



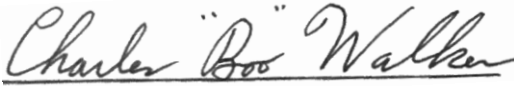
TEXAS ALL-HAZARD  
INCIDENT MANAGEMENT TEAM

**Texas**  
**Type 3 All-Hazard Incident**  
**Management Team (AHIMT)**  
**Qualifications Guide**

May 31, 2017

**Approval and Implementation** on

May 31, 2017

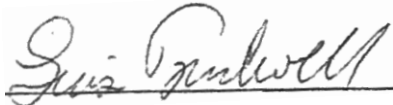


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## Table of Contents

Approval and Implementation .....	<b>Error! Bookmark not defined.</b>
Record of Changes.....	3
Table of Contents .....	4
I. Purpose.....	6
II. Explanation of Terms .....	6
A. Acronyms .....	6
B. Definitions .....	7
III. Objectives .....	9
IV. Guidance .....	9
V. Incident Qualification System .....	9
A. Introduction.....	10
B. Description of the System .....	10
C. Qualifying for Positions .....	133
D. Re-Qualification .....	143
E. Required Training/ Experience.....	144
F. Additional Training .....	154
G. Audit.....	15
<b>Appendix A: Type 3 ICS Position Requirements .....</b>	<b>166</b>
Incident Commander / Team Leader (ICT3) .....	16
Public Information Officer (PIO3) .....	18
Liaison Officer (LOR3) .....	19
Safety Officer (SOF3) .....	20
Operations Section Chief (OSC3) .....	21
Division/Group Supervisor (DIVS).....	22
Strike Team/ Task Force Leader (STLD/TFLD) .....	23
Planning Section Chief (PSC3) .....	24
Resources Unit Leader (RESL) .....	25
Situation Unit Leader (SITL).....	26
Demobilization Unit Leader (DMOB) .....	27
Logistics Section Chief (LSC3) .....	28
Facilities Unit Leader (FACL) .....	29
Communications Unit Leader (COML).....	30
Medical Unit Leader (MEDL) .....	31
Supply Unit Leader (SPUL).....	32
Finance/Administration Section Chief (FSC3).....	33
<b>Appendix B: Qualifications Review Process Overview .....</b>	<b>34</b>
Qualifications Review Committee Goal .....	34
Qualifications Review Committee Role.....	34
Qualifications Review Committee Membership .....	34
Committee Protocol .....	34
Responsibilities of the Chair.....	35
Appeals.....	36

**Appendix C: Application Package Instructions**.....36  
    Requirements .....37  
    How to Apply ..... 37**Error! Bookmark not defined.**  
    Application Form for Qualification .....38  
    Experience Record .....39  
    Training Record .....40  
**Appendix D: Qualifications Review Group Checklist** .....41  
**Appendix E: Qualifications Review Form**.....42  
**Appendix F: Qualifications Card Photo Requirement**... .....44

## I. Purpose

This document serves as the credential and re-credentialing guidelines for Texas Type 3 All-Hazard Incident Management Team personnel. This document establishes required training and qualification standards and retains the foundation of a performance based qualification system. This document supersedes all previous editions of the Qualifications Guide.

## II. Explanation of Terms

### A. Acronyms

AHIMT	All Hazard Incident Management Team
AHJ	Authority Having Jurisdiction
COG	Council of Government
COML	Communications Unit Leader
COMP	Compensation Unit Leader
COST	Cost Unit Leader
DDC	Disaster District Chairperson
DHS	Department of Homeland Security
DIVS	Division Supervisor
DMOB	Demobilization Unit Leader
FSC	Finance Section Chief
FACL	Facilities Unit Leader
HA	Home Agency
IC	Incident Commander / Team Leader
ICS	Incident Command System
IQS	Incident Qualification System
IMT	Incident Management Team
LOFR	Liaison Officer
LSC	Logistics Section Chief
MACC	Multi-Agency Coordination Center
MEDL	Medical Unit Leader
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NRF	National Response Framework
NRP	National Response Plan
NWCG	National Wildfire Coordinating Group
OSC	Operations Section Chief
PIO	Public Information Officer
PROC	Procurement Unit Leader

