentials may also document other attributes of individuals, such as affiliations and/or privileges. The NIMS Guideline for the National

Qualification System, Appendix C: “Guidelines for the Credentialing of Personnel” address national credentialing standards used to validate the identity of individuals who have been qualified and certified to fill incident-related positions. The issuance of credentials does automatically grant access to an incident site. In addition to proper credentials, incident management and support personnel must be formally authorized to deploy.

Although local, state, and tribal governments, NGOs, and private sector organizations, as well as the Federal legislative and judicial branches, are not legally required to credential their incident management and support personnel, FEMA encourages them to follow the guidelines to improve interoperability and facilitate mutual aid.

H. On-Going – Maintenance of Qualifications and Certifications

The adopting State will ensure that all currency and annual qualification requirements for positions are met to maintain qualification.

1. Currency

To prevent the degradation of knowledge, skills, and abilities required to successfully carry out the responsibilities of a position, a person needs to perform that function or position at least once every five years. Signatory States shall develop a system for identifying and assisting those individuals whose currency standard is about to lapse.

In the context of the Incident Command Position Description Qualification Tables, currency is defined as successfully performing in a position or a related position for which the individual has qualified at least once every five years during a qualifying incident, event, qualifying exercise, or qualifying simulation.

a. Generally, currency can be maintained by successful performance in:

(1) The position in which the individual is qualified.

(2) Some higher position(s) for which that position is a qualification prerequisite, providing the individual was previously qualified in that position.

(3)Some lower position(s) that are qualification prerequisite(s)

b. Currency documentation may include one or more of the following:

(1) Incident Action Plan with person’s name.

(2) Incident, event, or exercise performance evaluations (such as an ICS-225, Incident Personnel Performance Rating, or equivalent) from qualified evaluators or supervisors.

(3) Experience records with supporting information about:

(a) Number of assignments

(b) Number of operational periods

(c) Variety of incidents

(d) The Type level of incidents, planned events, exercises during which the individual performed.

V. Loss of Certification, Decertification, and Recertification

Individuals who lose qualification or are decertified by the State or delegated SQRC responsible for managing the qualifications of State-certified Incident Management Team personnel should not be displayed as available for assignment in the non-qualified/decertified position(s) outside their local jurisdiction. A local AHJ can determine how the individual may perform within the local jurisdiction irrespective of their State qualification status.

A. Loss of Certification

An individual may lose or drop qualification for reasons including loss of currency or personal reasons.

By returning to the trainee level, the person who must re-qualify is introduced to new technology, procedures, and advances in incident management. Evaluation of an individual's competency is critical whenever qualifications have lapsed.

A person who does not meet the Currency criteria reverts to trainee status for that position.

B. Recertification after Loss of Certification

If qualification loss occurs, the SQRC will determine if training is necessary or if the person can gain and demonstrate the proper proficiency in a performance assignment or assignments. It is recommended that the individual perform the duties of the position for a minimum of two operational periods under the supervision of an Evaluator before re-certification is granted.

C. Decertification

Decertification is the process a SQRC may take to remove an individual’s position(s) qualifications. A SQRC may decertify personnel when it is determined that the individual has performed in a fraudulent, unsatisfactory, or unsafe manner. Examples include:

1. Taking insubordinate actions that lead to unsafe conditions on the incident
2. Intentionally misrepresenting incident qualifications
3. Deliberately disregarding identified safe practices
4. Misrepresenting attendance or participation in the Position Task Book process

The following guidelines for Decertification are established:

1. Decertification of NIMS ICS qualification only applies to performance in the NIMS position the person was deployed for or was performing; it is not intended to affect regular job-related duties.

2. Individuals can only be mobilized outside of their local jurisdiction in a position(s) for which they are currently certified

3. Incident Commanders do not have the authority to decertify the qualifications of an individual. A qualified person may be demobilized from an incident by the Incident Commander. Incident Commanders are responsible for providing documented reasons for relieving an individual, forwarding the information to the

individual's sponsoring agency and including a copy of the individual's Incident Personnel Performance Rating Form (ICS-225) in the documentation package.

D. Recertification after Decertification

The adopting State shall establish a process to evaluate and prescribe the steps required to regain certification on a case-by-case basis for an individual who has been de-certified for reasons similar to those described above. Re-certification may include, as appropriate, training outlined in the Incident Command Position Description (ICPD) Qualification Tables and/or training relevant to the reason(s) for de-certification. Recertification of a de-certified individual should, in most cases, include performance of the duties of the position for a number of operational periods (defined by the State) under the supervision of an Evaluator, before re-certification is granted.

VI. Recognition of Prior Learning (RPL)

A. Overview

Recognition of Prior Learning is a process that evaluates an individual's formal and non-formal learning through training and experience, to determine the extent to which that individual has already acquired and performed the required competencies of an emergency response position. RPL is a more robust, performance-based evaluation and enhancement of the traditional Historical Recognition processes. The RPL process measures an individual's demonstrated knowledge, skills and experience against the national standard competencies as established in the specific position task book. The measurement process focuses on evaluation of the candidate's acquisition of the skills described in the prescribed standards, rather than the manner or procedure under which the skills were acquired. For instance, skills may have been acquired in the military, growing up on a farm, or managing a bakery. A candidate will not be judged on where he/she learned to do a job, but rather on the current ability to do the job. Assessors will expect to see how the candidate performs in this position and completes the job satisfactorily.

B. Recognition of Prior Learning Process

1. Step #1: Self-Assessment

The first step in the RPL process is a self-assessment. A candidate will be given the Self-Assessment and Portfolio Worksheet (see Appendix D) for the position in which he/she is interested. The self-assessment begins with an honest appraisal, listing past training and experience to assist the candidate in evaluating whether he/she has successful performed the duties of the position desired. The appraisal is not based on "what the candidate thinks he/she can do", but rather is based on "I have already successfully performed this function".

2. Step #2: Compilation of Documentation

The second step of the RPL process is compiling convincing evidence of the past training and experiences that documents the candidate has performed the job and completed it successfully. In brief, the portfolio or resume is a collection of certificates, letters, photographs, and other documentation the candidate can provide to support the self-assessment.

3. Step #3: Assessor Review

The third step is a comprehensive review of the self-evaluation and portfolio by the Assessors Panel. The Panel is comprised of personnel fully qualified and experienced in the position for which the candidate is applying. A person may be asked to coordinate the process, assist in facilitating any needed clarification of the documentation supplied, and arranging interviews. The Panel should have received training on the RPL process and the roles and responsibilities of panel members and the jurisdictions administrative processes. The Panel will first thoroughly review the self-evaluation and the documentation within the candidate's portfolio that has been previously submitted. If the Panel needs clarification or additional information, they will then invite the candidate to an assessment interview (in person or via conference

call). During that interview he/she will be asked clarifying questions about the portfolio and experiences that relate to performing the desired position.

4. Step #4: Assessor Determination

After the interview is concluded, the Assessors will confer, then make a decision about the candidate's competency. The candidate will be assessed as "competent" or "not yet competent" dependent on the information provided. If the candidate is deemed to be "competent", it is reported to the State Certifying Official that the minimum competencies to perform in that position have been met. If the candidate is deemed "not yet competent", the Assessors will make recommendations to the candidate and the sponsoring agency for training and development opportunities.

C. Initiating a Recognition of Prior Learning Program

It is a fundamental requirement that the State train its Assessors in the skills of "Recognition of Prior Learning Assessment".

The Assessors need to have the skills of and be fully qualified in the position being assessed. The Coordinator and Assessors need to be skilled in interviewing in the RPL context. How a question is asked is important in obtaining the desired information. Competency in a position is based on the premise that the candidate has already performed the job or performed in a position very similar to the one desired.

Evaluating competence is the process of collecting evidence and making judgments about whether a candidate has achieved the standard capabilities expected in the incident management environment.

The Assessors need to be trained in how to review a candidate's self-assessment and documentation portfolio and compare it against the competency standards for the position. If the Assessors do not gain sufficient information from the portfolio to make a judgment about the candidate's competence in a specific area, more information should be pursued during the interview. The Assessors may ask the candidate for more information, to demonstrate a skill, or provide an explanation of knowledge during the interview.

When reviewing the portfolio, the Assessors must be confident that the evidence gathered from the candidate is Valid, Current, Sufficient, and Authentic and the material or evidence provided by the candidate covers all the competencies of the qualification.

The interview may be the Assessors' most valuable tool in making a conclusion as to a candidate's competency. During the interview, Assessors should utilize a combination of competency-based evaluation methods.

RPL Administrative Guidelines [policy] needs to be developed by the certifying authority having jurisdiction that administers the qualification process in the State. The Guidelines should clearly outline the processes involved with administering a RPL qualification program.

1. Position Prerequisites

The primary premise behind RPL is to allow a candidate to demonstrate their knowledge, skill, and experience against the national standard competencies, regardless of how or where those skills were achieved. However, there is always the

possibility of required prerequisite course training. All candidates should check with their State regarding possible position requirements.

2. The Self-Assessment

It's possible a candidate might already be competent in the position desired as a result of prior learning (e.g., previous experience and/or training). If a candidate thinks this might be the case, a self-assessment is the first step. The self-assessment begins with an honest, supportable appraisal of the candidate's abilities and experience with regard to the competencies developed for the desired position.

Using the Candidate Self-Assessment and Portfolio Worksheet (see Appendix D) for the desired position, the candidate reviews the competencies and associated examples. As the candidate goes through the competencies, he/she should make notes as to how, where, and when actions were performed or knowledge attained that would account for having met the competency. If the self-assessment supports the candidate's view that he/she may meet the position competencies, the notes may be used as a guide in developing the portfolio.

3. The Portfolio

The candidate will need to show convincing evidence supporting the information provided on the self-assessment. This section provides examples of the types of evidence needed in the portfolio to show position competencies have been met. There are four categories of evidence used in RPL:

a. Products - Items that show the assessment panel to imply competence:

(1) Records, documents (e.g., Incident Action Plans), or reports from incidents showing participation.

(2) Records or reports of training exercises showing participation.

(3) Reports, papers, published material written by the candidate that relate to the competencies the candidate is trying to document.

b. Performance - Completing tasks under the observation of the Assessor Panel in order to demonstrate competence. This may involve the assessment panel observing actual performance at a number of actual or simulated (scenario based) incidents in a variety of conditions.

c. Knowledge - Answering written or oral questions posed by the Assessor Panel to demonstrate competence. The ability to provide thoughtful, detailed, and correct answers to questions may constitute a significant part of the overall assessment. This type of evidence helps confirm competence, particularly as it applies to the required technical knowledge and the way variable circumstances are managed and contingencies developed.

d. Other Evidence -Documentation of activities or statements (in written or oral format) that the candidate or others can provide to the assessor to imply competence:

(1) Video recordings, photographs, or After-Action Report (AAR) notes can contain useful evidence.

(2) Written statements or testimonials from others can support a self-assessment.

Note: These statements must be provided by someone with known technical proficiency in their field, e.g., people who have worked with or supervised the candidate in a job or task that is relevant to the competency being addressed. Testimonials must address the ability to do a job, perform a task, or manage a given situation and speak to this exclusively in an objective manner. Character references are not accepted as evidence supporting competency. Such statements are useful, but it is best to rely on evidence less prone to subjectivity. While RPL acknowledges skills and competency derived from applicable “on the job” and life experiences, statements with a direct linkage to the competency standard are more useful and straightforward for assessors to judge.

The Assessors can gather informal statements about competence from others who have seen the candidate perform the duties of the desired position.

Note: Some evidence categories are more suitable for some competencies than others. The type and the amount of evidence deemed as necessary to determine competence will vary, depending on the nature of the position being pursued as well as a candidate's depth and length of experience.

e. In general, Assessors will look for consistent evidence in multiple categories of those listed above. If inconsistency is noted, more evidence will be assessed until the inconsistency is resolved. For example, if statements made about performance do not reflect the self-assessment, the Assessors might spot check performance in an activity to reconcile the discrepancy.

The candidate will need to provide evidence that is:

(1) Valid – applicable to what is being assessed.

(2) Sufficient – enough to clearly show competence.

(3) Current – recent enough to demonstrate current competence (e.g., within the last 5 years).

(4) Authentic – genuine and relating to the candidate, not to someone else (original certificates should be shown during the interview and not included in the portfolio).

Falsification or forgery of documents used in the RPL process should be considered grounds for dismissal from the certification process and might result in disciplinary action.

The portfolio should be laid out to follow and support the Candidate Self-Assessment and Portfolio Worksheet. This aids the Assessor Panel in reviewing the documents that supports how the candidate meets the position competencies.

4. The Assessment

A three or four-person Assessors Panel will make an independent judgment about whether not a candidate is competent, based on the evidence supplied.

Note: It is not the Assessors' responsibility to provide the needed evidence, but they will provide the candidate with as much guidance as is appropriate. Assessors will thoroughly review the portfolio prior to the interview and prepare questions based on the information provided.

The assessment will be conducted much like a job interview. The Panel will ask questions about experiences and discuss the documents within the portfolio. After the assessment, the panel will meet and review all evidence provided. At that time, the Panel will come to a decision to whether the candidate is "Competent" or "Not Yet Competent". Any finding of "Competent" must be unanimous. A finding of "Not Yet Competent" will be accompanied with a plan of action to attain competency.

