Utah Interstate/Intrastate Incident Management Team Qualifications System (UT-IIIMTQS) All-Hazards Type 3 and 4 Guide

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This document is adopted from the AH-IMT Association and modified to make it meet Utah's qualification and deployment needs.

ALL-HAZARDS INCIDENT MANAGEMENT TEAMS ASSOCIATION

Instructions for revisions and lifespan

This document should undergo annual review by the Qualification Review Committee and Division of Emergency Management and revised as needed.

Contents

I. Background 5
II. Objectives of this Guide 5
III. Definitions and Key Terms 6
IV. Guidance 13
V. Scope 14
VI. Qualification Process Overview 15
VII. Components of the Qualifications System 15
A. Training 15
B. Experience 18
Position Task Books 18
C. Physical/Medical Fitness 19
D. Currency 19
VIII. The Recommended Qualification Process 20
Steps in the Qualification Process 21
IX. Credential Revocation and Reinstatement 27
Reinstatement 27
Other Credential Revocation and Reinstatement Information 27
X. Recognition of Prior Learning (RPL) 28
XI. Credential Expiration and Renewal 29
XII. Guidelines for Qualifications Review Committee (QRC) 30
Committee Duties 30
Committee Membership, Organization, and Meetings 30
Appeals Process 30
XIII. Incident Complexity 30
XIV. Qualifying Incident, Event, and Exercise Guidelines 33
XV. Incident Command Position Description Qualification Tables 38
Qualification Criteria 39
Equivalency 39
Direct Entry Positions 39
Incident Commander (IC) 40
Safety Officer (SOFR) 41
Public Information Officer (PIO) 42
Liaison Officer (LOFR) 43
Operations Section Chief (OSC) 44
Staging Area Manager (STAM) 45
Division/Group Supervisor (DIVS) 46
Strike Team/Task Force Leader (ST/TF) 47
Planning Section Chief (PSC) 48
Resources Unit Leader (RESL) 49
Situation Unit Leader (SITL) 50
Facilities Unit Leader (FACL) 52
Supply Unit Leader (SPUL) 53
Finance /Administration Section Chief (FSC) 54

XVI. Incident Complexity Analysis Chart 55
XVII. Recognition of Prior Learning (RPL) Portfolio 58

IMPORTANT NOTE: This document serves as the qualification and credentialing guide for positions on all-hazards incidents, exercises, and planned events. The document is designed as guidance and does not affect, displace, or invalidate any local, tribal or agency authority to establish or maintain its own local qualifications standards and/or process. Agencies or organizations wishing to deploy personnel as a state resource (agents of the State), outside of their local, tribal or agency organization's jurisdiction, in response to requests for assistance, must follow the guidance set forth in this document. The State of Utah adheres to the National Incident Management System Incident Command System (NIMS ICS) and National Wildland Coordinating Group (NWCG) credentialing requirements.

The Wildland and Prescribed Fire Qualification System Guide (PMS 310-1), developed under the sponsorship of the NWCG, provides guidance to participating agencies and organizations in wildland and prescribed fire qualifications and credentialing. This document parallels the 310-1 with State of Utah all hazards related qualifications.

I. Background

The National Incident Management System (NIMS) is the system adopted by Utah and 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 Utah Interstate/Intrastate Incident Management Team Qualifications System (UT-IIIMTQS) guideline integrates best practices adapted from NIMS sources as well as the tried and proven history the National Wildfire Coordinating Group has had with managing an incident qualification system. The *Guide* is a comprehensive framework of guidelines and procedures for developing, implementing, and managing an Incident Command System (ICS) qualifications process. Jurisdictions or organizations can use this *Guide* to implement a system to develop the qualifications of personnel to meet the position qualifications contained in the Incident Command Position Description (ICPD) document series. However, the primary intent of this document is to establish the guidelines for an interstate/intrastate incident management team credentialing system.

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

> “…having provided, or providing, respectively, documentation that identifies personnel and authenticates and verifies the qualifications of such personnel *by ensuring that such personnel possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position*…”

II. Objectives of this Guide

- Integrate best practices into a comprehensive framework of guidelines and procedures for developing, implementing, and managing an ICS qualification process.
- Establish a set of qualification criteria and a supporting system.
- Establish minimum training and qualification standards for positions associated with Type 4, 3 and 2 All-Hazards Incident Management Teams.
- Eliminate redundancy and unnecessary requirements.
- Retain the core principle of a performance-based qualification system similar to that which is established by, implemented in and time-tested by the National Wildfire Coordinating Group (NWCG) qualification system.

- Emphasize 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.
- Provide for qualification through a Recognition of Prior Learning (RPL) process.

III. Definitions and Key Terms

Agent of the State

Any representative of a state agency, local agency, or non-profit entity that agrees to provide support to a requesting intrastate or interstate government entity that has declared an emergency or disaster and has requested assistance through DEM.

All-Hazards Incident Management Team (AHIMT): Types 1, 2, 3 and 4

A Multiagency/Multijurisdictional Team available for complex and extended time incidents formed and managed at the State, Regional, Tribal, County or City level. An AHIMT is deployed as team of trained & qualified personnel to manage major and/or complex incidents requiring a significant number of local, state, regional resources, and has extend into multiple operational periods and require a written Incident Action Plan (IAP). All-Hazards IMTs consist of personnel that are trained and qualified in the positions of the Incident Command System (ICS). These personnel may have a background in many disciplines which may include: fire, rescue, emergency medical, hazardous materials, law enforcement, public health and public works, emergency management and others. They will perform the functions of Command, Operations, Planning, Logistics, and Administration/Finance, as well as Safety, Public Information, and Liaison. Other ICS positions defined as Unit Leaders, Managers and Technical Specialist may also accompany a team. Teams are typed at different levels according to their capability to handle different levels of incident complexity. The complexity of an incident may be used to help determine the type (4, 3, 2, or 1) of IMT that may be requested. (See Incident Complexity)

Type 4 All-Hazards IMT

A local community may form a Type 4 AH-IMT to be a single and/or multi-agency team for expanded incidents. The team is usually made up of 6-8 Command and General Staff positions and manage incidents that are typically contained within one operational period but usually within a few hours after resources initially arrive on scene. Two or more Type 4 AH-IMTs may be combined to form a Type 3 AH-IMT.

Type 3 All-Hazards IMT

Provides trained and qualified personnel in the Command and General Staff and key Unit Leader positions. The team may manage the incident for the local jurisdiction when given a Delegation of Authority by the incident's jurisdiction Chief Elected Official or Agency Administrator. They could also integrate into the local command structure as needed. This team may manage up to 250 incident personnel.

Type 2 and 1 IMT

This *Guide* is intended to set some minimal standards for the Type 2 and 1 ICS positions and thus the basic components of Type 2 and 1 IMTs. The Type 2 teams typically manage up to 500 incident personnel. The Type 1 teams typically manage incidents that have more than 500 incident personnel including a complex aviation operation.

Short Team

Provides personnel credentialed in the Type 3, 2 or 1 Command and General Staff positions. The assessed incident complexity should determine the qualification typing of team members. This

team should assist a local jurisdiction by integrating local personnel on to the team. Local personnel should be prepared to work with the team for multiple operational periods and will have little additional time to work in their primary job.

IMT (Incident Management Team) compared to IMST (Incident Management Support Team) or IMAT (Incident Management Assistance Team)

IMT's manage incidents in the field while providing command and control along with support for an incident. In contrast IMST's and IMAT's are used to support State and Local Emergency Operations Centers (EOC's) providing coordination and logistical support for the IMT's operating on the incident sites. It should be noted that individuals trained in ICS positions and meet the requirements of this *Guide* may perform on an IMST or IMAT although the roles and responsibilities are clearly different.

Credentialing Officer

The Credentialing Officer is the Director of DEM who upon recommendation from the Qualification Review Committee may approve credentialing of a Trainee or a person who has come through the Recognition of Prior Learning Program.

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 so the integrity of the qualifications system is preserved. DEM encourages the use of coach/trainers qualified under U.S. Coast Guard, NWCG and other Federal or State level qualification systems.

Credentialed and Credentialing (Reference NIMS Guide 0002)

As the basis for this document, the Department of Homeland Security (DHS)/FEMA refers to the definition of credentialing as provided by the Homeland Security Act of 2002, as amended by the Implementing Recommendations of the 9/11 Commission Act of 2007. This language, codified in 6 United States Code (U.S.C.) § 311, provides that:

> *"…The terms "credentialed" and "credentialing" mean having provided, or providing, respectively, documentation that identifies personnel and authenticates and verifies the qualifications of such personnel by ensuring that such personnel possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position…"*[1]

Credentialed for the purpose of the UT-IIIMTQS, is completion of the outlined prerequisite qualifications, training, experience, the Position Task Book, and other requirements as outlined in this Guide.

Core Competencies

When a single PTB is used for multiple positions the core competencies are competencies that are common to all the positions identified in the PTB and only need to be performed once. If more than one position is to be

evaluated using a single PTB, the position specific competencies for each position may be evaluated in any order or at any time. It is recommended that one position be completed before a second position is started.

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 Sections VII & VIII).

Employing/Sponsoring Organization
The employing/sponsoring organization is the designated organization that employs the individual or the organization that Sponsors the individual's participating. This could be at the local, state, tribal, regional, or national level.

Endorsements
Endorsements will not be a part of the UT-IIIMTQS. There are other ways to address this issue. (e.g., If a Type 3 IC or OSC are needed for a hazmat incident, in addition to the credential earned through this guide the individual would also poses the appropriate OSHA certification.)

Direct Entry
The UT-IIIMTQS does allow "direct entry" at some of the Type 4 or 3 Incident Management Team (IMT) positions without previously obtaining subordinate ICS position qualifications. (Direct Entry is detailed in Section XV.)

Emergency Management Assistance Compact (EMAC)
The purpose of this compact is to provide for mutual assistance between the states and territories entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s) or territory(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 shall also provide 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.

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. UDEM encourages the use of evaluators qualified under U.S. Coast Guard, NWCG and other Federal or State level qualification systems.