PSC	Planning Section Chief
PTB	Position Task Book
RESL	Resources Unit Leader
SITL	Situation Unit Leader
SOFR	Safety Officer
SPUL	Supply Unit Leader
STLD	Strike Team/Task Force Leader
TFS	Texas Forest Service
TIME	Time Unit Leader
TNSP	Technical Specialist
USFA	United States Fire Administration

## B. Definitions

- a. Incident Qualification System - This is a "performance based" system that is a combination of education, training, and experience.
- b. Qualified Individual - An individual that has completed all required training, demonstrated proficiency as documented in the position task book, and recommended by their agency head, designee or Authority Having Jurisdiction (AHJ) with agreement of the Team Leader and reviewed and approved by the Qualifications Review Committee
- c. Incident Complexity - Incident complexity is identified by Types 5 - 1, with 5 being simplest and 1 being the most complex. For example, a Type 5 incident is characterized by relatively few resources, is of short duration, and has few complicating factors. A Type 1 incident has large numbers of resources and may last for several operational periods and has many complicating factors. Refer to the NIMS document for a full definition.
- d. Single Resource - A person utilized by an AHIMT that is not affiliated with a jurisdiction/agency.
- e. AHIMT Memorandum of Understanding/Agreement - A document outlining policies, procedures, and agreements between the Texas A&M Forest Service, jurisdiction/agency, and incident management team personnel.
- f. Evaluator - The person who actually observes the task(s) being performed and documents successful performance in the position task book. This person doesn't have to be qualified for the position being observed.

- g. Final Evaluator – This individual is qualified in the position that they are evaluating and can verify and certify the successful completion of a position task book and that the individual should be considered for certification in the position.
- h. Technical Specialist – This is a person participating as a member of an Incident Management Team that contributes technical knowledge and skill.
- i. Trainee Qualification – Is the status of an individual that is a member of an AHIMT and has initiated a position task book.
- j. Training Specialist –Is an Individual assigned by the AHIMT to maintain all team records and files with access to the Incident Qualifications System (IQS). It is the responsibility of the Training Specialist to: Meet with the Trainee and determine the type of assignment necessary (position performance assignment or on-the-job training). Consider past experience and training, current credentials, desired goals and objectives of the assignment.

**Note:** If the Trainee does not meet the requirements, required experience for the position or does not have the knowledge/skills to perform the tasks of the position, then the position performance assignment must not continue. If the individual meets the requirements but does not have the necessary knowledge/skill, it may be possible to provide on-the-job training and reinstate the performance assignment at a later time during the same incident.

Identify opportunities for on-the-job training and position performance assignments that meet the Trainee's needs and objectives. Work with the Home Unit/Agency or appropriate personnel on the incident to identify and assign credentialed Evaluators. Initiate a PTB ONLY after obtaining approval from the Trainee's Home Unit/Agency.

Document all on-the-job training and position performance assignments. Conduct periodic progress reviews to ensure assignments are proceeding as planned. Conduct a closeout interview.



### **III. Objectives**

1. Establish minimum agency training and credentialing standards for incident single resource assignments.
2. Retain the foundation of the performance-based credentialing system established and implemented for a Type 3 AHIMT credentialing system.
3. Hold to a minimum, required training and allow for the development of skills and knowledge outside of the formal classroom environment.
4. Eliminate redundancy, unnecessary positions and requirements.
5. Develop standards for State of Texas, Type 3 All-Hazard Incident Management Teams.

### **IV. Guidance**

With the publication of this edition of the guidelines, the standards established in this guide are the minimum to be met by all participating agencies, organizations and individuals that choose to participate in the State of Texas Type 3 All-Hazards Incident Management Team System. Individuals who have begun the process of qualifying for a position under NWCG guidelines can continue to use those standards. No local agency, local jurisdiction, private or Non-profit business or group is required to use these standards or credentials to certify a local incident management position.