5. Appeal Process

If a candidate feels the assessment was not administered properly, fairly, or some evidence of discrimination was present, the applicant has the right to file an appeal. Appeals should be filed with the State Certifying Official within 30 days of receiving notice of the assessment. The appeal must demonstrate some breach of the RPL Administrative Guidelines to be considered valid.

Credentialing is an administrative process for validating personnel qualifications and providing authorization to perform specific functions during an incident. RPL is a tool that evaluates a candidate's demonstrated knowledge, skills, and past experiences, against a position's minimum standards for credentialing purposes. Just as past experiences have qualified an individual for their current position, a candidate's future experiences will refine and prepare the individual for their next position.

D. Cross Walking Qualifications

An individual who is qualified or is in the process of qualifying for an ICS position under another recognized qualifications system (e.g., USCG, USEPA, NWCG) may continue to use those standards for their qualifications under that system.

If the individual desires recognition of their Type-3 qualification as an "All-Hazards" qualification as specified within the IIMQS, the AHJ shall incorporate those personnel within their Recognition of Prior Learning Guidelines. The AHJs process should require the individual to submit documentation as required by the respective AHJs qualification system for review and possible approval for reciprocal qualification. However, the AHJ can require the completion of additional training, experience, or other criteria not required in their original qualifications system, prior to the individual receiving historical recognition under the IIMQS.

VII. Guidelines for State Qualifications Review Committee (SQRC)

Establishing and maintaining a viable and effective qualifications system requires a significant commitment of time and energy. States should institute a peer review committee known as a SQRC. A SQRC's purpose is to enhance the professional credibility of the position qualifications earned through the NIMS ICS Qualifications process. The SQRC should be multi-agency, multi-disciplinary, and multi-jurisdictional in its composition because ideally position candidates will be also. Having a diverse SQRC increases the chances that at least one person on the Committee will have personal knowledge about the training and experiences of a position candidate. Also, an inclusive approach reduces the potential for perceptions of favoritism and unequal treatment of individuals during the qualifications process. The use of a SQRC in the qualifications process is strongly encouraged.

A. Committee Duties

The SQRC should establish a proper record for any review or audit it performs. The Committee is to establish processes and internal controls that subject each application to a standardized and proper level of review by the Committee.

1. The SQRC should be authorized by the State to review and make, at any time deemed necessary, a determination whether an individual meets the requirements for qualification.

2. The SQRC must be able to review all documents that establish that the position trainee has completed all the position qualification criteria delineated in the ICPDQT. Such documents include course records, certificates, PTBs, resumes, experience documentation, and incident personnel performance ratings.

B. Committee Membership, Organization, and Meetings

It is recommended the committee membership be made up of a broad cross-section of the entities, individuals, and disciplines whose applications will be presented for review by the committee. Limit the number of members from any one agency or organization to ensure a balanced and representative structure. Qualified incident management team personnel or other experts can be used to provide depth and expertise as members of the SQRC or as ad hoc advisors. It is suggested a chair and vice-chair be elected by the membership to serve a specified term.

No particular frequency of meetings is suggested, though it is recommended the SQRC meet a minimum of once a year.

C. Appeals Process

The State or State-delegated SQRC should develop an appeals process to handle occasions when an applicant feels an error has been made in the qualifications process. Appeals of the actions of the SQRC itself should be in writing directed to the State no later than 30 days after notification. Appeals should contain (at a minimum) a description of the reason/circumstances leading to the appeal, supporting documentation, and the desired outcome.

D. Determining Course Equivalencies

1. The State Training Officer (STO) should be involved with determinations of course equivalency and should, at a minimum approve:

a. The methodology to be used in determining equivalency

b. The personnel who will analyze a course for equivalency

2. When making a training equivalency determination a State should consider, at a minimum:

a. The equivalent training provides, like learning and performance objectives that are adequate to reasonably assure a position candidate who completes the training will be successful as a trainee

b.The same minimum instructor qualifications required for the Incident Command Position Description (ICPD) Qualifications Tables listed course apply to the equivalent training

c.The guidance provided in the NIMS Training program, 2011

3. The NIMS Training Program, 2011, provides course equivalency guidelines for the ICS core courses and position specific training.

> *"...Stakeholders are responsible for ensuring that the course delivery meets or exceeds the standard of the NIMS Training Program. Complying with this expectation allows local organizations, departments, and agencies to manage and maintain the NIMS core curriculum course integrity as well as the core competencies among students of the same course nationwide. Stakeholders may fulfill their respective training program requirements by taking other agencies' equivalent training courses. The NIC does not determine or audit course equivalency. This is the responsibility of the individual organization offering the course. Stakeholders using other agencies' courses have a responsibility to audit or verify that these courses meet course equivalency guidelines.*
>
> *Course instructors have a responsibility to deliver course materials and activities according to the minimum standards identified in the NIMS curriculum instructor guides and/or course summaries. Instructors are the agents who enable, facilitate, and evaluate the learning process for emergency management. Adhering to the NIMS training program standard ensures instructional and course integrity across the Nation, regardless of the jurisdiction, agency, organization, or association." (NIMS Training Program, page 22)*

The NIMS Training Program (2011), Appendix B, NIMS Core Curriculum Course Summaries, also addresses the use of equivalency training.

> *"...This section provides summaries of National Incident Management System (NIMS) curriculum—including, ICS-100, ICS-200, ICS-300, ICS-400, IS-700, and IS-800—and position-specific coursework. NIMS training development guidance states that training may be offered through government agencies and/or private training vendors. It is not necessary to*

attend a Federally-sponsored NIMS course. However, to receive certification, all course content and instructor qualifications must meet or exceed the specific course objectives, activities (e.g. practical exercises), and depth of material described within this plan. Stakeholders that develop equivalent training are responsible for ensuring course equivalence by meeting the minimum requirements outlined in the course summaries." (NIMS Training Program page 29)

4. Course equivalency shall not be determined by a vendor's advertising material or claims. A comprehensive course equivalency determination needs to be conducted to ensure that the courses meet the criteria indicated above.

5.Some training courses may be determined to be equivalent to two or more separate courses.

6. It is acceptable for training, including equivalent training, to be given in separate modules or units over a period time.

7. As indicated in the ICPDQT, some training course requirements may be met by completing an exercise that meets specific minimum criteria. “Equivalent” exercise listings are shown in the relevant Experience block of the ICPDQT.

VIII. Incident Complexity

As Incidents grow in complexity, they can overwhelm the capabilities of incident personnel and become more dangerous to responders and/or the public. Incident complexity is a characterization used to describe the level of difficulty, severity, or overall resistance to control, that incident management personnel face while trying to manage an incident or event to a successful and safe conclusion or to manage one type of incident compared to another type.

It is important that a jurisdiction's Chief Elected Official(s) or Agency(s) Administrator(s) and the current Incident Commander take the time to analyze the current and expected future situation, as objectively as possible, to assess whether the current management organization is sufficient or whether higher typed incident management is or will be needed.

The analysis will help to identify the need to order additional resources and decide the type of an IMT needed.

Determining incident complexity is a subjective process based on examining a combination of indicators or factors.

Common indicators may include the:

- Threat to life
- Magnitude of the effort needed to stabilize
- Threat to property
- Threat to environment
- Area (location) involved
- Political, social, economic sensitivity
- Organizational complexity, including the
    - Number of responders
    - Incident management personnel required
    - Span of control
    - Need for multiple branches or disciplines
    - Needs for aviation support
    - The diversity of responder disciplines required
- Jurisdictional boundaries, number and/or amount of overlap of jurisdictions with responsibility
- Values at risk
- Weather
- How routine or unusual the incident is

Most indicators are common to all incidents, but some may be unique to a particular type of incident.

The Incident Management Team managing the incident should be qualified and experienced at the level of the incident's complexity typing.

Guidelines for incident typing are:

A. Type 5 Incident:

- During the initial operational period
- With the local resources that are initially dispatched
- With a local Incident Commander(s) and a Safety Officer
- With the use of other Command and General Staff as needed and/or as determined by agency policy
- Without a written IAP unless it is a Hazmat incident or otherwise required by agency policy
- The IC may complete an ICS- 201 or an agency incident worksheet

B. Type 4 Incident:

- During the initial operational period
- With the local resources that are initially dispatched and other local resources that are requested by the Incident Commander, these resources may be from the same organization or from assisting or cooperating agencies or mutual aid (local resources should be able to return to their own home after the end of their shift, the IC would need to provide restrooms, food and water at the incident)
- With a local Incident Commander(s) and a Safety Officer
- With the use of other Command and General Staff as needed and/or as determined by agency policy
- With the operations section having an organization no larger than Divisions and/or Groups that will keep the incident within the IC's span of control
- Without a written IAP, unless it is a Haz-Mat incident or otherwise required by agency policy
- The IC may complete an ICS-201 or an agency incident worksheet
- With local general staff personnel that may not have formal qualifications for logistical support and resource tracking as needed

C. Type 3 Incident:

- Usually cannot be mitigated during the initial operational period
- May not be mitigated with the local resources that are initially dispatched or other local resources that may be from assisting or cooperating agencies or mutual aid
- Usually cannot release resources in a timely manner to mitigate other local emergencies or incidents not related to the incident being managed by the incident management team
- May require resources from outside the local area and will require facilities and support for rest before they return to their home jurisdiction or start another shift
- Would often need a written Delegation of Authority (from the local Chief Elected Official of the jurisdiction where the incident occurred) to the Type 3 qualified Incident Commander if the IC is not from that jurisdiction
- If the IC/IMT is not from the local jurisdiction and does not have a Delegation of Authority, the team should only function in a support role to the local jurisdiction management personnel

- Requires a qualified Type 3 Incident Commander to build a qualified incident management team. This team has most if not all members of the Command and General Staff that are qualified and typed at the Type 3 (or higher level).
- Most always requires a written Incident Action Plan that often includes the following ICS forms, which are completed and a copy of the IAP made available for each supervisor
- Incident Objectives ICS 202
- Organization Assignment List - ICS 203
- Assignment List for each Division and/or Group - ICS 204
- Incident Radio Communications Plan - ICS 205
- Communications List - ICS 205A
- Medical Plan - ICS 206
- Safety Message/Plan - ICS 208
- Weather Forecast
- Maps and/or charts
- The IAP often will include a blank ICS 214 - Activity Log

D. Type 2 Incident, includes the items of a Type 3 incident and:

- Span of control almost always requires a complete Command and General Staff
- Resources from outside the State may be required through ordering and deployment methods, such as EMAC
- The incident management needs are such that the Incident Commander and the Command and General Staff need the skills of and are qualified and typed at the Type 2 level

E. Type 1 Incident, includes the items of Type 3 and 2 incidents and:

- Federal resources may be required
- Span of control often requires establishing Branches
- Often includes a complex aviation effort with numerous and different types of assets
- The incident management needs are such that Incident Commander and the Command and General Staff need the skills of and are qualified and typed at the Type 1 level

IX. Qualifying Incident, Event, and Exercise Guidelines

General

Experience can be gained and position task performance can be demonstrated, evaluated, and documented in a position task book (PTB) through qualifying incidents, events, and/or exercises. While experience can be gained and position task performance on qualifying events and/or exercises can help to deepen a trainee's record, a trainee must have satisfactorily completed at least one incident position performance assignment to be certified and credentialed. Depending on the nature of the position being pursued and the nature of the position performance assignments completed it will most often require more than one incident experience to fully complete a PTB.

The tasks listed in the position task book (PTB) for a given position are the same at different type levels, what's different is the complexity context in which those tasks are accomplished.

It is an important factor in a performance-based qualification system that trainees demonstrate their proficiency at performing the tasks of an ICS position during incidents, events, and exercises that are typed at the same level of complexity as the target positions the trainees are pursuing. In some cases, position performance assignments and experiences on higher typed incidents, events, or exercises can be used toward PTB completion for a lower typed position. However, that situation should generally be the exception and not the rule. For more information about complexity refer to Section VIII, Incident Complexity.

An individual who is in trainee status, regardless of other qualifications they may hold, should not be evaluating another trainee on the same incident, event, or exercise.

A. Qualifying Incident Attributes

See Section VIII. Incident Complexity.

B. Qualifying Event Attributes

An event in which Incident Management Team trainees have tasks evaluated and initialed; or, the event is used to maintain qualification currency, should meet all the criteria given below:

1. Criteria

a. The event is complex enough to suggest a Type 3 Incident Management Team (IMT) or higher is appropriate to manage

b. Sharing of information between IMT members is necessary in order to close critical decision loops

c. The event must span at least two distinct periods of time in which the entire Command and General Staff of the Incident Management Team is involved, to include at a minimum:

(1) Development and production of an Event Action Plan (EAP). This could occur in advance of the actual onset of the event

(2) On-scene management of the event

d. Time spent as an entire IMT planning for and providing on-scene event management must encompass a minimum of two full days (total of sixteen or more hours)

e. It is ideal to have a Command and General Staff filled with an individual in each position (see list in next bullet item), however some considerations and caveats are offered here:

(1) Trainees can be evaluated by a fully qualified individual who is in a supervisory position within the ICS structure. (e.g. a fully qualified Incident Commander could evaluate a Planning Section Chief Trainee, a fully qualified Planning Section Chief could evaluate a Resources Unit Leader Trainee.)