Federal Agency Incident Qualification Systems
The following federal agencies are involved in incident management and response and have a qualifications system;
- Department of Interior, Incident Position Qualifications Guide (IPQG)
- FEMA, Qualification System Guide
- USDA, Forest Service, Fire and Aviation Qualification Guide
- National Wildfire Coordinating Group, Wildland Fire Qualifications System Guide, 310-1
- U. S. Coast Guard, Performance Qualifications Standard Guide (PQS)

Final Evaluator

The Final Evaluator is who signs the verification statement at the front of the PTB after all tasks have been completed and is recommending the trainee to be credentialed. The Final Evaluator must be qualified and proficient in the position being evaluated.

Hazardous Materials Training

Hazardous materials training are required for most positions and are defined in Section XV, Incident Command Position Description.

Various levels of hazardous materials training are defined by OSHA and are required training for most incident responders. The required levels are defined in Section VII, Training, and the requirements for individual responders are in Section XV Incident Command Position Description Qualification Tables.

Homeland Security Exercise and Evaluation Program (HSEEP)

HSEEP doctrine consists of fundamental principles that frame a common approach to exercises. This doctrine is supported by training, technology systems, tools, and technical assistance, and is based on national best practices. It is intended to enhance consistency in exercise conduct and evaluation while ensuring exercises remain a flexible, accessible way to improve our preparedness across the nation.

Full-Scale Exercises

FSEs are typically the most complex and resource-intensive type of exercise.
They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command.

In an FSE, events are projected through an exercise scenario with event updates that drive activity at the operational level. FSEs are usually conducted in a real-time, stressful environment that is intended to mirror a real incident. Personnel and resources may be mobilized and deployed to the scene, where actions are performed as if a real incident had occurred. The FSE simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel.

The level of support needed to conduct an FSE is greater than that needed for other types of exercises. The exercise site for an FSE is usually large, and site logistics require close monitoring. Safety issues, particularly regarding the use of props and special effects, must be monitored. Throughout the duration of the exercise, many activities occur simultaneously.

Functional Exercises

FEs are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In FEs, events are projected through an exercise scenario with event updates that drive activity typically at the management level. An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

FE controllers typically use a Master Scenario Events List (MSEL) to ensure participant activity remains within predefined boundaries and ensure exercise objectives are accomplished. Simulators in a Simulation Cell (SimCell) can inject scenario elements to simulate real events.

Incident Command Position Description (ICPD)/Qualification Tables

ICPD is 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 XIV

Incident Command System (ICS)

Incident Command System 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.
- ICS is flexible and can be used for incidents of any type, scope and complexity.
- ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

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 *XV. Incident Complexity Analysis Chart* for more information on incident complexity.)

Incident Training Specialist

An individual assigned to an incident (in the Planning Section) to identify evaluation opportunities, assist Trainees, Coaches/Trainers and Evaluators with proper documentation, conduct progress reviews and answer questions as needed. The Training Specialist ensures Trainees have a qualified Coach/Trainer or Evaluator that can make accurate and honest appraisal of the trainee's performance.

Mobilization

Credentialed individuals or trainees can only be mobilized as an Agent of the State when they receive written authorization from DEM.

National Wildfire Coordinating Group (NWCG)

The purpose of NWCG is to coordinate programs of the participating wildfire management agencies so as to avoid wasteful duplication and to provide a means of constructively working together. 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.

Physical Fitness
Responders are required to be physically fit to respond to incidents. Employing/sponsoring organization are responsible to determine if the individual is physically fit and able to perform in the position the individual is seeking. Fitness levels are broken in the categories of Strenuous, Medium, or Low, and are defined in Section VIII, Qualification Process. Individual requirements of responder fitness levels are found in Section XIV, Position Descriptions.

Position Task Book (PTB)
The PTB may serve initially as the "lesson plan" for a trainee's on-the-job or experiential training. As the trainee is capable of accomplishing tasks, the PTB serves as the official record documenting evaluation of the Trainees' performance. 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 Trainee be qualified. It is recommended a Trainee complete a PTB on a minimum of two qualifying incidents, events, or qualifying exercises – one of which must be an incident.

Position Task Book Initiation
A Trainee must meet prerequisites before the next level PTB can be initiated. Typically the only requirement for PTB initiation may be meeting lower level ICS position qualifications. Required training can often be completed at any time – before or after a PTB has been initiated.

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).

Prerequisite Qualification
Required Qualification(s) an individual must have before a PTB can be initiated.

Qualification Review Committee (QRC)
The QRC's purpose is to enhance the professional credibility of the position qualifications earned through the UT-IIIMTQS process. The QRC should be multi-agency and multi-jurisdictional in its composition. This inclusive approach reduces the potential for occurrences of, or even perceptions of favoritism and unequal treatment of individuals during the qualifications process. The QRC reviews and makes a final recommendation to the Credentialing Officer that an individual has completed the necessary training and experience and qualifies to be credentialed in a specific ICS position. Guidance for the QRC are contained in Section XII.

Qualifying Exercise
An exercise or simulation meeting the requirements contained in Section XIV, 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. It is recommended that agencies who sponsor these exercises consider using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Qualifying Incident/Event
An incident or event that the QRC 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 *XVI. Qualifying Incident, Event, and Exercise Guidelines*)

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. (See Section XI)

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 which 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.

Recommending Official
The Recommending Official is the individual from the Trainee's employing/sponsoring organization who by signing the front of the position task book, is recommending the candidate be credentialed in this position and has the support of the employing/sponsoring organization and is confirming the trainee's completion of the position requirements. This recommendation is made to the QRC.

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.

Task Code
A code used in the PTB, is 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 Section VIII.

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 DEM/QRC. Standards for Technical Specialist qualifications are determined by the applicable Agency or entity the Technical

Specialist normally works for. This Agency or entity 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 entity 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.

Trainee

A Trainee is an individual who is pursuing credentialing in an Incident Command Position, by working at an incident, event, or qualifying exercise. A Trainee has met all prerequisite qualification requirements, has had a PTB initiated by the employing/sponsoring agency head or appropriate member of the QRC and is pursuing qualification in the position. The Trainee is being actively trained or coached by a Coach/Evaluator in this 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 credentialed.

Training Officer

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.

Utah Division of Emergency Management

The Utah Division of Emergency Management, referred to hereafter as DEM, will provide administration and oversight of the UT- IIIMTQS Guide. DEM will issue a trainee an individual incident qualification card or other credential after approval of the Credentialing Official and maintain records of the qualification.

Utah Interstate/Intrastate Incident Management Team Qualification System (UT-IIIMTQS)

A system for credentialing personnel in ICS positions associated with Type 4, 3, 2, and 1 Incident Management Teams for interstate/intrastate mobilization as Agents of the State. The UT-IIIMTQS includes this *Guide*, position task books, and qualification criteria.

IV. Guidance

DEM has the overall responsibility to develop, implement, and maintain qualification processes sufficient to assure the standards described herein are met by individuals who are qualified within the UT-IIIMTQS.

There are a number of oversight and supervisory roles that different individuals play in the training, coaching, performance evaluation, documentation review, certifications, and credentialing of a position candidate. For a qualification system to operate with integrity, it is of the utmost importance that each individual fulfill 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 players. Overseeing individuals have the responsibility 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 Utah Interstate/Intrastate Incident Management Team Qualification System (UT-IIIMTQS) required criteria.

As the core of the UT-IIIMTQS, evaluation of a Trainee's performance of the PTB competencies is to be rigorously applied – whether through traditional Trainee assignments or through a Recognition of Prior Learning process. The criteria outlined in the Incident Command Position Description (ICPD) Qualification Tables are considered *minimum* personnel qualifications – however there is relative flexibility built in to meet some of the criteria. All personnel credentialed in this system must have demonstrated satisfactory performance in the relevant ICS position to become credentialed.

Parallel Incident Command qualification systems are recognized by this *Guide*. For most positions nationally recognized PTBs and qualifications will be recognized but may minimal additional requirements in this UT-IIIMTQS. Employing/Sponsoring Organizations are encouraged to use evaluators qualified under this *Guide,* U.S. Coast Guard, NWCG and other Federal or State level qualification systems.

An individual who is qualified or is in the process of qualifying for a position under NWCG guidelines (codified in the PMS 310-1 *Wildland Fire Qualification System Guide*) may continue to use those standards. The individual may submit documentation as required by the respective State's qualification system for review and possible approval for reciprocal qualification. However, the outcome of review could also include the completion of requirements not required in the NWCG system. Additional requirements may consist of meeting additional qualification criteria delineated in the Incident Command Position Description tables.

V. Scope

This *Guide* serves as a qualifications guideline for Incident Management Teams (IMTs) positions at the Type 4, 3, 2, and 1 level(s) for all-hazards incidents and planned events where IMT resources are mobilized as Agents of the State by DEM for an interstate or intrastate incident. The primary mechanism for deployment across State borders is the Emergency Management Assistance Compact (EMAC). State to State Compacts may also be utilized, as necessary.

This *Guide* recognizes that specific disciplines may have established standards such as PMS 310-1 *Wildland Fire Qualification System Guide.* These other established standards are intended to be used in conjunction with the credential issued through this G*uide.* This will require integration and coordination with appropriate stakeholder organizations.

DEM may add to or augment the minimum standards or require more restrictive standards for incident personnel to meet specific needs within Utah. However, DEM recognizes that it must not require those additional or more restrictive standards than outlined in the All-Hazards Incident Management Team

Association's *Interstate Incident Management Team Qualifications System Guide* (May 2015) when requesting IMT assistance from other States or Territories.

This document is designed as a guide for the UT-IIIMTQS and does not affect, displace, or invalidate any local authority to establish or maintain jurisdictional AH-IMT Type 4 or 3 qualification standards and processes.

VI. Qualification Process Overview

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

The UT-IIIMTQS qualification process is a performance-based system. Of prime importance is that the Trainee demonstrates successful performance, as assessed by a qualified evaluator(s), of tasks in the Position Task Book (PTB) on qualifying incidents, events, job activities, qualifying exercises, and/or classroom activities as permitted in the PTB.

Alternatively, position core competencies can be demonstrated thru Recognized Prior Learning. (See Section X).

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 (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.