### **V. Incident Qualification System (IQS)**

The development of Type 3 All Hazard Incident Management Teams (AHIMTs) has been mandated by Executive Order RP-57. The AHIMTs will provide local jurisdictions, Disaster District Chairpersons (DDC) or Multi-Agency Coordination Centers (MACC) with an effective response organization to manage resources and information, provide planning and operational advice to manage and mitigate an incident.

Personnel, who are certified in a NWCG position credentials are reciprocal with this system. Only NWCG position task books will be used by employees of the Texas A&M Forest Service.

This system is designed to:

- Establish minimum training
- Skills
- Knowledge
- Experience for incident positions.

Minimum standards may be enhanced by the Authority Having Jurisdiction to meet specific needs of an agency or organization.

## **A. Introduction**

Personnel mobilized by the State of Texas should be required to meet the established credentialing standards in this guide.

This guide applies to all Incident Command and Technical Specialist positions.

## **B. Description of the System**

The Incident Qualification System is a “performance based” qualification system. In this system, the primary criterion for qualification is individual performance as verified by an evaluator, using approved position task books.

In a performance based system qualifications are based upon demonstrated performance as measured on incidents and planned events, normal job activities or in simulated exercises or classroom activities.

1. The components of the Incident Qualification System (IQS) are as follows:

a. Training courses provide the specific knowledge and skills required to perform tasks identified in the PTB. This provides a direct link between training and job performance. Required training has been held to the minimum required to provide for safe operations on incidents.

All training courses used for qualifications must be delivered by instructors that meet the requirements of the NIMS Five-Year Training Plan Guidelines.

b. Position Task Books (PTB) contains all critical tasks, which are required to perform the job. Subject matter experts have established the tasks in each PTB. PTBs

are in a format that allows documentation of a trainee's ability to perform each task. The Task book should cover four assignments pertaining to tactical decision-making and safety which are flagged and require position performance on an incident or preplanned event. Two of the four assignments may be evaluated through other means such as simulation, or other emergency and non-emergency work for which an Incident Action Plan is written. The Final assignment must be evaluated by an individual qualified in the position being evaluated. TFS will maintain a State of Texas list in IQS, by position, of all qualified Final Evaluators. PTBs must be completed within five years of the date of initiation of the PTB. Failure to meet this deadline will require the initiation of a new PTB.

**Important Note:** PTBs can be initiated by the Incident Commander / Team Leader, Training Specialist, or the Authority Having Jurisdiction for use on incidents, planned events, or training simulations. PTBs and the qualification process can be initiated prior to attendance and completion of training courses. Credit for prior experience may be submitted in the Task Book for incidents/events no longer than three (3) years prior to the initiation of the Task Book. Team Leaders may implement additional procedures concerning the initiation of PTBs.

**A completed Task Book must contain a minimum of four (4) assignment evaluator records, from a minimum of two evaluators.** Two (2) evaluation records may be for incidents/events that occurred within a three year period prior to the day a PTB is initiated. The final evaluator has to be qualified at the position for the Task Book.

Personnel in the IQS system prior to June 1, 2013 may be qualified under guidelines established in the March 15, 2011 Credentialing Guide.

All positions will use the current USFA All Hazards PTBs that are maintained at <http://ticc.tamu.edu/Response/AHIMT.htm>. In the absence of a USFA All Hazards PTB, NWCG task books will be used. All TFS employees will only use the NWCG task books.

c. Agency Head Certification and Documentation- It is the responsibility of the Authority Having Jurisdiction to certify that the team member is qualified to perform in a specific position. Individuals are responsible for providing proof of qualification on an incident. It is the responsibility of each agency to document those qualifications in all positions.

d. Individual Resource: The Incident Commander / Team Leader for the AHIMT is the agency head for individual members.

e. Qualifications Review- is the final step in the qualification process. All course records, certificates, Summary of Response Experience, and any other documentation relative to the request for position qualification will be reviewed by a Qualifications Review Committee established by the Steering Committee. The Qualifications Review Process is attached in Appendix B.