(2) The event should involve a significant amount of coordinating between functional areas and the establishing or maintaining of good working relationships.

f. Command and General Staff positions or functions that should be present are:

(1) Incident Commander

(2) Safety Officer

(3) Public Information Officer

(4) Liaison Officer

(5) Operations Section Chief

(6) Planning Section Chief

(7) Logistics Section Chief

(8) Finance/Administration Section Chief

g. Event influences should include:

(1) Agency Administrators or Executives of the event sponsors to set out what the goals are – what success looks like

(2) Elected Officials

(3) Media

(4) Stakeholders and public

h. Event should involve multi-jurisdictional (preferred), or significant multi-agency in the same jurisdiction.

i. Planning should include contingency planning, e.g., incident within event planning

j. All applicable ICS forms must be completed for a complete EAP, including intermediate forms such as the ICS-215 and ICS-215A.

k. For position task book task evaluation: the complexity of the incident must match the type rating of the Incident Management Team position. A trainee must be evaluated by personnel currently qualified at an equivalent position or in a position

that supervises in ICS or the same qualification but a higher type (e.g., a Type I Public Information Officer can evaluate a Type III Public Information Officer).

l. To be creditable for currency: the Incident Management Team position performed must be listed as one that maintains currency in the relevant ICPD Qualification Table.

C. Qualifying Exercise Attributes

These guidelines are intended to provide consistency and authenticity when a State uses or recognizes an operations-based exercise, whether functional or full scale, to evaluate personnel, provide an opportunity for trainees to complete tasks in their Position Task Books, or to maintain qualification currency for an ICS position identified within this Guide. States are encouraged to use the Homeland Security Exercise and Evaluation Program (HSEEP) guidance along with these guidelines when developing exercises to ensure a quality training and evaluation opportunity.

1. Preparatory Training

IMPORTANT: Exercise players should be given an appropriate level of foundational knowledge through classroom or other learning methods to assure they are sufficiently prepared for an exercise. Players should not be thrown into an exercise unprepared, especially trainees. Exercises are NOT where the fundamentals are learned, nor are they the appropriate venue for demonstrating performance without adequate preparatory learning and practice opportunities.

Preliminary training should be completed before undertaking a qualifying exercise, to include:

a. All the ICS courses through the ICS-300 course, ICS-400 recommended

b. Position-specific training appropriate to the position to be played and/or significant progress (recommend 50% or greater) in the target position task book (PTB)

c. Training on the Planning “P” (e.g. DHS All-Hazards Planning Process video) should be completed prior to or at the beginning of the exercise as a review

2. Exercise Components

a. The exercise must be operations-based, either a functional or full-scale exercise.

b. An analysis of the exercise’s incident scenario must be equal or higher than the complexity type rating for the ICS positions that are utilizing PTBs or the ICS positions being exercised to maintain currency in those positions.

c. If elements of the planning process are required to be exercised or evaluated, the scenario must encompass multiple operations periods or require at least one complete cycle of the planning process.

d. All appropriate Command and General Staff positions should be filled. These include:

(1) Incident Commander

(2) Safety Officer

(3) Public Information Officer

(4) Liaison Officer

(5) Operations Section Chief

(6) Planning Section Chief

(7) Logistics Section Chief

(8) Finance/Administration Section Chief

e. Staffing for the Command and General Staff positions should be completed using the following considerations:

(1) Trainees may be evaluated by a fully qualified individual who is a Player in a supervisory position within the ICS structure (e.g., a fully qualified Incident Commander could evaluate a Planning Section Chief Trainee; a fully qualified Planning Section Chief could evaluate a Resources Unit Leader Trainee)

(2) Trainees may be evaluated by a fully qualified individual who is an Evaluator in the exercise

(3) When a subordinate ICS position is not filled in an ICS organization, the supervisor of that position assumes all functional responsibilities of the unfilled subordinate position

(4) The exercise should require a significant level of coordination between functional areas and the establishment or maintenance of positive and productive working relationships necessary on an actual incident or event

f. To be considered as a qualifying exercise for Unit Leader positions, the Section Chief and at least two of the Section's Unit Leader positions should be filled.

g. Specific scenario events (or injects) that prompt players to implement the plans, policies, procedures, and protocols that require testing during the exercise, must include:

(1) Simulated activities occurring on the incident that warrant action

(2) Simulated external influences from:

(a) Agency Administrators or Executives

(b) Elected Officials

(c) Media

(d) Stakeholders and public

h. Injects must include information that is required to be shared with other incident management team members to demonstrate the ability to receive, prioritize, and share the essential elements of information necessary to successfully complete a task, duty, or responsibility

i. A sufficient number and quality of injects must be provided to fully engage each member of the IMT and immerse them into the ongoing incident response while participating in the NIMS planning process

j. The scenario may be multi-jurisdictional (preferred) or significant multi-agency in the same jurisdiction

k. If the scenario involves Unified Command, then all Unified Commander positions should be filled and present during the exercise

l. An ordering process must be utilized that either utilizes or simulates the jurisdiction's processes and procedures for incident ordering. This ordering process can involve a local Emergency Operations Center (EOC), local or geographic dispatch centers, or an expanded dispatch function

m. All applicable ICS forms must be completed for a complete IAP, including intermediate forms such as the ICS-215 and ICS-215A

D. After Action Review and Evaluation

To enable tasks within a PTB to be appropriately completed, the trainee must be evaluated by personnel qualified in the ICS position being evaluated or qualified in the ICS position that would supervise that position on an incident

Documents that may facilitate the evaluation process include the position PTB and/or the ICS-225, Incident Personnel Performance Rating

X. Required Exercise Attributes for Equivalency

General

The following attributes for Type 3 AHIMT team training course equivalency are required criteria an AHJ must include if they are using an exercise as an equivalent method to provide team training (e.g., USFA O-305, NWCG S-420, FEMA ICS-420) for Type 3 Incident Management Team Command and General Staff positions as denoted in the ICPDQT.

A. Preparatory Training

IMPORTANT: Exercise players should be given an appropriate level of foundational knowledge through classroom or other learning methods to assure they are sufficiently prepared for an exercise. Players should not be thrown into an exercise unprepared, especially trainees. Exercises are NOT where the fundamentals are learned, nor are they the appropriate venue for demonstrating performance without adequate preparatory learning and practice opportunities.

1. Preparatory training should be completed before undertaking the exercise, to include

   a. All ICS courses through the ICS-300 course, ICS-400 recommended

   b. Position-specific training appropriate to the position to be played

   c. Team development and changes to team dynamics due to stress or other factors

   d. Individual stress management

   e. Team decision-making in a high-consequence stressful environment.

   f. Previous experience as a trainee in the position to be played on incidents, events, or qualifying exercises is advised.

   g. Training on the Planning “P” (e.g., DHS All-Hazards Planning Process video) should be completed prior to or at the beginning of the exercise as a review

   h. Each step of the “Planning P” must be accomplished at least once. Role players or scripted handouts must be provided for each key player discussed in the “Planning P” (e.g., Agency Administrator, Unified Command)

B. Exercise Components

1. The exercise must be operations-based, either a functional or full-scale exercise.

2. The exercise or simulation must include multiple operational periods, to include, at a minimum:

   a. Management and oversight of current events occurring on the incident

   b. Development and production of multiple Incident Action Plans (IAPs) for multiple operational periods – one may be a rapidly developed IAP for the current operational period

   c. Multiple Operations Briefings

   d. The exercise must encompass a minimum of multiple operational periods and multiple planning cycles. It will be rare that the exercise will take less than two real-time days

e. The exercise should include:

(1) In-briefing information from an Agency Administrator or Elected Official and the Initial Attack Incident Commander

(2) Transfer of Command

3. The player IMT's organization must have an Incident Commander Type 3 and the following Command and General Staff positions filled:

a. Public Information Officer

b. Safety Officer

c. Liaison Officer

d. Operations Section Chief

e. Planning Section Chief

f. Logistics Section Chief

g. Finance/Administration Section Chief

4. The complexity of the incident must be Type 3

5. Injects (incident information, including events, or messages that can be delivered by way of a variety of different media, including role players in person, radio, written, etc.) must include:

a. Simulated activities occurring on the incident that need attention

b. Simulated external influences from:

(1) Agency Executives

(2) Elected Officials

(3) Media

(4) Stakeholders and public

6. Injects must include information that must be shared with other IMT members in order to practice and demonstrate essential elements of information sharing and closing information loops

7. An adequate number of injects must be designed and provided to cause each member of the IMT to be engaged in the ongoing incident response as well as the planning process

8. The scenario be multi-jurisdictional (preferred) or multi-agency in the same jurisdiction

9. If the scenario involves Unified Command, then all Unified Commander positions should be filled

10. There must be an ordering process established through an EOC, simulated EOC, local or geographic dispatch

11. All applicable ICS forms must be completed for a complete IAP, including intermediate forms such as the ICS-215 and ICS-215A

C. After Action Review and Evaluation

1. Exercise Players must be evaluated by currently personnel at qualified equivalent or a position that supervises in ICS or a higher typed certification

2. Documents used to guide and document evaluations should include the individuals PTB and/or the ICS-225 form, Incident Personnel Performance Rating

3. The following elements must be evaluated:

a. Compliance with and quality of execution of the Planning process specifically focusing on:

(1) Agency Administrator or Executive Briefing

(2) Initial Action Incident Commander Briefing

(3) Unified Commander meeting

(4) Tactics meeting

(5) Planning meeting

(6) Quality, completeness, and effective use of ICS forms

(7) Quality and completeness of the Incident Action Plan (IAP)

(8) How well strategies and the tactical plan (including the IAP) will meet the Agency Administrator or Executive's direction

b. Effective information sharing among the different IMT positions

c. Ability to perform the functional duties of assigned position

d. Effectiveness of Unified Command

e. Unified Objectives

f. Shared Resources

g. Appropriateness of placed or planned resource orders

h. Effective ordering within the coordination system

i. Unified organization reflected in the IAP or current organization chart

j. Ability to process information, respond appropriately within functional responsibilities and make adjustments (response to injects)

k. Appropriate emphasis on risk management/safety

l. Personal traits such as effectiveness of decisions made under stress, demonstrated leadership, attitude, initiative, mutual respect, and team player qualities

m. Quality and completeness of the Operational Briefing

XI. Incident Command Position Description Qualification Tables

A. Introduction

This document contains the Qualification Tables for Incident Management position titles under the National Incident Management System (NIMS). Individuals who meet these qualifications can be determined to be credentialed if their identity and authorization for deployment is also verified.

1. Qualification Criteria

The categories of criteria listed are defined as follows:

Training	Instruction and/or activities that enhance an individual's core knowledge, increase skill set and proficiency as well as strengthen and augment abilities. Coursework is considered to be a primary means by which personnel can adequately prepare for successful position performance evaluation.
Experience	The activities an individual must accomplish, generally within the context of actual or simulated incidents or events, to prepare for and demonstrate proficiency at the tasks identified in a position's position task book.
Physical/Medical Fitness	Physical and medical considerations, that when applied, help to ensure safe performance in potentially hazardous environments.
Currency	Functioning in the ICS position or related position during a qualifying incident, event or exercise (simulation) at least once every five years.

2. Equivalency

Many of the position-specific and team training courses listed in the Training criteria allow for equivalent training. Equivalency is determined by a signatory State. Refer to the Section VII, Guidelines for State Qualifications Review Committees, for details.

3. Direct Entry Positions at the Type 3 Level

For many Type 3 positions, direct entry is allowed. Direct entry allows for an individual to pursue qualification directly into a middle or upper level ICS position without qualifying previously in positions that are subordinate to the target position. However, it is important to note that some Position Task Books for positions that allow direct entry include tasks of ICS subordinate position(s) and the trainee must demonstrate these tasks satisfactorily. This is correctly aligned with a foundational principle of the Incident Command System (ICS), which requires that when a lower position is not filled in an incident organization, the position above assumes all the functional responsibilities of the unfilled position below. Some position task books do not identify specific tasks associated with subordinate positions. However, the ICS

principle above must be taken into consideration when evaluating a candidate for a direct entry position. It is critical to ICS reliability that individuals who are qualified into mid or upper level position using this qualification system must be able to perform the duties and responsibilities of the subordinate positions.

4. Technical Specialists and Endorsements

It is possible that members of the AHIMT deployed to an incident involving a particular type of hazard (e.g., hazardous materials) or kind of incident (e.g., cave rescue) may not possess sufficient knowledge, experience, or statutorily required licenses, training, or certifications to manage the incident without additional technical expertise from personnel who possess those requirements. This situation primarily effects the Operations and Safety functions but may manifest itself in other functions as well. Experience demonstrates that the vast majority of IMTs have overcome those situations through the recruitment and use of Technical Specialists. Based on the successful use of Technical Specialists to assist with Incident Management Team functions during those situations, the AHIMTA encourages their use whenever appropriate.

There may be, however, situations where an industry association, governmental organization or group, professional or discipline specific non-profit, or State identifies the need to add discipline- or hazard-specific requirements over and above the criteria found in the AHIMTA Job Titles. In those situations, the AHIMTA will consider a request for the development of a discipline-specific endorsement. Such request must follow the procedures and guidelines outlined below. If approved by the AHIMTA, endorsements will be developed by discipline specific SMEs on a position-by-position basis only as they are identified and justified as being needed using the framework for developing and implementing discipline-specific endorsements within this section.

For a specific incident or planned event, it is the AHJ(s) that has the definitive authority to request AHIMT members with specific endorsements or the use of Technical Specialists to augment an AHIMT.

a. Technical Specialists

Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training of established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training in order to use their specialized skills in the incident environment.