VII. Components of the Qualifications System

The Incident Command Position Description (ICPD) Qualifications Tables are the reference for recommending what Training, Experience, Physical/Medical Fitness, and Currency, are required for an individual to be qualified. NOTE: 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 *X. 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 PTB. DEM recognizes 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 Incident Command Position Description (ICPD) Qualifications Tables identify required and recommended training for position qualification.

NIMS Training

Some of the training identified in the ICPD tables is required to be NIMS-compliant.

Position-Specific and Team Training

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

Incident Management Team Training

Team training is required for Type 4, 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.

Emergency Operations Center and Incident Management Team Interface Training

All-Hazards Incident Management Teams 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 AH-IMT. 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 EOC/IMT interface is required.

Recommended Training which Supports Development of Knowledge and Skills

Additional training which 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 Employing/Sponsoring Organization to ensure that each trainee has the opportunity to acquire the knowledge and skills necessary for position performance.

Leadership Training

Leadership skills play an important role 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.

Hazardous Materials Training

Occupational Safety and Health Administration (OSHA) 1910.120 Hazmat training, or National Fire Protection Agency (NFPA) 472, Professional Competence of Responders to Hazardous Materials (Haz-mat) Incidents or equivalent.

- *First Responder Awareness Level* OSHA 1910.120(q)(6)(i**)**
  First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.

The employing/sponsoring organization will determine the method of training to achieve the above First Responder Awareness Level per OSHA 1910.120. Awareness level qualification shall be evaluated annually by the employing/sponsoring organization who will maintain the training records.

Equivalent Training – Courses and Exercises

In terms of this guide, awarding equivalency is a DEM responsibility. Only DEM has the authority to certify a Trainee meets Incident Command Position Description (ICPD) Qualification Tables training requirements when alternative training offerings are used. With recommendations from the QRC, DEM will set guidelines for equivalency determination and may grant credit for training they deem equivalent.

When making a training equivalency determination the QRC should consider, at a minimum:

- The equivalent training provides like learning and performance objectives that are adequate to reasonably assure the position candidate will be successful as a Trainee.
- The same minimum instructor qualifications required for the Incident Command Position Description (ICDP) Qualifications Tables listed course apply to the equivalent training.

Some training courses may be determined to be equivalent to two or more separate courses. Examples of this already exist in incident management training.

It is acceptable for an equivalent training course to be given in separate modules or units over a period time with intervening days, weeks, or even months.

As indicated in the ICPD, 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 ICDP.

B. Experience

In the context of the ICDP qualification tables, 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's PTB.

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

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

Position Task Books

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 preeminent measure of readiness for qualification and credentialing. The PTB contains the identified competencies, behaviors, and tasks required to become qualified for an ICS position.

Because the PTB completion process is the central and paramount methodology 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 is essential. If the intent of a qualification system is to assure all qualified personnel meet or exceed a minimum performance standard – that standard must be common to all. There is no component in this UT-IIIMTQS that is more important to have standardized than the PTB – to do otherwise degrades the integrity of the system. Thus, at this time, the PTBs that have been established as a component of the UT-IIIMTQS are the only PTBs that are recognized in the system – DEM will coordinate with the All-Hazard Incident Management Team Association, which will make recommended revisions and changes to DEM.

The PTB may serve initially as the "lesson plan" for a trainee's on-the-job or experiential training. As the trainee is capable of accomplishing tasks, the PTB serves as the official record documenting evaluation of the Trainees' performance. 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 Trainee be qualified

It is recommended a Trainee complete a PTB on a minimum of two qualifying incidents, events, or qualifying exercises – one of which should be an incident. 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. For instance, it is likely a Status Check-In Recorder can complete the associated PTB with less incident experience and performance than an Incident Commander Type 3 Trainee will take to complete their PTB. As a reminder – the bullet items associated with each task are given as examples only – not each bullet needs to be performed. Conversely, additional performance and training meeting the intent of task may be required.

The UT-IIIMTQS includes a limited number of core IMT PTBs. If there is not an AH-IMT PTB for a position then a NWCG PTB may be used. In some instances, NWCG PTB tasks that pertain

only to wildfire incidents may be excluded. There are other PTBs from a variety of agencies are available and are similar in content, but may contain inconsistencies with this *Guide.* Also it is important to note that other qualification systems may have requisite training and/or experience requirements for the position that may be incompatible with this *Guide*.

PTBs and the credentialing process can be initiated prior to attendance and completion of required training courses, however identified prerequisite qualifications and/or experience (as identified in the ICPD Qualification Tables) must be obtained before initiating a PTB for some positions.

The PTB may also serve as a checklist for renewing the credentialed position and may be required as well as an ICS-225 Incident Personnel Performance Rating.

C. Physical/Medical Fitness

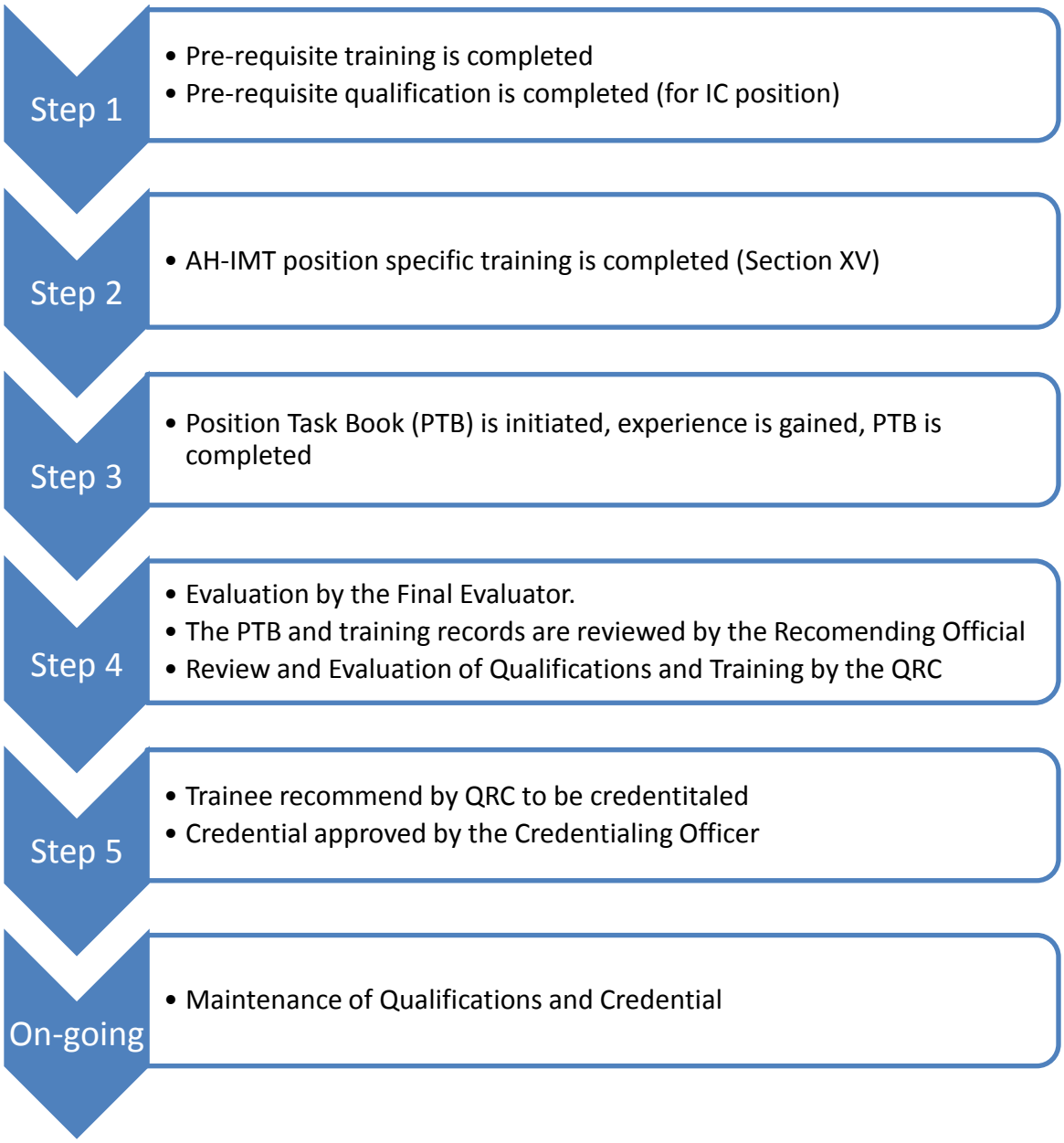
Physical and medical considerations, when applied, help to ensure safe performance in potentially hazardous environments. The employing/sponsoring organization will determine the method of evaluating the physical fitness level of their personnel. When a fitness test is deemed to be appropriate, the testing 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 VIII.

D. Currency

In the context of the ICDP tables, 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 later in this *Guide*.

VIII. The Recommended Qualification Process



Steps in the Qualification Process

There are five recommended sequential steps to be credentialed as qualified for a given position. Additionally, once an individual has been credentialed, there are qualification requirements to maintain the credential.

Step 1 – Prerequisite Training and Qualifications

The ICPD Qualification Tables identify prerequisite training for the position. Some IMT positions require prerequisite experience that must be attained before an individual can pursue a specific position and before a PTB can be initiated for the target position.

Direct Entry at Type 4 and 3 Level

At this time the UT-IIIMTQS does allow "direct entry" at the Type 4 and 3 level into an ICS officer (except SOFR), chief, director, supervisor, or leader level IMT position without previously obtaining the specific position qualifications that position supervises in a fully-staffed ICS organization. However, a core principle of the Incident Command System 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.

It is important that Evaluators, Final Evaluators, Training Officers, Recommending Officials, and the Qualification Review Committee to insure a direct entry Trainee is fully capable of meeting their ICS responsibilities before recommending to be credentialed. 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) (see Section XV).

Step 2 – Position Specific Training is Completed

Completes the required training for the position, including any additional training that may be required, in Section XV.

Step 3 – Position Task Book Initiated and Completion

Position Task Book Initiated

The role the person who initiates a task book is different from an Evaluator, Final Evaluator or Recommending Official. A Trainee who desires to become qualified in an ICS position must complete a Position Task Book (PTB). The PTB is initiated by the candidate's employing/sponsoring organization head or the QRC member in their region. The PTB initiator does not have to be qualified in the position, but must be able to make decisions regarding setting the position candidate on the path to credentialing.