## 2. Responsibilities

Each AHIMT is responsible for selecting trainees, ensuring proper use of position task books, and approval of application by trainees.

Each team/organization shall have a primary and alternate Training Specialist who is responsible for entering and updating member training and qualifications. The Team Incident Commander/Team Leader will appoint these individuals.

The individual team member is responsible for providing all required elements for initial application as noted in Appendix C. The Training Specialist is responsible for establishing a team member record in the Incident Qualification System (IQS) and upload all application documents to this site. The Training Specialist is responsible for all future maintenance of the team member's record.

Once the Incident Commander / Team Leader or Training Specialist has reviewed the application for final position-specific qualification, and entered the information into IQS, the information will be emailed to [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu). The information will then be emailed to Qualifications committee members. The Qualifications review process will consist of each Qualifications Committee member, reviewing documentation submitted for qualification and replying by email to [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu) within 10 business days,

using the Qualification Review form (See Appendix E), with the members name and approved or disapproved with reasons stated for disapproval. The Texas A&M Forest Service will ensure that the person submitted for qualification is moved from trainee to qualified (JOB) in the Incident Qualifications System (IQS), by the Team's Training Specialist. A photo of the member will be placed in the individuals IQS file (See photo requirements in Appendix F). A qualification card will be generated, for the member, by the Texas A&M Forest Service. The qualification card will be mailed to the Team Leader.

All open records requests as related to the IQS system shall be forwarded and coordinated with the Texas Forest Service.

### **C. Qualifying for Position**

Each Team recommending qualification or re-qualification of an individual is responsible for ensuring personnel are eligible for qualification or re-qualification based upon the requirements of IQS and this guide.

A key component in the qualification or re-qualification process is the subjective evaluation by the appropriate official of an individual's capability to perform in a position.

**Completion of required training and experience does not guarantee that the candidate will receive a qualification. Only the Qualifications Review Committee can qualify an individual.**

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 re-qualification. The quality of experience may relate to the type or duration of an incident or event in terms of personnel, equipment, the number of assignments, or complexity of operations.

For qualification for a position the individual must complete 4 assignments within a 5 year period. Two of these assignments maybe exercises or simulation training, as long as an IAP was generated. The other two assignments must be planned or active incidents where an IAP was generated for each operational period.

In the position task book, the tasks required to be performed on an (I) Incident can include simulations, academies, or other training exercises provided they are managed by an IMT and a written Incident Management Plan is produced.

## **D. Re- Qualification**

The maximum time allowed for maintaining currency is five (5) years. Currency for a position can be maintained by meeting any of the following requirements.

1. By successful performance in the position qualified for within the given time frame.
2. By successful performance in a position identified in this guide as Other Position Assignments that will maintain currency.
3. By successful performance in a higher position(s) for which that position is a requirement, providing the individual was previously qualified in that position.
4. Meets current position required criteria

Example: Currency for a Resources Unit Leader (RESL) can be maintained by (1) successful performance as a Resources Unit Leader (RESL); or, (2) successful performance as a Demobilization Unit Leader (DMOB) or Status/Check-In Recorder (SCKN); or, (3) successful performance as a Planning Section Chief within the past five years.

Each individual must reapply before the expiration of their current credential by submitting a Requalification Application. Failure to re-apply within 90 days following the expiration of credential will require completion of a new position task book for the position.

## **E. Required Training / Experience**

Required training and experience cannot be appealed. The process of demonstrating the abilities to perform the position is the completion of a position task book. All team members will complete the USFA O-15 All Hazard Incident Management Team course. Position specific courses or equivalent courses are required for each position.

## **F. Additional Training**

Additional training which supports development of knowledge and skill or training courses can help to support a position performance assignment. The knowledge and skills necessary for successful completion of the tasks in a position task book 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, exercises, or planned events.