No minimum qualifications for Technical Specialists have been established by AHIMTA. Standards for Technical Specialist qualifications are determined by the applicable Agency or organization the Technical Specialist normally works for. This Agency or organization is responsible for assuring that Technical Specialists have the proper knowledge, skills and abilities, as well as required certifications and/or qualifications to be engaged in the activities relevant to the specific incident. It is also incumbent on the Agency or organization to assure proper physical and medical capability to meet the needs of the work on the

incident. The rigors of incident work may differ more or less from the normal work activities required of the individual.

b. Endorsement Basics

When developing an endorsement, the minimum criteria in the AHIMTA Job Title cannot be bypassed or altered. Endorsements are the additional education, experience, and training requirements specific to the AHIMTA Job Title criteria necessary for safe and effective operations within a specific discipline or hazard, (e.g., a hazardous materials incident response). Both the endorsement criteria as well as the AHIMTA Job Title criteria need to be met to be considered fully qualified for that ICS position with the discipline-specific endorsement. Because the endorsement is additional criteria added to the baseline criteria, it does not stand by itself as a qualification but only as an endorsement to an existing ICS position.

The organization with an interest in the development of a discipline-specific endorsement to the AHIMTA Job Titles must:

(1) Complete a detailed request for the development of an endorsement to the AHIMTA

(2) Be legally or formally recognized as having the expertise and authority to develop the qualification criteria for endorsement development

(3) Provide expert personnel who will work with one or more AHIMTA qualification personnel on the development

(4) Have the expertise and authority to certify individuals seeking the endorsement when it is developed

c. The Request for Endorsement Development

Entities requesting the development of a discipline-specific endorsement to the AHIMTA Job Titles must include the following information in the request:

(1) Explain the nature of the need for endorsements added to the AHIMTA Job Title(s) rather than the use of Technical Specialists, which is the general model the IIMQS encourages.

(2) Explain why the need is for deployment of endorsed AHIMT resources across State borders.

(3) Identify the organization(s) that have the expertise and authority to develop the qualification criteria for applicable endorsements. This includes entities with parallel or overlapping expertise or authority.

(4) Provide the names of the individuals from the requesting organization (and other applicable organizations) that are prepared to work with AHIMTA qualification personnel on the development of the endorsement.

(5) Present a draft of the endorsement qualification criteria to be added to the existing AHIMTA Job Title.

(6) Present a draft of the tasks to be added to the core ICS position’s PTB.

d. Endorsement Format and Categories

The endorsement qualification criteria must be presented in the existing AHIMTA Job Title format and categories. These categories include education, training, experience, physical/medical fitness, currency, professional and/or technical certificates, and licensing. An endorsement may include additional requirements in one or more categories. When developing an endorsement, these categories can be grouped into three primary components.

(1) Experience – Under a performance-based system, experience can be demonstrated through various methods such as actual incident experience, a full-scale exercise, or by classroom instruction. It is the identification of additional tasks or those critical elements that are unique to a specific discipline/hazard that creates the necessity for endorsements. All discipline- or hazard-specific tasks should relate directly back to the core competencies and behaviors which make up the cornerstone of the NIMS ICS positions.

(2) Training/Education – Discipline- or hazard-specific training and education is that which allows an individual to meet the discipline- or hazard-specific tasks. Training objectives should always teach to the specific behaviors or tasks identified for the discipline-specific position or endorsement.

(3) Legal or Statutory Requirements – This includes any professional or technical certificates and licensing that may be necessary to function in the discipline- or hazard-specific position.

e. Endorsements for Position Task Books

To add additional tasks beyond the core ones in the existing AHIMTA PTBs, the requesting organization will create the proposed additional page(s) outlining the new discipline- or hazard-specific tasks. Each discipline- or hazard-specific task should be categorized under the existing core competencies and behaviors by listing the competency, the behavior, and the new task. These additional tasks must align with the existing core competencies and behaviors. Once the endorsement has been approved it will be added to the endorsement section of the PTB.

f. Implementing an Endorsement

Once an endorsement has been approved and included into the NIMS Job Title documents or a PTB, then the endorsement should be completed in conjunction with the criteria to be qualified with that specific endorsement for that ICS position. An endorsement is all of the minimum criteria in an AHIMTA Job Title, plus the additional requirements (categories and/or tasks) for any specific ICS position. The AHIMTA will determine if the new endorsement will be included in the existing AHIMTA PTB or be issued as a standalone supplement.

The individual, the individual's Training Officer, and the SQRC (if used) should ensure that all endorsements for an ICS position have been completed in conjunction with the criteria prior to qualification and certification.

B. All-Hazards Position Descriptions

1. Command Staff -

a. All-Hazards Incident Commander Type 3 (ICT3-AH)

(1) Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section X.
- ✓ E/L-950 All-Hazards Incident Commander (or Equivalent)
- ✓ G-191 Incident Command System / Emergency Operations Center Interface
- ✓ Hazardous Materials Awareness Training

  (Incident Commanders at Hazardous Materials Incidents must be Hazardous Materials Operations level + 24 hours OSHA CFR 1910.120(q)(6)(v))

(2) Recommended training that will support the position

- Additional Management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

(3) Prerequisite qualification(s) required to be completed

Qualified as (at least one of the following All-Hazards Type 3 postions):

- All-Hazards Operations Section Chief Type 3 (OSC3-AH)
- All-Hazards Planning Section Chief Type 3 (PSC3-AH)
- Qualified as All-Hazards Logistics Section Chief Type 3 (LSC3-AH)
- Qualified as All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)
- Qualified as NWCG Incident Commander Type 3 (ICT3)

(4) PTB Required (final evaluator must be a qualified ICT3-AH or NWCG ICT3 or NWCG ICT2 or NWCG ICT1 or USCG ICT3 or USCG ICT2 or USCG ICT1 or DOI ICA3 or DOI ICA2)

(5) Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s). See Section IX, *Qualifying Incident, Event, and Exercise Guidelines.*

(6) Documented assignments in these positions will maintain ICT3-AH position certification currency.

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief
- Incident Commander

(7) ICT3-AH currency will maintain position certification for these positions if qualified.

- All-Hazards Operations Section Chief Type 3 (OSC3-AH)
- All-Hazards Planning Section Chief Type 3 (PSC3-AH)
- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)
- All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

(8) Minimum Annual Physical Fitness level

- Medium, or as required for specific discipline

b. All-Hazards Incident Safety Officer Type 3 (SOF3-AH)

(1) Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section X.
- ✓ E/L-954 All-Hazards Safety Officer (or Equivalent)
- ✓ G-191 Incident Command System / Emergency Operations Center Interface
- ✓ Hazardous Materials Awareness Level Training

(2) Recommended training that will support the position

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State
- OSHA 6000 Collateral Duty Safety Officer (or Equivalent)
- OSHA 7600 Disaster Site Worker (or equivalent)
- Aviation Safety Course

(3) PTB Required (final evaluator must be a qualified SOF3-AH or NWCG SOF2 or NWCG SOF1 or USCG SOF3 or DOI SOF3 or DOI SOF2)

(4) Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s). See Section IX, *Qualifying Incident, Event, and Exercise Guidelines.*

(5) Prerequisite qualification(s) required to be completed

Qualified as (at least one of the following):

- All-Hazards Division/Group Supervisor (DIVS-AH)
- NWCG Incident Commander Type 4 (ICT4)
- DOI All-Hazards Team Leader (ARTL, LEOL, SRTL, SWFL, TRTL)
- NFPA 1021 Fire Department Officer II

(6) Documented assignments in these positions will maintain SOF3-AH position certification currency.

- Primary duty as Safety Officer during sponsoring agency's typical responses
- Safety Officer

(7) SOF3-AH currency will maintain position certification for these positions if qualified.

- All-Hazards Incident Commander Type 3 (ICT3-AH)
- All-Hazards Operations Section Chief Type 3 (OSC3-AH)

(8) Minimum Annual Physical Fitness level

- Medium, or as required for specific discipline

c. All-Hazards Public Information Officer Type 3 (PIO3-AH)

(1) Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section X.
- ✓ E/L-952 All-Hazards Public Information Officer (or Equivalent)
- ✓ G-191 Incident Command System / Emergency Operations Center Interface
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

(3) PTB Required (final evaluator must be a qualified PIO3-AH or NWCG PIO2 or NWCG PIO1 or USCG PIO3 or DOI PIO3)

(4) Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s). See Section IX, *Qualifying Incident, Event, and Exercise Guidelines.*

(5) Prerequisite qualification(s) required to be completed

None; This position can be pursued as an **entry level**.

(6) Documented assignments in these positions will maintain PIO3-AH position certification currency.

- Public Information Officer Field (PIOF)

(7) PIO3-AH currency will maintain position certification for these positions if qualified.

- None

(8) Minimum Annual Physical Fitness Level

- Low, or as required by the specific discipline

d. All-Hazards Liaison Officer (LOFR-AH)

(1) Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section X.
- ✓ E/L-954 All-Hazards Liaison Officer (or Equivalent)
- ✓ G-191 EOC/IMT Interface or equivalent
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

(3) PTB Required (final evaluator must be a qualified LOFR-AH or NWCG LOFR or USCG LOFR or DOI LOFR)

(4) Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s). See Section IX, *Qualifying Incident, Event, and Exercise Guidelines.*

(5) Prerequisite qualification(s) required to be completed

None; This position can be pursued as an **entry level**.

(6) Documented assignments in these positions will maintain LOFR-AH position certification currency.

- Agency Representative (AREP)
- Liaison Officer

(7) LOFR-AH currency will maintain position certification for these positions if qualified.

None

(8) Minimum Annual Physical Fitness Level

- Low, or as required by the specific discipline

2. Operations Section

a. All-Hazards Operations Section Chief Type 3 (OSC3-AH)

(1) Prerequisite training completed

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section X.
- ✓ E /L-958 All-Hazards Operations Section Chief (or Equivalent)
- ✓ G-191 Incident Command System / Emergency Operations Center Interface
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position

- E/L-960 All-Hazards Division/Group Supervisor (or Equivalent)
- E/L-984 All-Hazards Strike Team/Task Force Leader (or Equivalent)
- Staging Area Manager Course
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

(3) PTB Required (final evaluator must be a qualified OSC3-AH or NWCG OSC3 or NWCG OSC2 or NWCG OSC1 or USCG OSC3 or DOI OSA3 or DOI OSA2

(4) Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s). See Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) required to be completed

This position can be pursued **direct entry** in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- Division Group Supervisor All-Hazards (DIVS-AH)
- Strike Team/Task Force Leader All-Hazards (STLD-AH/TFLD-AH)

(6) Documented assignments in these positions will maintain OSC3-AH position certification currency.

- Incident Commander
- Operations Section Chief
- Branch Director including Air Operations Branch Director
- Division/Group Supervisor

(7) OSC3-AH currency will maintain position certification for these positions if qualified.

- All-Hazards Incident Commander Type 3 (ICT3-AH)
- All-Hazards Safety Officer Type 3 (SOF3-AH)
- All-Hazards Division/Group Supervisor (DIVS-AH)

(8) Minimum Annual Physical Fitness Level

- Medium, or as required for specific discipline

b. All-Hazards Division/Group Supervisor (DIVS-AH)

(1) Prerequisite training completed

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ G-191 Incident Command System / Emergency Operations Center Interface
- ✓ E/L-960 All-Hazards Division/Group Supervisor (or Equivalent)
- ✓ Hazardous Materials Operations Training

(2) Other Training Which Supports Development of Knowledge and Skills

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

(3) PTB Required: Final evaluator must be a qualified Division/Group Supervisor or Operations Section Chief in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) completed;

This position can be pursued **direct entry** in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- ✓ All-Hazards Task Force Leader (TFLD-AH)

(6) Documented assignments in these positions will maintain DIVS-AH position certification currency. The following positions may come from another recognized NIMS ICS system.

- Task Force Leader
- Strike Team Leader
- Division/Group Supervisor
- Operations Branch Director
- Operations Section Chief

(7) DIVS-AH currency will maintain position certification for these positions if qualified.

- All-Hazards Task Force Leader (TFLD-AH)
- All-Hazards Operations Section Chief Type 3 (OSC3-AH)

(8) Minimum Annual Physical Fitness level

- Medium, or as required for specific discipline

c. All-Hazards Task Force Leader (TFLD-AH)

Strike Team leader qualifications are included in Task Force Leader qualifications

(1) Prerequisite Training:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ G-191 Incident Command System / Emergency Operations Center Interface
- ✓ E/L-984 Strike Team/Task Force Leader (or Equivalent)
- ✓ Hazardous Materials Operations Training

(2) Other Training Which Supports Development of Knowledge and Skills

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

(3) PTB Required: Final evaluator must be a qualified Task Force Leader or Division/Group Supervisor in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) completed;

This position can be pursued as an **entry level**. Prerequisites for the position will be experience and qualification in low and mid-level supervisory jobs that entail some decision making under stress. These positions should have equivalency to the skills and abilities of the ICS Single Resource Leader. Some examples are police corporals or sergeants, structural fire apparatus officers, Public Works crew supervisors, or an equivalent position requiring lead supervisory experience.

(6) Documented assignments in these positions will maintain TFLD-AH position certification currency. The following positions may come from another recognized NIMS ICS system.

- Task Force Leader
- Division/Group Supervisor
- Operations Section Chief
- Strike Team Leader

(7) TFLD-AH currency will maintain position certification for these positions if qualified.