The Initiator should consider the following before PTB initiation:

- Can the employing/sponsoring organization commit to the time and expense required for the candidate to complete the PTB and become qualified?
- Can the employing/sponsoring organization provide on-going support and approval to perform in the position once qualified?
- Has the candidate completed prerequisite qualifications required by the UT-IIIMTQS?
    - 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 UT-IIIMTQS or needed for the individual that should take place before the PTB is initiated and the candidate is assigned as a Trainee?

The generally accepted practice is that the PTB can be initiated upon completion of the prerequisite qualifications as identified in the ICPD qualifications tables, even at the same time as required training is being completed.

A Trainee cannot be assigned to an intrastate/interstate incident unless the PTB has been initiated.

If within three years of the first task entry in a PTB, the trainee has not completed the final evaluation, the task book may be extended at the discretion of the Training Officer for up to three additional years. The intent of the extension is for the Training Officer and Trainee to consider whether additional training, such as position-specific training, or other preparation is needed for the Trainee to be adequately prepared for a Trainee assignment. The reason for the extension will be noted by the Training Officer in the Trainee's PTB or on an attachment to the PTB.

Position Task Book Completion and Associated Task Book Codes

Each task 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 one 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 ICS
- Requires a written Incident Action Plan
- Requires using the Planning P to plan for multiple operational periods

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 ICS
- May only be one operational period and without a formal written IAP
- Matches or is higher complexity level (see Section XIII – Incident Complexity Analysis Chart) than the type rating being pursued

O1 = Task can be performed in the following situations:

- Planned Event
- "Full Scale Exercise" or "Functional Exercise" as defined by HSEEP (see Section XIV)

The situation must meet the following criteria:

- Is managed under the ICS
- Matches or is higher complexity level (see Section XVI – Incident Complexity Analysis Chart) 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

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

Position Task Book Evaluation

It is recommended as a minimum that a Trainee is evaluated on at least two qualifying experiences (incident, planned event, or exercise) one of which must be an actual qualifying incident that is a type 3 complexity level. 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 trainees immediate supervisor. If the Trainee had multiple supervisors on an extended incident, evaluations from each supervisor is recommended. It is also recommended that a complete evaluation for each qualifying incident, planned event, or exercise include a completed ICS-225 Incident Personnel Performance Rating or equivalent.

Coach/Evaluator

Within the context of this guide, the Coach is the individual who provides instruction to a Trainee, whether in the classroom, on the job, planned event, exercise, 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.

1) To be qualified as a Coach or Evaluator for task code “I” and “R” in the PTB

   a. the individual must be qualified in the position being coached or evaluated, or

   b. the individual must be qualified in a position that, within the ICS, supervises the position being coached or evaluated.

   It is recommended the Coach/Evaluator has previously performed successfully on two separate Qualifying Incidents or Qualifying Exercises in either the position being coached and/or evaluated on, or successfully performed in a/one of the ICS position(s) that would normally supervise the position that the Trainee is being instructed or evaluated on. As an example, if the individual being instructed or evaluated on 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.

Task codes “O” in the PTB may be evaluated in other situations. For instance, in the classroom by an instructor(s) (usually qualified as above), or during the course of daily work, by a supervisor.

Step 4 – Review and Evaluation of Qualifications

Final Evaluator

The Final Evaluation is made by 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 in the PTB.

There are positives to have evaluators assessing personnel from different agencies; however, this is not always possible. If no local final evaluators are available, the applicant may contact DEM to obtain a list of individuals qualified to act as the Final Evaluator.

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 credentialed 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 renewal of the credential. 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 typed at a complexity level 3, 2, or 1.

This *Guide* recommends that more than one position performance assignment be experienced before credentialing, one of which should be an actual incident and not merely a qualifying event or exercise. It is also recommended before an individual begins the process to advance to the next higher level that more than one assignment be experienced after completing the PTB and being credentialed in the position. 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 employing/sponsoring response agencies’ Training Officer. This evaluation should occur before submitting the records to the Qualification Review Committee.

The PTB and Training Records Reviewed

The employing/sponsoring organization’s Recommending Official reviews PTB and training records and recommends the trainee for credentialing to the QRC by signing the trainee’s PTB. The PTB and training records are then submitted to their region’s QRC member for review and the QRC member submits them to the QRC.

Step 5 – Credentialing

The Qualification Review Committee will review the submitted documentation and will determine if the trainee should be recommended for credentialing to the Credentialing Officer.

The Credentialing Officer is the individual who, upon recommendation from the QRC, may credential the Trainee in the requested position. The Credentialing Officer has exclusive authority and holds the responsibility to determine if the individual should be credentialed 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.

The Credentialing Officer may delegate his/her authority to another individual, through a written agreement. Such a delegation should be bestowed only when the same standards are applied by the designee as would be by the Credentialing Officer.

Credentialing of NIMS ICS Qualification

Credentialing is issued by DEM 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 ICPD Qualifications Chart for that position. The State should make copies of certain sections of the PTB and other needed items that are submitted. These items shall be maintained according to State guidelines. This record should, at the minimum, contain:

- Certain training records
- Certain experience records
- The Type level of incidents, planned events, exercises during which the individual performed.
- Other incident, event, or exercise performance evaluations from qualified evaluators or supervisors (ICS-225)
- Recommendation from the Qualifications Review Committee (QRC).

Physical Fitness

- Fitness levels shall be evaluated annually by the Employing/Sponsoring Organization.
- Fitness standards listed in the UT-IIIMTQS should be considered as generic, and not applicable to all types of hazards.
- Personnel must meet established physical fitness standards for specific hazards for Incident assignments as set by the UT-IIIMTQS guidelines.
- When an individual is credentialed in multiple All-Hazards positions, and the positions have different fitness levels, the highest fitness level shall be required for that credentialed position.
- The Employing/Sponsoring Organization has the latitude to determine the method of evaluating the physical fitness level of their Employed/Sponsored personnel within UT-IIIMTQS guidelines (see 5 CFR, Chapter 1, subpart B 339.203).
- All-Hazards positions, with no pre-established physical fitness guidelines, the QRC have the latitude to determine the fitness levels.
- The following four categories of physical fitness have been established:
    - **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.
    - **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.

- **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.
- **None:** Duties are normally performed in a controlled environment, such as an EOC.

Technical specialist positions that are needed at the incident should have minimum fitness level of Low. Technical Specialists who are required to work in the field shall have the minimum fitness level of Medium (some may require Strenuous).

NOTE: DEM may credential an individual with physical disability(s). The DEM 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 deployed 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 and these locations do not have facilities that are ADA compliant. Reasonable accommodations will often be dependent on the accommodations needed and on the location, 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.

On-Going – Maintenance of Qualifications and Credential

Currency

To prevent the degradation of knowledge, skills, and abilities required to successfully carry out the responsibilities of a position, a person needs to successfully perform in that position at least once every five years. The Employing/Sponsoring Organization should develop a system for identifying and assisting those individuals whose credential is about to lapse.

Generally, currency can be maintained by successful performance in:

- The position in which the individual is qualified.
- Some higher position(s) for which that position is a qualification prerequisite, providing the individual was previously qualified in that position.
- A position that is identified in this guide (see Section XV) or NWCG guide PMS 310-1 for other position assignments that will maintain currency.
- Some lower position(s) that are qualification prerequisite(s)

Currency documentation might include one or more of the following:

- Incident Action Plan with person's name.
- Incident, event, or exercise performance evaluations (such as an ICS-225 Incident Personnel Performance Rating or equivalent) from qualified evaluators or supervisors.
- Experience records with supporting information about:
  - Number of assignments
  - Number of operational periods
  - Variety of incidents

- The Type level of incidents, planned events, exercises during which the individual performed.

IX. Credential Revocation and Reinstatement

Revocation

An individual may lose or drop their credential for reasons including revocation, loss of currency or personal reasons.

Credential revocation is the process the QRC may initiate to remove an individual's position(s) qualifications. The QRC may recommend the revocation of a credential of an individual to the Credentialing Officer.

- Here are some of the grounds, but not limited to the following, where the QRC may recommend credential revocation:
  - Falsification of a position task book and/or other required experience
  - Falsification of the required training
- When it is determined that the individual has performed in an unsatisfactory manner, e.g:
  - Taking insubordinate actions that lead to unsafe conditions on the incident
  - Intentionally misrepresenting incident qualifications
  - Deliberately disregarding identified safe practices that could put their life or others in danger

An employing/sponsoring organization can recommend to the QRC an individual, who is employed/sponsored by them, to have their credential revoked for the cause listed above.

Individuals whose credentials are revoked or no longer valid, will not be available for an assignment as an Agent of the State. An employing/sponsoring organization can determine how the individual may perform within the local jurisdiction irrespective of their qualification status with DEM.

Reinstatement

A person who does not meet the currency criteria reverts to Trainee status for that position. The QRC 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 credentialing is granted.

Other Credential Revocation and Reinstatement Information

The following guidelines for credential revocation are established:

- Credential revocation of NIMS/ICS qualification only applies to performance in the NIMS/ICS position the person was deployed for or was performing; it is not intended to affect regular job-related duties.
- Individuals can only be mobilized as Agents of the State in a position(s) for which they are currently credentialed or assigned as a Trainee.
- Incident Commanders (IC) do not have the authority to revoke a credential of an individual, but can recommend revocation to the QRC, if they can show cause. A credentialed individual or a trainee may be demobilized from an incident by the Incident Commander. The Incident Commander is responsible for providing documented reasons for relieving an individual,

forwarding the information to the individual's Employing/Sponsoring Organization and the Credentialing Officer, including a copy of the individual's Incident Personne*l Performance Rating (ICS-225) in the documentation package.*

The QRC should evaluate and prescribe the steps required to regain a credential on a case-by-case basis for an individual who has had their credential(s) revoked for reasons similar to those described above. Reinstatement of credential(s) may include, as appropriate, training outlined in the Incident Command Position Description (ICDP) and/or training relevant to the reason(s) for revocation. Reinstatement of an individual should, in most cases, include performance of the duties of the position for a number of operational periods, as prescribed by the QRC, under the supervision of an Evaluator, before the credential(s) is/are reinstated.

X. Recognition of Prior Learning (RPL)

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 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 which the skills were acquired. 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.

Recognition of Prior Learning Process

1. A candidate will obtain a copy of Recognition of Prior Learning Portfolio (see Section XVII) to use as a guide for the position the candidate is interested. The Portfolio is an honest appraisal, listing past training and experience to assist the QRC evaluating whether the candidate 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. Compile a portfolio of convincing evidence of the past training and experiences that documents the candidate has performed the job and completed it successfully. The portfolio is a collection of certificates, letters, and other documentation, that can provide support to the application.

3. The candidate will submit the portfolio to their Regional QRC representative for the QRC's review, at least 30 days prior to the date the candidate will meet with the QRC.

4. The candidate will be invited to an assessment interview, with the QRC and subject matter expert(s) (SMEs) for the requested position, where the candidate will be asked questions about the portfolio and experiences relating to performing the desired position.

The candidate will be interviewed by at least three members of the Qualification Review Committee and may include individual(s) credentialed in the position being reviewed and/or subject matter expert(s) for this position. This panel will evaluate how "the candidate performs" in this position and completes the job satisfactorily.

Note: 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 QRC and SME(s) will review a candidate's portfolio and documentation and compare it against the competency standards for the position. If the QRC and SME(s) 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 QRC and SME(s) 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 QRC and SME(s) 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. During the interview, the QRC and SME(s) should utilize a combination of competency based evaluation methods.

5. After the interview is concluded the QRC and SME(s) will confer and then make a decision about the candidate's competency. If the group determines the candidate should be credentialed in this position, the recommendation will be made to the Credentialing Officer. If the QRC and SME(s) deems the candidate needs additional training and/or experience, the QRC will make recommendations to the candidate and the employing/sponsoring organization for additional training and development opportunities.

Falsification or forgery of documents used in the RPL process will be considered grounds for dismissal from the credentialing process. Any falsification or forgery of documents will be reported to the Employing/Sponsoring Organization.

Appeal Process

If a candidate feels the assessment was not administered properly or fairly; or some evidence of discrimination was present, the applicant has the right to file an appeal. Appeals should be filed with the Credentialing Officer within 30 days of receiving notice of the assessment. The appeal must demonstrate some breach of the RPL process to be 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 your past experiences have qualified you for this desired position, your future experiences will refine your skills and prepare you for your next position.

XI. Credential Expiration and Renewal

A credential issued through this Guide shall expire five years from the date of approval. A credential may be renewed by applying and having participated in at least one qualifying incident, event, or exercise (simulation) from the date of the approval or renewal, in the position requesting renewal or in a position that supervises the position being renewed if they have been qualified in that position.

XII. Guidelines for Qualifications Review Committee (QRC)

DEM will institute a peer review committee known as a Qualifications Review Committee (QRC) to assist in managing the process to credential individuals to be a deployable as Agents of the State both intrastate and interstate. The QRC's purpose is to ensure the professional credibility of the position qualifications earned through the UT-IIIMTQS process. The QRC will be multi-agency and multi-jurisdictional in its composition because an inclusive approach reduces the potential for perceptions of favoritism and unequal treatment of individuals during the qualifications process.

Committee Duties

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

- The QRC will be authorized by DEM to review and make a determination whether an individual meets the requirements for credentialing.
- The QRC will be able to review all documents which establish that the position Trainee has completed all the position qualification criteria listed in the IMTPD qualifications tables. Such documents include course records, certificates, PTBs, resumes, and incident personnel performance ratings.

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 QRC. It is suggested a chair and vice-chair be elected by the membership to serve a specified term.

The QRC should meet a minimum of once a year.

Appeals Process

The QRC will 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 QRC itself should be in writing directed to the Credentialing Officer 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.

XIII. Incident Complexity

Incidents that are growing in complexity can overwhelm the capabilities of incident personnel and become potentially very 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 Organization(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 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:

Type 5 Incident is mitigated:

- 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 a ICS- 201 or an agency incident worksheet

Type 4 Incident is mitigated:

- 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

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 which 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 available for each supervisor
    - ICS 202 - Incident Objectives
    - ICS 203 - Organization Assignment List
    - ICS 204 - Assignment List for each Division and/or Group
    - ICS 205 - Incident Radio Communications Plan
    - ICS 205A - Communications List
    - ICS 206 - Medical Plan
    - ICS 208 - Safety Message/Plan
    - Weather Forecast
    - Maps and/or charts
    - The IAP often will include a blank ICS 214 - Activity Log

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

Type 1 Incident, includes the items of a Type 3 & 2 incident 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

The Incident Complexity Analysis is a management tool to provide a systematic approach to evaluate and consider the Incident's current and potential resource requirements. These requirements may include identification of the qualifications and typing needed to manage the Incident, the Type of Incident Management Team, the need for a Long or Short IMT(s), the need for specialized resources, the total number responders required for the incident, and safety considerations at the time of the analysis. The chart in Section XVI is an example that analyzes factors that add complexity. Obviously, the greater number of yes answers the higher the complexity. There is no magic formula to tell you what type of IMT or what positions to order, but this analysis should indicate a need to ask for help.

XIV. Qualifying Incident, Event, and Exercise Guidelines

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 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 *XIII. Incident Complexity* and *Section XVI incident Complexity Analysis Chart*.

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.

Qualifying Incident Attributes

See Section *XIII. Incident Complexity* and *Section XVI, incident Complexity Analysis Chart*.

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:

Criteria

- The event is complex enough (refer to *Section XVI - Incident Complexity Analysis Chart* for considerations) to suggest a Type 3 Incident Management Team (IMT) or higher is appropriate to manage
- Sharing of information between IMT members is necessary in order to close critical decision loops
- 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:
    - Development and production of an Event Action Plan (EAP). This could occur in advance of the actual onset of the event
    - On-scene management of the event
- 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)
- 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:
    - 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.)
    - The event should involve a significant amount of coordinating between functional areas and the establishing or maintaining of good working relationships.
- Command and General Staff positions or functions that should be present are:
    - Incident Commander
    - Safety Officer
    - Public Information Officer
    - Liaison Officer
    - Operations Section Chief
    - Planning Section Chief
    - Logistics Section Chief
    - Finance/Administration Section Chief
- Event influences should include:
    - Organization Administrators or Executives of the event sponsors to set out what the goals are – what success looks like
    - Elected Officials
    - Media
    - Stakeholders and public
- Event should involve multi-jurisdictional (preferred), or significant multi-organization in the same jurisdiction
- Planning should include contingency planning, e.g. incident within event planning
- All applicable ICS forms must be completed for a complete EAP, including intermediate forms such as the ICS-215 and ICS-215a
- • 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)
- 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

Qualifying Exercise Attributes

The guidelines below are to provide consistency and authenticity when an operations-based exercise is used, 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*. The Homeland Security Exercise and Evaluation Program (HSEEP) guidance along with these guidelines will be used when developing exercises to ensure a quality training and evaluation opportunity.

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 – this especially holds true for 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:
  - All the ICS courses through the ICS300 course and ICS400 recommended
  - Position-specific training appropriate to the position to be played and/or significant progress (recommend 50% or greater) in the target position task book
  - 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

Exercise Components

- The exercise must be operations-based, either a functional or full-scale exercise.
- A complexity analysis of the exercise's incident scenario must match or be higher than the type rating being pursued or maintained for currency. One important complexity factor of the scenario is that the incident (though not necessarily the exercise) will encompass multiple operations periods.
- 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:
  - Trainees can 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.)
  - Or Trainees can be evaluated by a fully qualified individual who is an Evaluator in the Exercise
  - According to ICS when a lower position is not filled in an incident organization, the position above assumes all the functional responsibilities of the unfilled position below
  - The event should involve a significant amount of coordinating between functional areas and the establishing or maintaining of good working relationships as would be required on an actual incident
- Command and General Staff positions or functions that should be present are:
  - Incident Commander
  - Safety Officer
  - Public Information Officer
  - Liaison Officer
  - Operations Section Chief
  - Planning Section Chief

    - Logistics Section Chief
    - Finance/Administration Section Chief
- To be a qualifying exercise for a Unit Leader position, the Section Chief and at least two of the Section's Unit Leader positions should be filled
- Injects (incident information including events, messages that can be delivered by way a variety of different media including role players in person, radio, written, etc) must include: ○ Simulated activities occurring on the incident that need attention
    - Simulated external influences from:
        - Organization Executives
        - Elected Officials
        - Media
        - Stakeholders and public
- 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
- 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
- The scenario may be multi-jurisdictional (preferred) or significant multi-organization in the same jurisdiction
- If the scenario involves Unified Command then all command positions should be filled
- There must be an ordering process established through an Emergency Operations Center (EOC), simulated EOC, local or geographic dispatch
- All applicable ICS forms must be completed for a complete IAP, including intermediate forms such as the ICS-215 and ICS-215a

After Action Review and Evaluation

• To progress in the PTB process, a trainee must be evaluated by personnel qualified in the target position or in a position that supervises the target position.

• Documents that could be used to guide and document evaluation could include the position PTB and/or ICS-225 Incident Personnel Performance Rating

Exercise Attributes for Type 3 AHIMT Team Training Course Equivalency

The exercise components listed below are the required criteria for the UT-IIIMTQS and must be used for Type 3 Incident Management Team Command and General Staff positions as equivalent method to provide team training (e.g., USFA O-305, NWCG S-420, FEMA ICS420, etc) as denoted in the ICPD qualifications tables.

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 – this especially holds true for 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.

- Preparatory training should be completed before undertaking the exercise, to include ○ All the ICS courses through the ICS300 course, ICS400 recommended:
    - Position-specific training appropriate to the position to be played
    - Team development and changes to team dynamics due to stress or other factors

- Individual stress management
- Team decision-making in a high-consequence stressful environment
- Previous experience as a Trainee in the position to be played on incidents, events, or qualifying exercises is advised
- 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
- 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., Organization Administrator, Unified Command, etc.)