- All-Hazards Division/Group Supervisor (DIVS-AH)
- All-Hazards Operations Section Chief Type 3 (OSC3-AH)

(8) Minimum Annual Physical Fitness level

- Strenuous, or as required for specific discipline

d. All-Hazards Staging Area Manager (STAM-AH)

(1) Prerequisite training completed

- ✓ IS-200.a or b or ICS-200 and all prerequisite IS/ICS courses
- ✓ IS-700.a or b
- ✓ Hazardous Materials Awareness Training

(2) Recommended Training Which Supports Development of Knowledge and Skills

- Staging Area Manager Course (Texas A&M, USFS, or equivalent)
- NWCG Staging Area Manager Job Aid (J-236)
- Status Check-in Recorder Course
- Management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

(3) PTB Required (final evaluator must be a qualified STAM-AH or NWCG STAM

(4) Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s). See Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) completed

None; This position can be pursued as an **entry level**.

(6) Documented assignments in these positions will maintain STAM-AH position certification currency.

- Single Resource Boss
- Staging Area Manager

(7) STAM-AH currency will maintain position certification for these positions if qualified.

- All-Hazards Status/Check-In Recorder (SCKN)

(8) Minimum Annual Physical Fitness Level

- Low, or as required for specific discipline

3. Planning Section

a. All-Hazards Planning Section Chief Type 3 (PSC3-AH)

(1) Prerequisite training completed:

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section X.
- ✓ E/L-962 All-Hazards Planning Section Chief (or Equivalent)
- ✓ G-191 Incident Command System / Emergency Operations Center Interface
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State
- E/L-965 All-Hazards Resources Unit Leader (or Equivalent)
- E/L-964 All-Hazards Situation Unit Leader (or Equivalent)
- All-Hazards Documentation Unit Leader (or Equivalent) when developed
- All-Hazards Demobilization Unit Leader (or Equivalent) when developed
- All-Hazards Intelligence/Investigation Unit Leader (or Equivalent) when developed
- All-Hazards Volunteer Coordination Unit Leader (or Equivalent) when developed

(3) PTB Required: (final evaluator must be a qualified PSC3-AH or NWCG PSC3 or NWCG PSC2, or NWCG PSC1 or USCG PSC3 or DOI PSC3 or DOI PSC2)

(4) Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s). See Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) required to be completed:

This position can be pursued **direct entry** in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- Situation Unit Leader All-Hazards (SITL-AH)
- Resources Unit Leader All-Hazards (RESL-AH)
- Demobilization Unit Leader All-Hazards (DMOB-AH)
- Documentation unit Leader All-Hazards (DOCL-AH)

(6) Documented assignments in these positions will maintain PSC3-AH position certification currency:

- Incident Commander
- Resources Unit Leader
- Situation Unit Leader
- Demobilization Unit Leader
- Documentation Unit Leader

- Volunteer Coordination Unit Leader
- Intelligence/Investigation Unit Leader
- Planning Section Chief

(7) PSC3-AH currency will maintain position certification for these positions if qualified:

- All-Hazards Incident Commander Type 3 (ICT3-AH)
- All-Hazards Resources Unit Leader (RESL-AH)
- All-Hazards Situation Unit Leader (SITL-AH)
- All-Hazards Demobilization Unit Leader (DMOB-AH)
- All-Hazards Documentation Unit Leader (DOCL-AH)
- All-Hazards Volunteer Coordination Unit Leader (VOLC-AH)
- All-Hazards Intelligence/Investigation Unit Leader (IIUL-AH)

(8) Minimum Annual Physical Fitness Level:

- Low, or as required for specific discipline

b. All-Hazards Resources Unit Leader (RESL-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ G-191 Incident Command System / Emergency Operations Center Interface
- ✓ E/L-965 All-Hazards Resources Unit Leader (or Equivalent)
- ✓ Hazardous Materials Awareness Training

(2) Recommended Training Which Supports Development of Knowledge and Skills:

- Management, leadership, and teambuilding training relevant to emergency response.
- Continuing training requirements as required by the State.
- Incident Base Automation software such as e-ISuite
- EOC management software such as *WebEOC*™

(3) PTB Required: (final evaluator must be a qualified RESL-AH or NWCG RESL)

(4) Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s). See Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) completed:

This position can be pursued **direct entry** in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- Status/Check-in Recorder (SCKN)

(6) Documented assignments in these positions will maintain RESL-AH position certification currency:

- Planning Section Chief Type 3 (PSC3-AH)
- Status/Check-In Recorder (SCKN-AH)
- Resources Unit Leader (RESL)

(7) RESL-AH currency will maintain position certification for these positions if qualified:

- All-Hazards Planning Section Chief Type 3 (PSC3-AH)

(8) Minimum Annual Physical Fitness Level:

- Low, or as required for specific discipline

c. All-Hazards Situation Unit Leader (SITL-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ G-191 Incident Command System / Emergency Operations Center Interface
- ✓ E/L-964 All-Hazards Situation Unit Leader (or Equivalent)
- ✓ Hazardous Materials Awareness Training

(2) Recommended Training Which Supports Development of Knowledge and Skills:

- NWCG Display Processor (S-245)
- Management, leadership, and teambuilding training relevant to emergency response.
- Continuing training requirements as required by the State.

(3) PTB Required: (final evaluator must be a qualified SITL-AH or NWCG SITL)

(4) Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s). See Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) completed:

None; This position can be pursued as an **entry level**.

(6) Documented assignments in these positions will maintain SITL-AH position certification currency:

- Planning Section Chief
- Situation Unit Leader (SITL)

(7) SITL-AH currency will maintain position certification for these positions if qualified:

- All-Hazards Planning Section Chief Type 3 (PSC3-AH)

(8) Minimum Annual Physical Fitness Level:

- Low, or as required for specific discipline

d. All-Hazards Demobilization Unit Leader (DMOB-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- G-191 Incident Command System / Emergency Operations Center Interface
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training as required by the State
- Incident Base Automation software such as e-ISuite
- EOC management software such as *WebEOC*™

(3) PTB Required: Final evaluator must be a qualified Demobilization Unit Leader in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s):

None; This position can be pursued as an **entry level**.

(6) Documented assignments in these positions will maintain All Hazard Demobilization Unit Leader (DMOB-AH) position certification currency. The following positions may come from another recognized NIMS ICS system:

- Resources Unit Leader
- Documentation Unit Leader
- Planning Section Chief

(7) Demobilization Unit Leader currency will maintain position certification for these positions, if qualified:

- All-Hazards Resources Unit Leader (RESL-AH)
- All-Hazards Documentation Unit Leader (DOCL-AH)
- All-Hazards Planning Section Chief (PSC3-AH)

(8) Minimum Annual Physical Fitness level:

- Low, or as required for specific discipline

e. All-Hazards Documentation Unit Leader (DOCL-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- J-342 NWCG Documentation Unit Leader Job Aid (or Equivalent)
- G-191 Incident Command System / Emergency Operations Center Interface
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training as required by the State

(3) PTB Required: Final evaluator must be a qualified All-Hazards Documentation Unit Leader in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s):

None; This position can be pursued as an **entry level.**

(6) Documented assignments in these positions will maintain All Hazard Documentation Unit Leader (DOCL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system:

- Resources Unit Leader
- Demobilization Unit Leader
- Planning Section Chief

(7) Documentation Unit Leader currency will maintain position certification for these positions, if qualified:

- All-Hazards Resources Unit Leader (RESL-AH)
- All-Hazards Demobilization Unit Leader (DMOB-AH)
- All-Hazards Planning Section Chief (PSC3-AH)

(8) Minimum Annual Physical Fitness level:

- Low, or as required for specific discipline

4. Logistics Section

a. All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

(1) Prerequisite training completed:

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section X.
- ✓ E/L-0967 All-Hazards Logistics Section Chief (or Equivalent)
- ✓ G-191 Incident Command System / Emergency Operations Center Interface
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements for training, as required by the State
- E/L-0970 All-Hazards Supply Unit Leader (or Equivalent)
- E/L-0971 All-Hazards Facilities Unit Leader (or Equivalent)
- E/L-0969 All-Hazards Communications Unit Leader (or Equivalent)
- All-Hazards Ground Support Unit Leader (or Equivalent) when developed
- All-Hazards Food Unit Leader (or Equivalent) when developed
- All-Hazards Medical Unit Leader (or Equivalent) when developed

(3) PTB Required: (final evaluator must be a qualified LSC3-AH or NWCG LSC3 or NWCG LSC2 or NWCG LSC1 or USCG LSC3 or DOI LSC3 or DOI LSC2)

(4) Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s). See Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) required to be completed:

This position can be pursued **direct entry** in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such:

- All-Hazards Supply Unit Leader (SUPL-AH)
- All-Hazards Facilities Unit Leader (FACL-AH)
- All-Hazards Medical Unit Leader (MEDL-AH)
- All-Hazards Communications Unit Leader (COML-AH)
- All-Hazards Food Unit Leader (FDUL-AH)
- All-Hazards Ground Support Unit Leader (GSUL-AH)

(6) Documented assignments in these positions will maintain LSC3-AH position certification currency:

- Incident Commander
- Supply Unit Leader
- Facilities Unit Leader
- Logistics Support Branch Director
- Logistics Service Branch Director

- Logistics Section Chief

(7) LSC3-AH currency will maintain position certification for these positions if qualified:

- All-Hazards Incident Commander Type 3 (LSC3-AH)
- All-Hazards Communications Unit Leader (COML-AH)
- All-Hazards Medical Unit Leader (MEDL-AH)
- All-Hazards Food Unit Leader (FDUL-AH)
- All-Hazards Logistics Service Branch Director (SVBD-AH)
- All-Hazards Supply Unit Leader (SPUL-AH)
- All-Hazards Facilities Unit Leader (FACL-AH)
- All-Hazards Ground Support Unit Leader (GSUL-AH)
- All-Hazards Logistics Support Branch Director (SUBD-AH)

(8) Minimum Annual Physical Fitness Level:

- Low, or as required for specific discipline

b. All-Hazards Communications Unit Leader (COML-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ E/L-0969 All-Hazards Communications Unit Leader (there is no Equivalent)
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- NWCG Communications Unit Leader (S-358)
- G-191 Incident Command System / Emergency Operations Center Interface
- O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) (or Equivalent)

(3) PTB Required: Final evaluator must be a qualified Communications Unit Leader in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) completed:

None; This position can be pursued as an **entry level**.

(6) Documented assignments in these positions will maintain All-Hazards Communications Unit Leader (COML-AH) position certification currency. The following positions may come from another recognized NIMS ICS system:

- Communications Unit Leader
- Logistics Section Chief

(7) The following positions are not currently recognized in IIMQS but are utilized as standard positions in other recognized NIMS ICS systems. **All-Hazards Communications Unit Leader (COML-AH) currency** will maintain position certification for these positions **if approved** by administrators of the other recognized NIMS ICS qualification systems under which the individual is credentialed:

- Communications Technician
- Incident Communications Center Manager
- Radio Operator

(8) Minimum Annual Physical Fitness level:

- Low, or as required for specific discipline

c. All-Hazards Medical Unit Leader (MEDL-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ S-359 NWCG Medical Unit Leader (or Equivalent)
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- G-191 Incident Command System / Emergency Operations Center Interface
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training as required by the State

(3) PTB Required: Final evaluator must be a qualified Medical Unit Leader in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) completed:

- ✓ National Registry or State Certified Emergency Medical Technician - Basic (or equivalent)

(6) Documented assignments in these positions will maintain All-Hazards Medical Unit Leader (MEDL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system:

- Medical Unit Leader
- Logistics Section Chief

(7) Medical Unit Leader currency will maintain position certification for these positions, if qualified:

- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

(8) Minimum Annual Physical Fitness level:

- Low, or as required for specific discipline

d. All-Hazards Food Unit Leader (FDUL-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- NWCG S-357 Food Unit Leader (or Equivalent)
- G-191 Incident Command System / Emergency Operations Center Interface
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training as required by the State

(3) PTB Required: Final evaluator must be a qualified All-Hazards Food Unit Leader in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s):

None; This position can be pursued as an **entry level**.