Exercise Components

- The exercise must be operations-based, either a functional or full-scale exercise.
  - The exercise or simulation must take into account multiple operational periods, to include, at a minimum:
    - Management and oversight of current events occurring on the incident.
    - 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
    - Multiple Operations Briefings
    - Because 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
  - The exercise should include:
    - In-briefing information from an Organization Administrator or Elected Official and the Initial Attack Incident Commander
    - Transfer of Command
- The player IMT's organization must have an Incident Commander Type 3 and the following Command and General Staff positions filled:
  - Public Information Officer
  - Safety Officer
  - Liaison Officer
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance/Administration Section Chief
- The complexity of the incident must be Type 3
- Injects (incident information including events, messages that can be delivered by way a variety of different media including role players in person, radio, written, etc) must include:
  - Simulated activities occurring on the incident that need attention
  - Simulated external influences from:
    - Organization Executives
    - Elected Officials
    - Media
    - Stakeholders and public
- 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
- 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

- The scenario be multi-jurisdictional (preferred) or multi-organization in the same jurisdiction
- If the scenario involves Unified Command then all Commander positions should be filled
- There must be an ordering process established through an EOC, simulated EOC, local or geographic dispatch
- All applicable ICS forms must be completed for a complete IAP, including intermediate forms such as the ICS-215 and ICS-215a

After Action Review and Evaluation

- Exercise Players must be evaluated by currently personnel at qualified equivalent or a position that supervises in ICS or a higher typed credential
- The following elements must be evaluated:
    - Compliance with and quality of execution of the Planning process specifically focusing on:
        - Organization Administrator or Executive Briefing
        - Initial Action Incident Commander Briefing
        - Unified Commander meeting
        - Tactics meeting
        - Planning meeting
        - Quality, completeness, and effective use of ICS forms
        - Quality and completeness of the Incident Action Plan (IAP)
        - How well strategies and the tactical plan (including the IAP) will meet the Organization Administrator or Executive's direction
    - Effective information sharing among the different IMT positions
    - Ability to perform the functional duties of assigned position
    - Effectiveness of Unified Command
    - Unified Objectives
    - Shared Resources
    - Appropriateness of placed or planned resource orders
    - Effective ordering within the coordination system
    - Unified organization reflected in the IAP or current organization chart
    - Ability to process information, respond appropriately within functional responsibilities and make adjustments (response to injects)
    - Appropriate emphasis on risk management/safety
    - Personal traits such as effectiveness of decisions made under stress, demonstrated leadership, attitude, initiative, mutual respect, and team player qualities
    - Quality and completeness of the Operational Briefing
    - Documents that could be used to guide and document evaluation could include the position PTB and/or ICS-225

XV. Incident Command Position Description Qualification Tables

Introduction

This section contains Incident Command Position Description Qualification Tables for Incident Management position titles under the National Incident Management System (NIMS). Individuals who meet these qualifications can be considered for credentialing if their identity and authorization for deployment is also verified.

At this time, the Tables below identify the qualification criteria for Type 3 and 4 Incident Management Team positions only.

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.

Equivalency

Many of the position-specific and team training courses listed in the Training criteria allow for equivalent training. Equivalency is determined by DEM with recommendation from the QRC. Refer to the section titled Equivalent Training – Courses and Exercises above for a full description.

Direct Entry Positions

For many of the positions delineated below – direct entry is allowed. Direct entry allows for an individual to pursue qualification directly into a mid or upper level ICS position without qualifying previously in positions that are subordinate to the target position. However it important to note that some of the Position Task Books for the direct entry positions listed below include tasks whereby the position Trainee must demonstrate satisfactory performance in subordinate positions that could be filled in a complete ICS organization. This is correctly aligned with a foundational principle of the 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 of the 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 in a satisfactory manner in subordinate positions.

Name of Position	***Incident Commander (IC)***
Description	An Incident Commander has overall authority and responsibility for conducting incident operations, and is responsible for the management of all incident operations at the incident site.
TYPE	TYPE-3
Category	**Criteria**
Prerequisite Qualification	There is no direct entry to qualification for this position. Pre-requisite qualification must be obtained before a Position Task Book for Incident Commander can be initiated (note prerequisite qualification in Experience below).
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-400: Advanced ICS and all prerequisite courses 2. E/L-950: All Hazards Incident Commander, or equivalent 3. G-191: ICS/EOC Interface 4. Hazmat Awareness 5. Completion of one or more of the following: a. O-305: All-Hazards Incident Management Team, b. NWCG Incident Leadership (L381), or c. equivalent of the above training.
Recommended Training	1. Additional management, leadership, and team building training relevant to emergency response 2. Other training recommended by the QRC.
Prerequisite Experience	Completion of the following: 1. Completion of a Type 3 Incident Commander Position Task Book 2. Credentialed as Operations, Planning, Logistics, or Finance/Administration Section Chief at the Type 3, 2, or 1 level incident, prior to starting an IC PTB or qualified as a NWCG Type 3 IC 3. Experience related to incident management at the Type3 level as determined by the QRC 4. Successful performance as an IC at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Medium
Currency	Functioning as a Type 3 Incident Commander during a qualifying incident, event or exercise ~~(simulation)~~ or functioning as a Type 1, 2, or 3 Incident Commander, or in a Type 1, 2, 3 General Staff position at least once every five years.

Name of Position	***Safety Officer (SOFR)***
Description	An incident *Safety Officer* is responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety
TYPE	TYPE-3
Category	**Criteria**
Pre-requisite Qualification	SOFR Type 3 is a direct entry position with no subordinate positions
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-400: Advanced ICS and all prerequisite courses 2. E/L-954: All Hazards Safety Officer or equivalent 3. G-191: ICS/EOC Interface 4. Hazmat Awareness 5. Completion of one or more of the following: a. O-305: All-Hazards Incident Management Team, b. NWCG Incident Leadership (L381), or c. equivalent of the above training.
Recommended Training	1. Additional management, leadership, and team building training relevant to emergency response 2. Other training recommended by the QRC 3. OSHA 600 Collateral Duty Safety Officer or equivalent 4. OSHA 7600 Disaster Site Worker or equivalent
Prerequisite Experience	Completion of one or more of the following: 1. AH Division/Group Supervisor, 2. NWCG Incident Commander Type 4, 3. DOI AH Team Leader, or 4. NFPA 1021 Fire Department Officer II
Experience	Completion of the following: 1. Completion of Type 3 Safety Officer Position Task Book 2. Safety experience in strategy and tactics related to the incident as well as experience in incident management in a Type 3 or higher incident 3. Successful performance as a SOFR at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Medium
Currency	Functioning as a Type 1, 2, or 3 Safety Officer with applicable endorsements during a qualifying incident, event or exercise at least once every five years.

Name of Position	***Public Information Officer (PIO)***
Description	A Public Information Officer (PIO) is responsible for interfacing with the public, media, and other agencies with incident-related information requirements
TYPE	TYPE-3
Category	**Criteria**
Pre-requisite Qualification	PIO Type 3 is a direct entry position with no subordinate positions
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-400: Advanced ICS and all prerequisite courses 2. E/L-952: All Hazards Public Information Officer, or equivalent 3. G-191: ICS/EOC Interface 4. Hazmat Awareness 5. Completion of one or more of the following: a. O-305: All-Hazards Incident Management Team, b. NWCG Incident Leadership (L381), or c. equivalent of the above training.
Recommended Training	1. Additional management, leadership, and team building training relevant to emergency response 2. Other training recommended by the QRC
Experience	Completion of the following: 1. Completion of Type 3 PIO Position Task Book 2. Experience managing the generation and dissemination of information related to the incident for the public and the media as well as experience in incident management in a Type 3 or higher incident 3. Successful performance as a PIO at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Low
Currency	Functioning as a Type 1, 2, or 3 PIO during a qualifying incident, event or exercise at least once every five years.

Name of Position	***Liaison Officer (LOFR)***
Description	A Liaison Officer is responsible for coordinating with cooperating and assisting agencies.
Category	**Criteria**
Pre-requisite Qualification	LOFR is a direct entry position with no subordinate positions. There is no Type distinction for the LOFR position
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-400: Advanced ICS and all prerequisite courses 2. E/L-956 All Hazards Liaison Officer or equivalent 3. G-191: ICS/EOC Interface 4. Hazmat Awareness 5. Completion of one or more of the following: a. O-305: All-Hazards Incident Management Team, b. NWCG Incident Leadership (L381), c. equivalent of the above training.
Recommended Training	1. Additional management, leadership, and team building training relevant to emergency response 2. Other training recommended by the QRC
Experience	Completion of the following: 1. Completion of Type 3 Liaison Officer Position Task Book 2. Experience coordinating with cooperating and assisting agencies as well as experience related to incident management in a Type 3 or higher incident 3. Successful performance as a LOFR at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Low
Currency	Functioning as a Type 1, 2, or 3 Liaison Officer with applicable endorsements during a qualifying incident, event or exercise at least once every five years.

Name of Position	***Operations Section Chief (OSC)***
Description	An *Operations Section Chief* is responsible for all tactical incident operations, including the activation and supervision of ICS organizational elements in accordance with and in execution of the Incident Action Plan (IAP).
TYPE	TYPE-3
Category	**Criteria**
Pre-requisite Qualification	OSC Type 3 is a direct entry position and has subordinate ICS positions
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-400: Advanced ICS and all prerequisite courses 2. E/L-958: All Hazards Operations Section Chief or equivalent 3. G-191: ICS/EOC Interface 4. Hazmat Awareness 5. Completion of one or more of the following: a. O-305: All-Hazards Incident Management Team, b. NWCG Incident Leadership (L381), c. equivalent of the above training..
Recommended Training	1. E/L-958: AH Division/Group Supervisor or equivalent 2. E/L-984: Task Force/Strike Team Leader or equivalent 3. Staging Area Manager Course 4. Additional management, leadership, and team building training relevant to emergency response 5. Other training recommended by the QRC
Prerequisite Experience	This position can be pursued by 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) • Strike Team/Task Force Leader-All Hazards (ST/TF)
Experience	Completion of the following: 1. Completion of Type 3 Operations Section Chief Position Task Book 2. Experience and development in execution of the operational tactics as related to the incident and with multi-operational period incident management as well as experience in incident in a Type 3 or higher incident 3. Successful performance as an OSC at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Medium
Currency	Functioning as a Type 1, 2, or 3 Operations Section Chief with applicable endorsements, or during a qualifying incident, event or exercise at least once every five years.