(6) Documented assignments in these positions will maintain All-Hazards Food Unit Leader (FDUL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system:

- Food Unit Leader
- Logistics Section Chief

(7) Food Unit Leader currency will maintain position certification for these positions, if qualified:

- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

(8) Minimum Annual Physical Fitness level:

- Low, or as required for specific discipline

e. All-Hazards Supply Unit Leader (SPUL-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ Hazardous Materials Awareness Training
- ✓ E/L-0970 All-Hazards Supply Unit Leader (or Equivalent)

(2) Recommended training that will support the position:

- G-191 Incident Command System / Emergency Operations Center Interface
- E-431 Understanding the Emergency Management Assistance Compact
- Resource Ordering Supply System (ROSS)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training as required by the State

(3)PTB Required: Final evaluator must be a qualified Supply Unit Leader in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) completed:

This position can be pursued **direct entry** in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the subordinate positions the associated task(s) in the task book, they can be considered to have already been completed and can be documented as such:

- Ordering Manager
- Receiving/Distribution Manager

(6) Documented assignments in these positions will maintain All-Hazards Supply Unit Leader (SPUL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system:

- Supply Unit Leader
- Logistics Section Chief

(7) Supply Unit Leader currency will maintain position certification for these positions, if qualified:

- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

(8) Minimum Annual Physical Fitness level:

- Low, or as required for specific discipline

f. All-Hazards Facilities Unit Leader (FACL-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ Hazardous Materials Awareness Training
- ✓ E/L-0971 All-Hazards Facilities Unit Leader (or Equivalent)

(2) Recommended training that will support the position:

- G-191 Incident Command System / Emergency Operations Center Interface
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training as required by the State

(3) PTB Required: Final evaluator must be a qualified All-Hazards Facilities Unit Leader in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) completed:

This position can be pursued **direct entry** in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such:

- Base and/or Camp Manager

(6) Documented assignments in these positions will maintain All-Hazards Facilities Unit Leader (FACL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system:

- Facilities Unit Leader
- Logistics Section Chief

(7) Facilities Unit Leader currency will maintain position certification for these positions, if qualified:

- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

(8) Minimum Annual Physical Fitness level:

- Low, or as required for specific discipline

g. All-Hazards Ground Support Unit Leader (GSUL-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- NWCG S-355 Ground Support Unit Leader (or Equivalent)
- G-191 Incident Command System / Emergency Operations Center Interface
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training as required by the State

(3) PTB Required: Final evaluator must be a qualified Ground Support Unit Leader in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s):

None; This position can be pursued as an **entry level**.

NOTE: Some qualification systems have the Equipment Time Recorder in the Ground Support Unit, the IIMQS has retained this position and Personnel Time Recorder in the Time Unit.

(6) Documented assignments in these positions will maintain All-Hazards Ground Support Unit Leader (GSUL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system:

- Ground Support Unit Leader
- Equipment Manager
- Logistics Section Chief

(7) Ground Support Unit Leader currency will maintain position certification for these positions, if qualified:

- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

The following positions are not currently recognized in IIMQS but are utilized as standard positions in other recognized NIMS ICS systems. All-Hazards Ground Support Unit Leader (GSUL-AH) currency will maintain position certification for these positions **if approved** by administrators of the other recognized NIMS ICS qualification systems under which the individual is credentialed:

- Equipment Manager

(8) Minimum Annual Physical Fitness level:

- Low, or as required for specific discipline

5. Finance/Administration Section

a. All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

(1) Prerequisite training completed:

- ✓ ICS-400 and all prerequisite IS/ICS courses
- ✓ O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section X.
- ✓ E/L-973 All-Hazards Finance/Administration Section Chief (or Equivalent)
- ✓ G-191 Incident Command System / Emergency Operations Center Interface
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements for training, as required by the State
- E/L-975 All-Hazards Finance/Administration Section Unit Leader (or Equivalent)

(3) PTB Required: (final evaluator must be a qualified FSC3-AH or NWCG FSC3 or NWCG FSC2 or NWCG FSC1 or USCG FSC3 or DOI FSC3 or DOI FSC2)

(4) Incident competency requirements must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s). See Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) required to be completed:

This position can be pursued **direct entry** in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- Time Unit Leader All-Hazards (TIME-AH)
- Procurement Unit Leader All-Hazards (PROC-AH)
- Cost Unit Leader All-Hazards (COST-AH)
- Compensation/Claims Unit Leader All-Hazards (COMP-AH)

(6) Documented assignments in these positions will maintain FSC3-AH position certification currency:

- Incident Commander
- Time Unit Leader
- Procurement Unit Leader
- Compensation/Claims Unit Leader

(7) FSC3-AH currency will maintain position certification for these positions if qualified:

- All-Hazards Incident Commander Type 3 (ICT3-AH)
- All-Hazards Time Unit Leader (TIME-AH)
- All-Hazards Cost Unit Leader (COST-AH)
- All-Hazards Procurement Unit Leader (PROC-AH)

- All-Hazards Compensation/Claims Unit Leader (COMP-AH)

(8) Minimum Annual Physical Fitness Level:

- Low, or as required for specific discipline

b. All-Hazards Compensation/Claims Unit Leader (COMP-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- G-191 Incident Command System / Emergency Operations Center Interface
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

(3) PTB Required: Final evaluator must be a qualified Compensation/Claims Unit Leader in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) completed:

None; This position can be pursued as an **entry level**.

(6) Documented assignments in these positions will maintain COMP-AH position certification currency:

- Finance/Administration Section Chief
- Compensation/Claims Unit Leader
- Compensation-for Injury Specialist
- Claims Specialist

(7) COMP-AH currency will maintain position certification for these positions if qualified:

- All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

The following positions are not currently recognized in IIMQS but are utilized as standard positions in other recognized NIMS ICS systems. All-Hazards Compensation/Claims Unit Leader (COMP-AH) currency will maintain position certification for these positions **if approved** by administrators of the other recognized NIMS ICS qualification systems under which the individual is credentialed:

- Compensation-for Injury Specialist
- Claims Specialist

(8) Minimum Annual Physical Fitness level:

- Low, or as required for specific discipline

c. All-Hazards Procurement Unit Leader (PROC-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- G-191 Incident Command System / Emergency Operations Center Interface
- EMI IS-293 Mission Assignment Overview
- EMI E-431 Understanding the Emergency Management Assistance Compact
- Incident Base Automation software (such as e-ISuite)
- EOC management software (such as *WebEOC*™)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

(3) PTB Required: Final evaluator must be a qualified Procurement Unit Leader in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s):

None; This position can be pursued as an **entry level.**

(6) Documented assignments in these positions will maintain PROC-AH position certification currency:

- Equipment Time Recorder
- Personnel Time Recorder
- Time Unit Leader
- Finance/Administration Section Chief

(7) PROC-AH currency will maintain position certification for these positions if qualified:

- All-Hazards Time Unit Leader (TIME-AH)
- All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

The following positions are not currently recognized in IIMQS but are utilized as standard positions in other recognized NIMS ICS systems. All-Hazards Procurement Unit Leader (PROC-AH) currency will maintain position certification for these positions **if approved** by administrators of the other recognized NIMS ICS qualification systems under which the individual is credentialed:

- Commissary Manager

(8) Minimum Annual Physical Fitness Level:

- Low, or as required for specific discipline

d. All-Hazards Time Unit Leader (TIME-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- G-191 Incident Command System / Emergency Operations Center Interface
- EMI IS-293 Mission Assignment Overview
- Incident Base Automation software (such as e-ISuite)
- EOC management software (such as *WebEOC*™)
- EMI E-431 Understanding the Emergency Management Assistance Compact
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

(3) PTB Required: Final evaluator must be a qualified Time Unit Leader in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s) completed:

This position can be pursued **direct entry** in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such:

- Personnel Time Recorder
- Equipment Time Recorder

NOTE: Some qualification systems have the Equipment Time Recorder in the Ground Support Unit, the IIMQS has retained this position and Personnel Time Recorder in the Time Unit.

(6) Documented assignments in these positions will maintain TIME-AH position certification currency:

- Personnel Time Recorder
- Equipment Time Recorder
- Procurement Unit Leader
- Finance/Administration Section Chief

(7) TIME-AH currency will maintain position certification for these positions if qualified:

- All-Hazards Procurement Unit Leader (PROC-AH)
- All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

(8) Minimum Annual Physical Fitness Level:

- Low, or as required for specific discipline

e. All-Hazards Cost Unit Leader (COST-AH)

(1) Prerequisite training completed:

- ✓ ICS-300 and all prerequisite IS/ICS courses
- ✓ E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- ✓ Hazardous Materials Awareness Training

(2) Recommended training that will support the position:

- G-191 Incident Command System / Emergency Operations Center Interface
- Incident Base Automation software (such as e-ISuite)
- EOC management software (such as *WebEOC*™)
- EMI IS-293 Mission Assignment Overview
- EMI E-431 Understanding the Emergency Management Assistance Compact
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

(3) PTB Required: Final evaluator must be a qualified Cost Unit Leader) in the IIMQS or other recognized NIMS ICS system.

(4) Incident competencies requirements to have been performed on a Type 3 or higher complexity qualifying incident(s), qualifying event(s), qualifying exercise(s) see Section IX, Qualifying Incident, Event, and Exercise Guidelines.

(5) Prerequisite qualification(s):

None; This position can be pursued as an **entry level**.

(6) Documented assignments in these positions will maintain COST-AH position certification currency:

- Cost Unit Leader
- Finance/Administration Section Chief

(7) COST-AH currency will maintain position certification for these positions if qualified:

- All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

(8) Minimum Annual Physical Fitness Level:

- Low, or as required for specific discipline

Appendix A - Position Task Book Process Guidance

A. Description

Each AHIMTA Position Task Book (PTB) lists the performance requirements (tasks) for specific positions documented in the "All-Hazard Core Competencies-Final," revised September 2007, recognized by FEMA's National Integration Center, the NWCG, the EMI, and the USFA, and posted to the NIMS Resource Center Web site at:

www.fema.gov/media-library/assets/documents/11685

A trainee is typically involved in three phases of activities during the PTB process: training, coaching, and evaluation. When a trainee needs to learn a new knowledge, skill, or ability, the trainee should be paired with a Coach/Trainer. The Coach/Trainer instructs and trains the trainee to meet the performance qualification criteria for the position. When the trainee is ready, an evaluator observes and assesses the trainee's performance.

The Coach/Trainer and the Evaluator have different functions, but often are the same individual. The individual who is evaluating the trainee when their Position Task Book is completed is known as the Final Evaluator. The duties and qualifications of the Final Evaluator are different from the Coach/Trainer and an Evaluator. Refer to the definitions sections for the required qualifications.

1. Training

During training, the trainee's role is to watch and observe the coach performing the tasks associated with the position: what he or she does and in what order, why he or she does it, and how he or she does it. The coach and trainee discuss what occurred and why the coach performed particular actions. The number of times the trainee observes the coach depends on the complexity, risk, and trainee's experience with the task.

2. Coaching

During this activity, the trainee practices the skill or task under the mentorship and observation of a coach. Coaching consists of the coach observing the trainee performing the same tasks, assessing the trainee's performance, and providing feedback. It also provides the coach with an opportunity to correct any problems and ensure the task is performed safely.

3. Evaluation

When the trainee is ready to perform the task(s) to be assessed, the trainee asks an evaluator to assess his or her competency. The evaluator observes, evaluates, and records performance. Only when the trainee is performing a task that may endanger the trainee or others does the evaluator typically step in to offer corrective guidance.

4. Final Evaluation

The evaluation opportunity where the Position Task Book is completed and all tasks have been assigned is referred to as the "Final Evaluation." The Final Evaluator reviews the entire PTB, ensures that all tasks have been completed and verified, and completes the final verification portion of the PTB.

B. Standards for Developing a PTB Process

When developing a NIMS Incident Command System (ICS) incident management personnel credentialing system, the AHJs Position Task Book process shall include the following:

1. The AHJ should ensure the evaluation process is free from bias and does not give preferential treatment to any private organization or individual.
2. A trainee cannot work on multiple PTBs for a specific position at the same time (e.g., a trainee cannot work on both a Type 2 Incident Commander PTB and a Type 3 Incident Commander PTB at the same time).
3. For those ICS positions with multiple complexity types, the individual must qualify at the lowest complexity type before pursuing the next higher complexity type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level, then at the Type 2 level.
4. Except when the RPL process is being utilized for implementation of a new program or newly included ICS position, individuals must complete PTBs for each new position.
5. The AHJ will determine how many positions an individual can be qualified for at any one time.
6. An individual cannot use the same PTB they completed for qualification at one level (e.g., for a Type 3 position) in place of completing a new PTB for the next higher complexity level (e.g., a Type 2 position).
7. The PTB may be utilized as a checklist for a recertification process and may be required to be completed and submitted to the AHJ as part of the recertification process. A completed ICS-225, Incident Personnel Performance Rating, may also be required as part of the recertification process.
8. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and recommendation that the relevant Certifying Official qualify the trainee.
9. A trainee cannot complete a PTB on less than two qualifying incidents, events, or qualifying exercises. One of the two must be an actual incident meeting the requirements for task code I1. See Section D, *PTB Evaluation Task Codes*.
10. The amount of experience needed and performance of tasks required to complete a PTB and receive a final evaluation by a qualified evaluator is directly related to a position's role in managing safe operations and level of involvement with major management decisions. As an example, it is likely that a Status Check-In Recorder Trainee can complete the associated PTB with less incident experience and performance than an Incident Commander Type 3 Trainee will take to complete their PTB.
11. The PTB evaluation factors should include provisions that effective IMT members must possess some combination of the following attributes:

- "Critical soundness" – where the individual is able to keep themselves and their subordinates effective, efficient, and safe in time-pressured, high-consequence situations.
- "Management soundness" – effective at planning and other IMT processes and functions of longer duration situations that include proceeding through the Planning P and producing a formal written plan.

12. A trainee must demonstrate competency of critical tasks while functioning in the target position on an incident. Mastery of some tasks may be able to be sufficiently demonstrated in one-operational period situations without the need for a written incident action plan, however, many management skill tasks must be performed in situations that incorporate multiple operational periods and require a written incident action plan.

C. PTB Selection and Implementation

The AHIMTA's PTBs are the officially recognized PTB component of the IIMQS. The AHIMTA PTBs have been specifically designed as an integral component of the standard and are not only All-Hazards in nature, but are currently the only PTBs that have Task Codes specifically designed to maximize All-Hazards evaluation opportunities. States that are signatory to this Guide must review and consider all currently published AHIMTA Position Task Books for adoption in their qualifications systems.

1. When No AHIMTA PTB Exists

a. If the State adopts a position not currently within the IIMQS system (no published AHIMTA PTB exists), the State is encouraged to modify an existing PTB from a nationally recognized system (e.g., USCG, NWCG).

b. In some instances, an NWCG PTB may include tasks that pertain only to wildfire incidents. Those tasks should be modified to incorporate All-Hazards performance opportunities or, if necessary, may be excluded.

c. Other recognized qualifications systems PTBs (e.g., USCG, NWCG, FEMA) were not designed to complement the AHIMTA components of the system, including the IIMQS, and may have non All-Hazards tasks embedded within them.

2. When Developing a State Specific PTB

When a State opts to develop their own PTBs in place of adopting the AHIMTA version of the PTBs, the following guidelines should be followed.

a. States signatory to this Guide agree that the criteria outlined in the AHIMTA Position Task Books are considered the ***minimum*** performance criteria for qualifications and must not be diluted, in whole or in part

b. States may augment or increase the standards of performance in the AHIMTA PTBs, but shall not decrease or relax the standards of performance in the PTBs.

c. Although PTBs are available to download from a variety of sites, locations, and agencies and may appear similar in content, they may contain language or task codes inconsistent with this Guide.

d. Other qualification systems may have requisite training and/or experience requirements for the position that may be incompatible with the guidelines within this Guide.

D. PTB Evaluation Task Codes

Each task in a Position Task Book has at least one code associated with the situation(s) within which the task MUST be completed. Performance of any task in a situation(s) other than that required by the task's code(s) is not valid for qualification.

If more than one code is listed, the task may be completed in any of the situations (e.g., if code **I1**, **I2**, and **O1** are listed, the task may be completed in any of the three situations).

Definitions for these codes are:

I1 = Task must be performed on an incident which meets the following criteria:

- Is managed under the Incident Command System (ICS)
- Requires a written Incident Action Plan (IAP)
- Requires using the Planning P to plan for multiple operational periods
- Matches or is higher complexity level (see IIMQS Section VIII, Incident Complexity) than the type rating being pursued

I2 = Task can be performed in the following situations:

- Incident
- Incident within an Event or Incident
  - The situation must meet the following criteria:
  - Is a critical time-pressured, high-consequence incident managed under the Incident Command System (ICS)
  - May only be one operational period and without a formal written IAP
- Matches or is higher complexity level, than the type rating being pursued (see IIMQS Section VIII, *Incident Complexity*)

O1 = Task can be performed in the following situations:

- Planned Event
- "Full Scale Exercise" or "Functional Exercise" as defined by HSEEP (see IIMQS Section IX, Qualifying Incident, Event, and Exercise Guidelines: Qualifying Exercise Attributes)
- The situation must meet the following criteria:
  - Is managed under the Incident Command System (ICS)
  - Matches or is higher complexity level (see IIMQS Section VIII, Incident Complexity) than the type rating being pursued
  - Requires a formal written Incident or Event Action Plan (IAP/EAP)
  - Requires using the Planning P to plan for multiple operational periods
  - For an Event, requires contingency planning for an Incident within the Event

O2 = Task can be performed in the following situations if the situation affords the opportunity to evaluate the knowledge/skills associated with the ICS position:

- Planned Event
- Exercise
- Training
- Daily Job

R = Rare events seldom occur and opportunities to evaluate trainee performance in real settings are limited. Examples of rare events include accidents; injuries; and vehicle and aircraft crashes. Through interviews, the evaluator may be able to determine if the trainee could perform the task in a real situation.

There may be several bulleted statements listed under a task. The bulleted statements are listed as guidelines or examples for the evaluator to consider to ensure the intent of the task has been completed. Not all bulleted statements for a task are required to be completed if the overall intent of the task has been satisfied.

E. PTB Evaluation Documentation

As stated in Section B(9), a trainee must be evaluated on at least two qualifying experiences (incident, planned event, or exercise), one of which must be an actual qualifying incident that is typed at or above the complexity level for which the trainee is pursuing qualification. The incident must meet the requirements of task code I1.

- There should be one fully completed incident Evaluation Record in the PTB with accompanying sign-offs on relevant tasks for each trainee experience completed by the trainee's immediate supervisor. If the trainee had multiple supervisors on an extended incident, evaluations from each supervisor is recommended.
- It is highly recommended that the trainee's evaluator completes an ICS-225, Incident Personnel Performance Rating, to document each qualifying incident, planned event, or exercise evaluated.

1. Coach/Evaluator

Within the context of this guidance, the coach is the individual who provides instruction to a trainee, whether in the classroom, on the job, planned event, or on an incident. Although many of the job responsibilities of the coach are similar to those of an evaluator, to preserve the integrity of the qualifications system the roles of coaching and evaluating must remain separate. For example, a coach may instruct a trainee in proper interviewing techniques. When the trainee appears to have mastered the tasks, the coach could employ the use of another individual to act as the evaluator or could transition into the role of an evaluator and observe and record the performance of the task. It is similar to providing instruction on a topic within the classroom and then administering a test to determine mastery of the subject. The functions of coaching and evaluating must remain separate and must be performed in sequence and not at the same time.

a. To be qualified as a coach or evaluator for task code "I1", "I2", "O1" and "R" in the PTB:

(1) the individual must be qualified in the position being coached or evaluated; *or* the individual must be qualified in a position that, within the ICS organizational structure, supervises the position being coached or evaluated.

(2) It is recommended the Coach/Evaluator has previously performed successfully as a fully qualified individual meeting "(i)" or "(ii)" above on two separate Qualifying Incidents or Qualifying Exercises prior to serving as a Coach/Evaluator. As an example, if the individual being instructed or evaluated was a Situation Unit Leader Trainee, the Coach/Evaluator should have successfully performed on two different Qualifying Incidents/Events or Qualifying Exercises as a qualified Situation Unit Leader, or as a qualified Planning Section Chief, because the Planning Section Chief normally supervises the ICS position of the Situation Unit Leader.

b. Task code "O2" in the PTB may be evaluated in other situations. For instance, in the classroom by an instructor(s) – usually qualified as described in "1" above – or during the course of daily work by a day-to-day supervisor

2. Final Evaluator

The Final Evaluator is the individual who evaluates the trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed. A Final Evaluator's qualifications are different than that of a Coach/Evaluator. A Final Evaluator must be fully qualified in the same position for which the trainee is being evaluated, not just be ICS qualified in a position that would

supervise the trainee. The difference is necessitated due to the increased responsibility of the Final Evaluator and the increased depth of knowledge and understanding of the position being evaluated that only a qualified individual may possess. The Final Evaluator is responsible for completing the Final Evaluator's Verification statement inside the front cover of the PTB.

There are advantages in using evaluators from different agencies. If no local final evaluators are available, the applicant may contact a neighboring AHJ to obtain a list of individuals qualified to act as the Final Evaluator.

F. PTB Completion Timeframes

AHJs who have begun the process of qualifying personnel for a NIMS ICS position under previous editions of this *Guide* can continue to use those standards providing they complete the process before the deadlines noted.

1. Any individual who has begun the evaluation process need not take any newly required course(s) for that position.

2. Personnel who are qualified in a position before the implementation of a revision may retain certification at the discretion of the AHJ.

3. To qualify in any other position, the individual must meet the standards identified herein.

4. The AHJs PTB process shall include provisions that indicate position task books have a limited time in which they can be completed:

a. A PTB will be valid for 3 years from the day it is initiated. Upon documentation of the first task in the PTB, the 3-year time limit for completion is reset to the newer date.

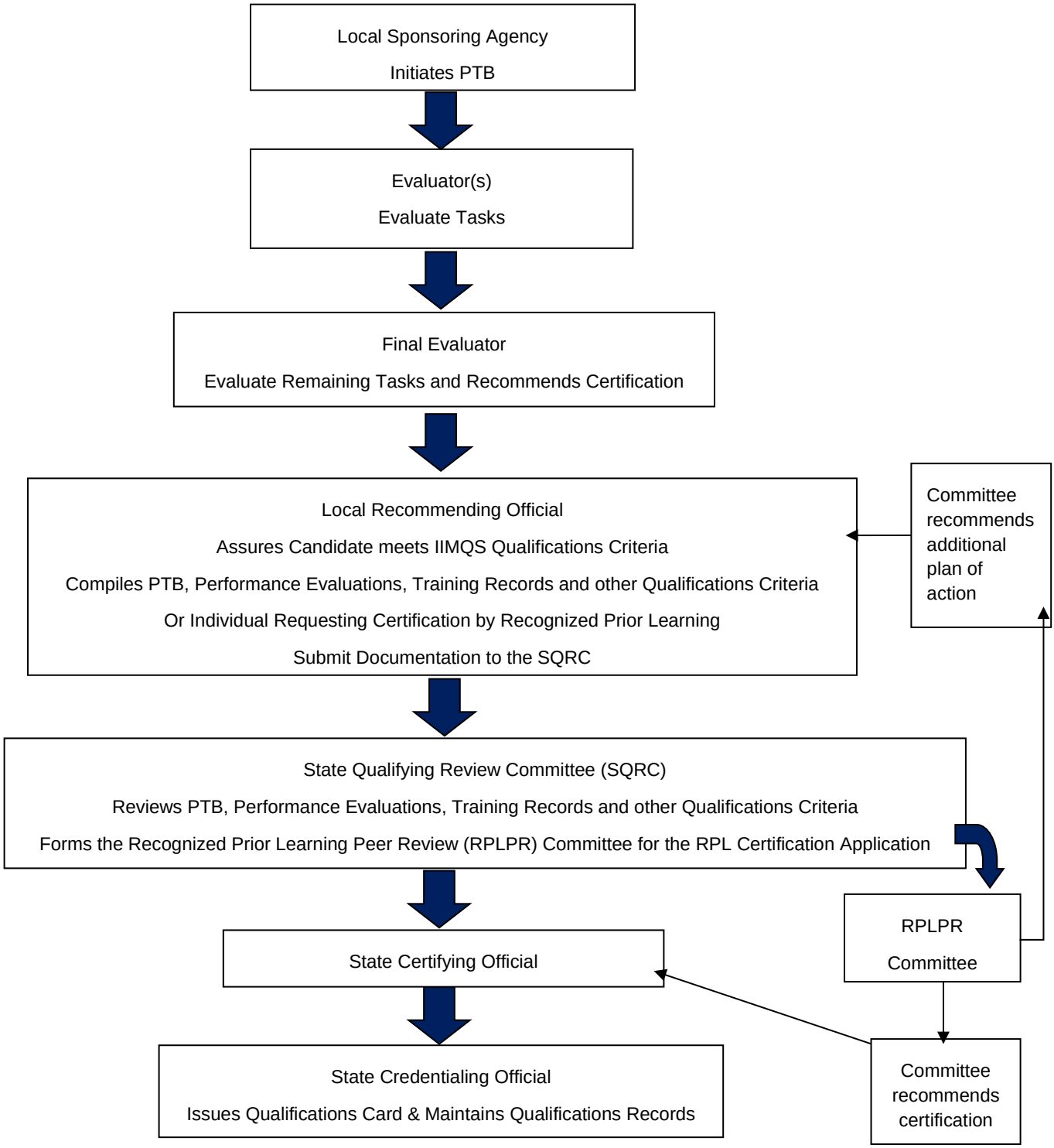
b. If the PTB is not completed within 3 years from the date of the PTB initiation or the first task being evaluated (whichever is more recent), the PTB will expire. A new PTB may be initiated. Prior experience documented in the expired PTB may be considered in completion of the new PTB at the discretion of the Certifying Official. All current qualification standards identified in this document must be applied at the time of the new PTB initiation.

Appendix B - IIMQS Flow and Roles

IIMQS Flow

Pre-requisite Experience Completed (as required in the Incident Command Position Description)

Pre-requisite Qualifications Completed



Qualifications are maintained

Appendix C - Incident Qualification System Committee

The AHIMTA's Incident Qualification System Committee (IQSC) is comprised of a group of subject matter experts from local, state, and federal agencies and incident management teams from across the United States. This Committee is responsible for the development, creation and revision of the AHIMTA Interstate Incident Management Teams Qualifications Standard (IIMQS), which is comprised of the IIMQS Guide, the Incident Command Position Descriptions Qualifications Tables, and the All-Hazards Position Task Books.

AHIMTA IQSC document drafts, such as the IIMQS Guide and Position Task Books, are posted on the AHIMTA website (www.AHIMTA.org) with a request for public comment within a specified time frame. All comments are reviewed and adjudicated before final publication and implementation. Public comments are a vital part of the Committee's process and you are encouraged to give us your observations and opinions.