Name of Position	***Staging Area Manager (STAM)***
Description	The Staging Area Manager (STAM) is responsible for managing all activities within the staging area. Staging areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment
TYPE	TYPE-3
Category	**Criteria**
Pre-requisite Qualification	STAM Type 3 is a direct entry position with no subordinate ICS positions
Prerequisite Training	Completion of the following courses/curricula: 1. IS-100: Introduction to ICS 2. IS-200: Basic ICS 3. IS-700: NIMS, An Introduction 4. G-191: EOC/ICS Interface 5. Hazmat Awareness
Recommended Training	1. Staging Area Manager Course (Texas A&M) 2. NWCG Staging Area Manager Job Aid (J-236) 3. Status Check-in Recorder Course 4. Management, leadership, and team building training relevant to emergency response 5. Other training recommended by the QRC
Experience	1. Completion of Type 3 Staging Area Manager Position Task Book Experience in operational strategy and tactics and incident management at a level commensurate with the scope of the incident at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Low
Currency	Functioning as a Type 1, 2, or 3 Staging Area Manager during a qualifying incident, event or exercise at least once every five years

Name of Position	***Division/Group Supervisor (DIVS)***
Description	A Division/Group Supervisor is responsible for all tactical incident operations, and supervision of resources within their assigned geographic or functional area in accordance with and in execution of the Incident Action Plan (IAP).
Category	**Criteria**
Pre-requisite Qualification	DIVS is a direct entry position with subordinate ICS positions. There is no Type distinction for the DIVS position
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-300: Intermediate ICS and all prerequisite courses 2. E/L-960: Division/Group Supervisor 3. Hazmat Awareness
Recommended Training	1. ICS-400: Advanced ICS 2. Management, leadership, and team building training relevant to emergency response 3. Other training recommended by the QRC
Experience	Completion of the following: 1. Completion of Division/Group Supervisor Position Task Book 2. Experience in operational strategy and tactics and incident management at a level commensurate with the scope of the incident in a Type 3 or higher incident 3. Successful performance as a DIVS at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Medium
Currency	Functioning as a Type 1, 2, or 3 Division/Group Supervisor with applicable endorsements during a qualifying incident, event or exercise at least once every five years.

Name of Position	***Strike Team/Task Force Leader (ST/TF)***
Description	A Strike Team/Task Force Leader is responsible to provide oversight and supervision within their respective area
Category	**Criteria**
Pre-requisite Qualification	TF/ST is a direct entry position with subordinate ICS positions. There is no Type distinction for the ST/TF position
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-300: Intermediate ICS and all prerequisite courses 2. E/L-984: Strike Team/Task Force Leader; or S-330: Strike Team/ Task Force Leader or equivalent 3. Hazmat Awareness
Recommended Training	1. ICS-400: Advanced ICS 2. Management, leadership, and team building training relevant to emergency response 3. Other training recommended by the QRC
Experience	Completion of the following: 1. Completion of Task Force/Strike Team Leader Position Task Book 2. Experience providing oversight and supervision for units within a respective section in order to ensure the objectives established for their section is accomplished as well as experience in incident management in a Type 3 or higher incident 3. Successful performance as a ST/TF Leader at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Medium
Currency	Functioning as a Type 1, 2, or 3 Strike Team/Task Force Leader, Incident Commander Type 3 or Type 4, Operations Branch Director, Operations Section Chief Type 1, 2, or 3; Division Group Supervisor during a qualifying incident, event or exercise at least once every five years

Name of Position	***Planning Section Chief (PSC)***
Description	A *Planning Section Chief* is responsible for the collection, evaluation and dissemination as well as the use of information about the development of the incident and status of resources. The Planning Section Chief is responsible for ensuring the safety and welfare of all section personnel.
TYPE	TYPE-3
Category	**Criteria**
Pre-requisite Qualification	*PSC Type 3 is a direct entry position but has subordinate ICS positions*
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-400: Advanced ICS and all prerequisite courses 2. E/L-962: All Hazards Planning Section Chief or equivalent 3. G-191: ICS/EOC Interface 4. Hazmat Awareness 5. Completion of one or more of the following: a. O-305: All-Hazards Incident Management Team, b. NWCG Incident Leadership (L381), or c. equivalent of the above training.
Recommended Training	1. E/L964: Situation Unit Leader Course or equivalent 2. E/L965: Resources Unit Leader Course or equivalent 3. All Hazards Documentation Unit Leader or equivalent 4. All Hazards Demobilization Unit Leader or equivalent 5. All Hazards Intelligence/Investigation Unit Leader or equivalent 6. All Hazards Volunteer Coordination Unit Leader or equivalent 7. Additional management, leadership, and team building training relevant to emergency response 8. Other training recommended by the QRC
Experience	Completion of the following: 1. Completion of Type 3 Planning Section Chief Position Task Book 2. Experience related to emergency planning and preparedness, report writing and information management as well as experience in incident management in a Type 3 or higher incident 3. Experience with EOC/IMT interface (this experience can be fulfilled by completing G-191) 4. Successful performance as a PSC at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Low
Currency	Functioning as a Type 1, 2, or 3 Planning Section Chief during a qualifying incident, event or exercise at least once every five years.

Name of Position	***Resources Unit Leader (RESL)***
Description	A Resources Unit Leader is responsible to provide oversight and supervision for their functional unit within their respective section to ensure the objectives established for their section are accomplished
Category	**Criteria**
Pre-requisite Qualification	RESL is a direct entry position with subordinate ICS positions. There is no Type distinction for the RESL position
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-300: Intermediate ICS and all prerequisite courses 2. E/L-965: All Hazards Resources Unit Leader 3. G-191: ICS/EOC Interface 4. Hazmat Awareness
Recommended Training	1. ICS-400: Advanced ICS 2. Management, leadership, and team building training relevant to emergency response 3. Other training recommended by the QRC
Experience	Completion of the following: 1. Completion of Resources Unit Leader Position Task Book 2. Experience providing oversight and supervision for units within a respective section in order to ensure the objectives established for their section is accomplished as well as experience in incident in a Type 3 or higher incident 3. Successful performance as a RESL at the Type 3 level or higher, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Low
Currency	Functioning as a Resources Unit Leader ,Planning Section Chief Type 1, 2, or 3 Demobilization Unit Leader or Status/Check In Recorder during a qualifying incident, event or exercise at least once every five years

Name of Position	***Situation Unit Leader (SITL)***
Description	A *Situation Unit Leader* is responsible to provide oversight and supervision for their functional unit within their respective section to ensure the objectives established for their section are accomplished
Category	**Criteria**
Pre-requisite Qualification	*SITL is a direct entry position with subordinate ICS positions. There is no Type distinction for the SITL position*
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-300: Intermediate ICS and all prerequisite courses 2. E/L964: All Hazards Situation Unit Leader 3. G-191: ICS/EOC Interface 4. Hazmat Awareness
Recommended Training	1. ICS-400: Advanced ICS 2. S-425: NWCG Display Processor 3. Management, leadership, and team building training relevant to emergency response 4. Other training recommended by the QRC
Experience	Completion of the following: 1. Completion of Situation Unit Leader Position Task Book 2. Experience providing oversight and supervision for units within a respective section in order to ensure the objectives established for their section is accomplished as well as experience in incident management in a Type 3 or higher incident 3. Successful performance as a SITL at the Type 3 level or higher, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Low
Currency	Functioning as a Type 1, 2, or 3 Situation Unit Leader, Planning Section Chief Type 1, 2, or 3; or Field Observer during a qualifying incident, event or exercise at least once every five years

Name of Position	***Logistics Section Chief (LSC)***
Description	A Logistics Section Chief is responsible for providing facilities, services and material support for the incident, including all essential services and support functions needed for the incident management.
TYPE	TYPE-3
Category	**Criteria**
Pre-requisite Qualification	LSC Type 3 is a direct entry position but has subordinate ICS positions
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-400: Advanced ICS and all prerequisite courses 2. E/L-967: All Hazard Logistics Section Chief or equivalent 3. G-191: ICS/EOC Interface 4. Hazmat Awareness 5. Completion of one or more of the following: a. O-305: All-Hazards Incident Management Team, b. NWCG Incident Leadership (L381), or c. equivalent of the above training.
Recommended Training	1. E/L-970: Supply Unit Leader or equivalent 2. E/L-971: Facilities Unit Leader or equivalent 3. Ground Support Unit Leader 4. Food Unit Leader
Experience	Completion of the following: 1. Completion of Type 3 Logistics Section Chief Position Task Book 2. Experience related to facilities, services and material support as well as experience in incident management in a Type 3 or higher incident 3. Successful performance as a LSC at the Type 3 level or higher, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Medium
Currency	Functioning as a Type 1, 2, or 3 Logistics Section Chief during a qualifying incident, event or exercise at least once every five years

Name of Position	***Facilities Unit Leader (FACL)***
Description	A *Facilities Unit Leader* is responsible to provide oversight and supervision for their functional unit within their respective section to ensure the objectives established for their section are accomplished
Category	**Criteria**
Pre-requisite Qualification	*FACL is a direct entry position with subordinate ICS positions. There is no Type distinction for the FACL position*
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-300: Intermediate ICS and all prerequisite courses 2. E/L971: All Hazards Facilities Unit Leader 3. G-191: ICS/EOC Interface 4. Hazmat Awareness
Recommended Training	1. ICS-400: Advanced ICS 2. Management, leadership, and team building training relevant to emergency response 3. Other training recommended by the QRC
Experience	Completion of the following: 1. Completion of the Facilities Unit Leader Position Task Book 2. Experience providing oversight and supervision for units within a respective section in order to ensure the objectives established for their section is accomplished as well as experience in incident management as determined by the QRC. 3. Successful performance as a FACL at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Medium
Currency	Functioning as a Facilities Unit Leader, Logistics Section Chief Type 1, 2, or 3, Service or Support Branch Director, Base or Camp Manager, or Receiving/ Distribution Manager during a qualifying incident, event or exercise at least once every five years

Name of Position	***Supply Unit Leader (SPUL)***
Description	A *Supply Unit Leader* is responsible to provide oversight and supervision for their functional unit within their respective section to ensure the objectives established for their section are accomplished
Category	**Criteria**
Pre-requisite Qualification	*SPUL is a direct entry position with subordinate ICS positions. There is no Type distinction for the SPUL position*
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-300: Intermediate ICS and all prerequisite courses 2. E/L970: All Hazards Supply Unit Leader
Recommended Training	1. ICS-400: Advanced ICS 2. Management, leadership, and team building training relevant to emergency response 3. Other training recommended by the QRC
Experience	Completion of the following: 1. Completion of Supply Unit Leader Position Task Book 2. Experience providing oversight and supervision for units within a respective section in order to ensure the objectives established for their section is accomplished as well as experience in incident management as determined by the QRC 3. Successful performance as a SPUL at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Low
Currency	Functioning as a Type 1, 2, or 3 Supply Unit Leader, Logistics Section Chief Type 1, 2, or 3 Service or Support Branch Director, Ordering Manger, or Receiving/ Distribution Manager during a qualifying incident, event or exercise at least once every five years

Name of Position	***Finance /Administration Section Chief (FSC)***
Description	A Finance/Administration Section Chief is responsible for monitoring sources of funds and cost expenditures to ensure statutory rules that apply are met; tracking and reporting to the IC the financial "burn rate" as an incident progresses; coordinating with the Planning and Logistics Sections so operational records are reconciled with financial documents, and for supervising members of the Finance/Administration Section, when activated.
TYPE	TYPE-3
Category	**Criteria**
Pre-requisite Qualification	FSC Type 3 is a direct entry position but has subordinate ICS positions
Prerequisite Training	Completion of the following courses/curricula: 1. ICS-400: Advanced ICS and all prerequisite courses 2. E/L973: All Hazards Finance/Administration Section Chief, or equivalent 3. G-191: ICS/EOC Interface 4. Hazmat Awareness 5. S-260: Interagency Incident Business Management or equivalent 6. Completion of one or more of the following: a. O-305: All-Hazards Incident Management Team, b. NWCG Incident Leadership (L381), or c. equivalent of the above training.
Recommended Training	1. E/L-975: All-Hazards Finance/Administration Unit Leader, or equivalent 2. Management, leadership, and team building training relevant to emergency response 3. Other training recommended by the QRC
Experience	Completion of the following: 1. Completion of Type 3 Finance/Administration Section Chief Position Task Book 2. Experience related to incident management and financial/administrative matters as well as experience in incident management as determined by the QRC 3. Successful performance as a FSC at the Type 3 or higher level, in an incident, event, or exercise that meets the criteria listed in Section XIV.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring organization 2. Physical fitness level: Low
Currency	Functioning as a Type 1, 2, or 3 Finance/ Administration Section Chief during a qualifying incident, event or exercise at least once every five years

XVI. Incident Complexity Analysis Chart

This chart is a guide and should NOT to be used as absolute.

Name of Incident: **Date:**
Kind of Incident: **Completed by:**

YES = A likely factor - NO = Not likely a factor

1. Jurisdictional boundaries (Check One)	YES	NO
Incident is within a single local political jurisdiction		
Incident is within two adjoining local political jurisdictions		
Incident is within more than two adjoining local political jurisdictions		
Incidents encompass more than two non-adjoining local political jurisdictions (Incident Complex)		
Incident is within local government and state/tribal jurisdictions		
Incident is within local government and federal jurisdictions		
Incident is within only a state/tribal jurisdiction		
Incident is within only a federal jurisdiction		
2. Threat to life (persons who requires responder assistance) (Check One)		
Less than 10 persons		
Less than 100 persons		
Greater than 100 persons		
3. Threat to property (Check One)		
Incident is not getting larger		
Incident is getting larger but is not extending beyond existing perimeter		
Incident can not be contained within the existing perimeter		
4. Area (location) **involved** (does not include property value) (Check One)		
Less than one acre/square block (not likely to extend beyond)		
Less than one acre/square block) (likely to extend beyond)		
Less than ten acres (not likely to extend beyond)		
Less than ten acres (likely to extend beyond)		
Less than 360 acres/square mile (not likely to extend beyond)		
Greater than 360 acres		
Greater than 1000 acres		
5. Population Impact (Check One)		
N/A		
Less than 100		
Less than 500		
Greater than 500		
6. Number of homes and business evacuated or may be needed to be evacuated (Check One)		
N/A		
Less than 25		
Less than 100		
Greater than 100		

7. Values at risk (Check One)	YES	NO
Additional losses should be less than $100,000		
Additional losses should be less than $1,000,000		
Additional losses should be less than $10,000,000		
Additional losses should be less than $100,000,000		
Additional losses will exceed $100,000,000		

8. Threat to environment (Check One)	
Environmental issues will only be during the incident	
Environmental issues will be mitigated within one year of the incident	
Environmental issues will last more than a year of the incident	

9. Weather (Check One)	
Forecast indicating no impact on incident operations	
Forecast indicates no significant relief	
Forecast indicates worsening conditions	

10. Organizational complexity (Check All Applicable)	
The Incident will go beyond the initial operational period	
Written Incident Action Plan is needed for each operational period	
Less than 25 incident personnel	
Less than 100 incident personnel (Type 3)	
Less than 250 incident personnel	
Less than 500 incident personnel (Type 2)	
More than 500 incident personnel (Type 1)	
Three or more Division or Groups will be needed	
Branches will be needed	
Substantial Air Operations will be needed	
Night operations will be needed	
Special support/operations personnel will be needed (Health, Electrical Restoration, Public Works, Hazmat, other)	

11. Media/Social Impact Significant Media Impacts, Social networks (Check All Applicable)	
Local Media is or will be at the Incident	
Regional Media is or will be at the Incident	
National Media is or will be at the Incident	
Social Media Networks will need to be monitor and replied to	
JIC will be established	
Regular Public Meetings will be needed	

12. Resource Ordering(Check All Applicable) YES NO

Number and kind of local resources available will not be sufficient
Resources from assisting, cooperating or mutual aid agencies are needed
Resources from outside the area are needed
There are state resources at the incident or will be needed
There are federal resources at the incident or will be needed
There are numerous spontaneous volunteers
There has been or expected a large amount of donated supplies
There is or will be a need for private/contracted resources
There is a single point to order resources
There are multiple points to order resources
There is an activated local EOC
There is a local MAC/Coordination Center
There is a State MAC/Coordination Center
There is a Regional MAC/Coordination Center
There is a National MAC/Coordination Center
Local resources will need to be available to deal with other emergencies that are not related to this incident

13. Political/Economic Sensitivity (Check All Applicable)

The kind of incident
The location of the incident
Cost of incident mitigation will be significant
High Potential for Incident Growth and/or Escalation of the Event
Critical Infrastructure Damaged and/or Compromised (Electricity, Water, Sewer etc)
Transportation Ingress/Egress compromised effecting Travel Routes
Hazardous Materials Present in Large Quantities
High Volume of Debris Present
Local Municipality, City, or County Disaster Declaration has been made or is needed
Governor's Emergency or Disaster Declaration has been made or is needed
Governor 's and Presidential Stafford Act Disaster Declaration has been made or is needed
There are preexisting controversies with the public that will be a factor in the management of the incident
There are preexisting relationships with response resources that will be a factor in the management of the incident

14. List Other issues

- Greater than 8 yes answers would probably indicate a need for a Type 3 team, (subtract shaded boxes)
- Greater than 15 yes answers would probably indicate a need for a Type 2 team

More than 20 yes answers would probably indicate a need for a Type 1 team

XVII. Recognition of Prior Learning (RPL) Portfolio

(One RPL portfolio must be submitted for each position you apply for. You do not need to use this form to apply, just follow the format.)

A. Contact Information

ICS Position applying for: _____

Name (last, first, MI) _____

Email address: _____

Current position/title: _____

Primary phone: _____

Secondary phone: _____

Street Address: _____

City, State, Zip _____

Employing/Sponsoring Organization (E/SO): _____

E/SO contact name: _____

E/SO contact phone: _____

B. 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 or other State with an active qualifying program.*	YES NO
If yes, which position(s)?	
Are you currently affiliated with an established Incident Management Team?	YES NO
If yes, list the team coordinator, team name and location:	

C. Relevant Experience and Documentation

Each application shall include at least two different evaluation experiences in any of the following: multi-operational period incidents; evaluated exercises (Functional or Full Scale) that follow HSEEP guidelines; or any planned events where you were assigned the specific All-Hazards position you are applying for. At least one of the evaluated experiences an actual, unplanned, emergent, multi-operational incident occurring within the last ten years.

Attach separate documentation to your application for each incident/event/exercise in the order listed below:

1. Name and Location of Incident or Event.
2. Specific Position Filled.
3. Dates of Participation (both starting and ending).
4. Incident/Event/Exercise Type (Hazmat, Flooding, Wildfire, etc.).
5. Number and Type and Kind of resources pertinent to position you filled.
6. Level of Complexity Incident/Event/Exercise (Type 4 - Type 1).

All incidents, exercises, or events you wish to use as documentation in 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.
>
> Along with the application, include appropriate documentation that will assist the Qualification Review Committee in evaluating the validity of the experience you listed in the application. 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 (the Cover Sheet, ICS-202, ICS-203, and two different ICS-204 forms. Your name should be listed on the ICS-203 for that operational period. The signature page must be complete and legible).
- 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 Employing/Sponsoring Organization's organization head, or Incident Commander, describing your specific position and the duties and responsibilities you filled during the incident, exercise, or event.

Additional specific position requirements:

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

D. Training

Include copies of training certificates for any relevant courses completed.

E. Recommendations

- List at least three 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.
- Attach letters, resumes, and any other related documentation to support this application.
- Ensure all information is current, accurate, and correct.

NAME AND TITLE	PHONE NUMBER	EMAIL

F. 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 Utah Interstate/Intrastate Incident Management Team Qualification System Guide.

PRINTED NAME AND TITLE	SIGNATURE	DATE
Employing/Sponsoring Organization POC:		
Incident Commander: (if applicable)		
Applicant:		

Provide contact information in Section E above, for the above signatures, except the applicant.

G. Submitting Your Application

Submit your application to your Regional Qualification Review Committee (QRC) member. A list of QRC members is available at: http://dem.utah.gov/training-and-exercise/ahimt/