AHIMTA - Incident Qualification System Committee			
Name	State	Representing Agency/Employer	Title
Paul Broyles	ID	ID Dept. of Lands / Eagle FD	Wildland Fire Specialist, ICT1
Mike Cherry	DC	U.S. Forest Service	Emergency Management Specialist
Tony Doty	CA	Department of Interior	Advisor, ICT1
Paul Fieldhouse	MT	Dept. of Natural Resources and Conservation	Training and Prevention Program Manager
Deb Fleming	ID	National Wildfire Coordinating Group	NWCG Training Program Manager
Bob Fry	MT	Montana Disaster & Emergency Service	District Field Officer
Dwight Henninger	CO	City of Vail	Chief of Police, ICT3
James Krugman	CO	Denver Office of Emergency Mgmt.	Training and Exercise Coordinator
George Maier	NY	Fire Dept. New York (ret.)	Int'l Consultant & PSC2
James Mason	AR	Retired	Division Fire Chief
Tim McSherry	CO	Jeffco IMT	Int'l Consultant - Cubic, ICT3, Retired Emergency Manager

AHIMTA - Incident Qualification System Committee			
Name	State	Representing Agency/Employer	Title
Robert Patrick	MD	Emergency Management Institute (EMI) FEMA/DHS	Course Manager & Training Specialist
Gordon Sachs	DC	U.S. Forest Service	Chief, Disaster & Emergency Ops
Jason Steinmetz	DC	DOI Office of Emergency Management	Emergency Management Specialist
Jeff Soule	MD	USFA	AHIMT Program Manager
Bill Wallis	CO	Fire Whirl Services Inc./Retired State FMO BLM Colorado	PSC2, ICT3, Team Coordinator
Geoff Wilford	TN	Ret. Wildland and structural Fire; former IMWG; former NWCG TWT	Int'l Consultant & PSC1, OSC1, ICT2
Ted Woolley	UT	Utah Division of Emergency Mgmt.	State Training Officer
Bill Easterling	CO	AHIMTA/Genesee Fire	AHIMTA Board Liaison/Fire Marshal

Appendix D - Recognition of Prior Learning Worksheets

SECTION I: CONTACT INFORMATION:

ICS Position applying for: _____

Name (last, first, middle initial) _____

Email address: _____

Primary phone: _____

Secondary phone: _____

Street Address 1: _____

Street Address 2: _____

City, State, Zip _____

Employer: _____

Employer contact name: _____

Employer contact phone: _____

Current position/title: _____

SECTION II: INCIDENT MANAGEMENT TEAM AFFILIATION:

Are you, or have you been qualified* in any specific Incident Management Team position? * ”Qualified” specifically means a recognized position-specific qualification from an established organization such as NWCG, USCG, or another State with an active qualifying program such as AHIMTA-IIMQS.	YES NO
If yes, which position(s)?	
Are you currently affiliated with an established Incident Management Team?	YES NO
If yes, indicate the team name and location:	

SECTION III: RELEVANT HISTORICAL EXPERIENCE AND DOCUMENTATION:

In the space provided below, indicate your participation in any of the following: multi-operational period incidents; evaluated exercises (Functional or Full Scale) that follow HSEEP guidelines; and/or any planned events where you were assigned the specific All-Hazards position for which you are applying. You must include at minimum one actual, unplanned, emergent, multi-operational incident occurring within the last ten (10) years.

REQUIRED DOCUMENTATION FOR EACH INCIDENT/EVENT LISTED MUST BE INCLUDED IN YOUR APPLICATION IN THE ORDER YOU LISTED BELOW.

1. Name and Location of Incident or Event:	Specific Position Filled:	Dates of Participation: (both starting and ending)
Incident Type (Hazmat, Tornado, Hurricane, Wildfire, etc.)	Number and Type of Resources Pertinent to Position you Filled	Complexity of Incident/event (Type 4 - Type 1)
2. Name and Location of Incident or Event:	Specific Position Filled:	Dates of Participation (starting and ending):
Incident Type (Hazmat, Tornado, Hurricane, Wildfire, etc.)	Number and Type of Resources Pertinent to Position you Filled	Complexity of Incident/event (Type 4 - Type 1)
3. Name and Location of Incident or Event:	Specific Position Filled:	Dates of Participation: (both starting and ending)
Incident Type (Hazmat, Hurricane, Wildfire, etc.)	Number and Type of Resources Pertinent to Position you Filled	Complexity of Incident or event (Type 4 - Type 1)
4. Name and Location of Incident or Event:	Specific Position Filled:	Dates of Participation: (starting and ending)
Incident Type (Hazmat, Tornado, Hurricane, Wildfire, etc.)	Number and Type of Resources Pertinent to Position you Filled	Complexity of Incident/event: (Type 4 - Type 1)

SECTION IV: RELEVANT TRAINING:

Include copies of certificates for any relevant training courses you have taken.

SECTION V: RECOMMENDATIONS:

List any personal references who may be contacted during the review process to help provide personal knowledge of your experience while serving within the Incident Command System during your career including, but not limited to, the following: emergent incidents; evaluated exercises (Functional or Full Scale) that follow HSEEP guidelines; and events in which you have performed in the specific position for which you are applying. Please attach letters, resumes, and any other related documentation to support this application. Ensure all information is true and correct.

NAME AND TITLE	PHONE NUMBER	EMAIL

SECTION VI: REQUIRED SIGNATURES:

I hereby CERTIFY that the information recorded on this application is true and correct. I agree that I have reviewed, and will comply with, all State requirements as identified by the Type 3 All-Hazards Incident Management System Qualifying Guide.

PRINTED NAME AND TITLE	SIGNATURE	DATE
Supervisor:		
Incident Commander: (if applicable)		
Applicant:		

Include contact information in Section IV above for all signatures other than applicant.

INSTRUCTIONS FOR COMPLETING APPLICATION:

SECTION I: CONTACT INFORMATION

Position Applying for: Each position requires a separate application. Use the following naming convention for the position:

Incident Commander: **ICT3-AH** Public Information Officer: **PIO3-AH** Safety Officer: **SOFR-AH** Liaison Officer: **LOFR-AH** Operations Section Chief: **OSC3-AH** Planning Section Chief: **PSC3-AH** Logistics Section Chief: **LSC3-AH** Finance/Admin Section Chief: **FSC3-AH**	Division/Group Supervisor: **DIVS-AH** Resources Unit Leader: **RESL-AH** Situation Unit Leader: **SITL-AH** Supply Unit Leader: **SPUL-AH** Facilities Unit Leader: **FACL-AH** Communications Unit Leader: **COML-AH** Finance/Admin Unit Leader: **FADL-AH**

Name: Please use naming convention - last, first, middle initial/name.

Contact email address: Preferred email for contact.

Primary phone number: Preferred contact phone number including area code—if there are questions regarding your application during review.

Secondary phone number: Another contact phone number including area code—if there are questions regarding your application during review.

Street Address 1: Include street address, building, suite, post office box.

Street Address 2: Additional space for street address, building, suite, post office box.

City, State, Zip: Please use 2-letter state abbreviation.

Current Employer: Employing agency or volunteer agency.

Current Employer: Contact person at agency.

Current Employer: Phone number for contact person.

Position/Title: Currently held position/designation.

SECTION II: INCIDENT MANAGEMENT TEAM AFFILIATION

Are you or have you been qualified in any specific Incident Management Team position?* Yes/No

*"Qualified" specifically means a recognized position-specific qualification from an established organization such as: NWCG, AHIMTA, or another State with an active Qualifying program.

If yes, which position or positions were you qualified? Please specify.

What organization issued the qualification and when? Include Month/Year.

Are you currently affiliated with an established Incident Management Team? (Yes/No) If yes, indicate the team name and location.

SECTION III: RELEVANT HISTORICAL EXPERIENCE AND DOCUMENTATION

RELEVANT HISTORICAL EXPERIENCE

List in this section your participation in any of the following:

- Multi-operational period incidents;
- Homeland Security Exercise and Evaluation Program (HSEEP) "Functional" or "Full-Scale" exercises; and/or
- Any planned events which you were assigned the specific All-Hazards position for which you are applying.

You **must** include **at minimum one (1)** actual, unplanned, emergent, multi-operational incident occurring within the **last ten (10) years**.

All incidents, exercises, or events you wish to use as documentation in Section III: Relevant Historical Experience and Documentation must have the complete information listed**.** Failure to list relevant experience or provide adequate documentation for the position for which you are applying will result in the incident, event, or exercise **NOT** being considered as part of your historical recognition.

Each applicant must submit:

- ✓ At least two (2) different evaluation experiences, each spanning or lasting at least two (2) operational periods and for which you served a minimum of two operational periods; and
- ✓ At least one (1) evaluation experience must be an actual incident, not an event or exercise.

RELEVANT HISTORICAL DOCUMENTATION

Along with the application, include appropriate documentation that will assist the Steering and Oversight Committees in evaluating the validity of the experience you listed in the Section III: Relevant Historical Experience and Documentation. Ensure the information accurately describes your active participation in requisite meetings, the planning process, and compliance with all National Incident Management System (NIMS) and Incident Command System (ICS) principles. Applicants are strongly encouraged to use the following list to guide their submittal.

Example documentation includes, but is not limited to:

- Appropriate sections of an Incident Action Plan (see list below for sections you must include).
- ICS 225 Incident Personnel Performance Rating Form from the position you filled.
- Recognition letter that specifically addresses the duties and responsibilities and describes how you functioned in the position for which you are applying. Please note that general recommendation letters or certificates of participation or attendance are not acceptable documentation.
- Signed affidavit from the AHJ or agency head, or Incident Commander, that describes your specific position and the duties and responsibilities you filled during the incident or event.

When you submit your supporting documents - group them as listed in Section III - Relevant Historical Experience Section.

*All Incident Action Plans submitted **must** include the Cover Sheet, ICS-202, ICS-203, and two (2) different ICS-204 forms. Your name should be listed on the ICS-203 for that operational period. The signature pages **must** be complete and legible.*

1. **Logistics Section Chief (LSC):** If no Communication Unit Leader or Medical Unit Leader were utilized, add two (2) different Incident Communication Plans (ICS-205 form) and two (2) different Incident Medical Plans (ICS-206 form) that have your signature as the preparer.
2. **Planning Section Chief (PSC**): Your signature should appear on the bottom as the Planning Section Chief on the forms.
3. **Operations Section Chief (OSC), Division/Group Supervisor:** The two (2) ICS-204 forms should list your name in it as part of the organization managing what you are stating in the application.
4. **Finance/Administrative Section Chief (FSC):** Add ICS-209 form or equivalent, or finance related documents demonstrating the operability of the Finance/Admin section, incident time records, budget records, written spending authority delegation, or letter.
5. **Public Information Officer (PIO):** Add two (2) different press releases that have your name as the point of contact or that indicate you wrote the message.
6. **Safety Officer (SOFR):** Add two (2) different ICS-206 forms and ICS-208 forms (Safety Messages) or ICS-215A forms with your name and signature as the approver or preparer.
7. **Liaison Officer (LOFR):** Add two (2) different incident listings of the Assisting and Cooperating agencies; meeting flyer; agency contact lists; or other document demonstrating LOFR responsibilities on the incident; and a letter indicating you filled that role.
8. **Incident Commander (IC):** The ICS-202 form should have your signature on the bottom as the Incident Commander.
9. **Situation Unit Leader (SITL):** Add two (2) ICS-209 forms or Situation Reports that include your name as the author or preparer, or maps with an indication that you developed them.
10. **Resources Unit Leader (RESL):** The ICS-204 forms should have your signature as completing the form.
11. **Supply Unit Leader (SPUL):** The ICS-203 form should have you assigned to that role.
12. **Communications Unit Leader (COML):** Add two (2) different ICS-205-Radio Communication Plans with your name and signature as the preparer.

SECTION IV: RELEVANT TRAINING

Attach copies (not originals) of training certificates pertinent to the position.

SECTION V: RECOMMENDATIONS

List any personal references who may be contacted during the review process to help provide personal knowledge of your experience while serving within the Incident Command System during your career including, but not limited to: emergent incidents, HSEEP evaluated exercises (Functional or Full Scale), and events in which you performed in the specific position for which you are applying.

Attach letters, resumes, and any other related documentation to support this application

Ensure all information is true and correct.

SECTION VI: REQUIRED SIGNATURES

Obtain the signatures of authorities listed and include contact information for each in Section IV.

Submit your application. Insert State specific instructions for the system or method used by the State.

EXAMPLE FROM FLORIDA:

Submit your application on the SharePoint Portal as instructed.

ATTACHMENT 3: INSTRUCTIONS FOR UPLOADING APPLICATION AND DOCUMENTATION ONTO SHAREPOINT PORTAL

- ✓ **Upload all training documentation to SERT TRAC: Prior** to printing out your transcript to attach to your application, make sure your training has been approved by the State Training Office in SERT TRAC.
- ✓ **Register as a user in the State SharePoint Portal:** Once you submit your request to be a user, the System Administrator will provide you with approval to access the site.
- ✓ **Complete enclosed application using the instructions provided.**
- ✓ **Submit your application on State SharePoint Portal. You must use Internet Explorer to upload your documentation and your file must not exceed 100 MB. If your documentation exceeds that size, you will need to upload two files numbered 1 and 2 respectively.**
    - o Scan the entire application packet, including documentation and save the file that **MUST** comply with the naming convention: Last_First_Position.pdf (Smith_John_OSC.pdf) as one PDF. Your application must be submitted in the following order:

- **Application**
- **SERT TRAC Transcript**
- **Relevant Historical Experience Documentation (In listed order as indicated on application)**

  Note: IAP Components, ICS 225 forms, Letters of Recommendation/Affidavit should all be grouped according to the event, and follow the list given in the relevant historical experience portion of the application.

- **Upload your application on the State of Florida SharePoint Portal** using the credentials you received earlier in these instructions.

If you have any questions regarding this process, please contact your Regional Steering Committee Member. Thank you for your interest in Florida's All-Hazards Type 3 Incident Management program.

Additional Links Provided: SharePoint Portal Guide for Applicants