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

## **G. Audit**

The Texas A&M Forest Service may conduct audits at anytime to include any and all documentation as related to IQS entries.

## Appendix A: Type 3 ICS Position Requirements Incident Commander (ICT3)

Description: An Incident Commander (IC) (Type 3) has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Category	Required Criteria
<p style="text-align: center;"><b>Training</b></p> <p style="text-align: center;"><b>Required Courses or Equivalent</b></p>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-950 All-Hazards Incident Commander, or equivalent</p> <p>L-967 All-Hazards Logistic Section Chief or</p> <p>L-962 All-Hazard Planning Section Chief or</p> <p>L-958 Operations Section Chief</p>
<p style="text-align: center;"><b>Experience</b></p>	<ol style="list-style-type: none"> <li>1. Significant, on-going experience related to the management of emergency incidents and events that may involve multiple jurisdictions requiring mutual-aid response</li> <li>2. Functional experience in Incident Command at the levels or levels of government commensurate with the scope of the incident.</li> <li>3. Satisfactory performance in other positions within the ICS organizational structure, including Operations Section Chief, Planning Section Chief, or Logistics Section Chief.</li> <li>4. Completion of required Position Task Books.</li> </ol>



Texas Type 3 All-Hazard Incident Management System  
Credentialing Guide

<b>Medical/Physical Fitness</b>	Compliance with the following baseline criteria: <ol style="list-style-type: none"><li>1. Medical requirements established by the HA</li><li>2. Minimum physical fitness standards as required by the HA</li></ol>
<b>Currency</b>	Functioning as a AHICT-3 during a qualifying incident, event or exercise (simulation) or in an All-Hazards Type 3 General Staff position at least once every five years.

**Public Information Officer (PIO3)**

Description: A *Public Information Officer* (Type 3) is responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Category	Required Criteria
<p><b>Training</b></p> <p><b>Required Courses or Equivalent</b></p>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-952 All Hazard Public Information Officer</p>
<p><b>Experience</b></p>	<p>Significant, on-going experience managing the generation and dissemination of information related to the incident for the public and the media, as well as experience in emergency management.</p> <p>Functional experience in media relations at the level or levels of government to commensurate with the scope of the incident.</p> <p>Completion of Position Task Books that validate and verify demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need.</p>
<p><b>Medical/Physical Fitness</b></p>	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> <li>1. Medical requirements established by the HA</li> <li>2. Minimum physical fitness standards as required by the HA</li> </ol>
<p><b>Currency</b></p>	<p>Functioning as a AHPIO-3 during a qualifying incident, event or exercise (simulation) at least once every five years.</p>

## Liaison Officer (LOFR)

Description: A *Liaison Officer* (Type 3) is responsible for coordinating with cooperating and assisting agencies.

Category	Required Criteria
<b>Training</b>  <b>Required Courses or Equivalent</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-956, All-Hazards Liaison Officer</p>
<b>Experience</b>	<p>1. Significant, on-going experience coordinating with representatives from various agencies and organizations during emergency situations, as well as experience in emergency management.</p> <p>Completion of Position Task Book.</p>
<b>Medical/Physical Fitness</b>	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> <li>1. Medical requirements established by the employer</li> <li>2. Minimum physical fitness standards as required by the HA</li> </ol>
<b>Currency</b>	<p>Functioning as a AHLOFR-3 during a qualifying incident, event or exercise (simulation) at least once every five years</p>

## Safety Officer (SOF3)

Description: A *Safety Officer* (Type 3) is responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Category	Required Criteria
<b>Training</b>  <b>Required Courses or Equivalent</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-954 All-Hazards Safety Officer</p>
<b>Experience</b>	<p>Functional experience in safety at the level or levels of government commensurate with the scope and type of the incident.</p> <p>Successful, previous experience filling positions within the Operations Section</p> <p>Completion of Position Task Books.</p>
<b>Medical/Physical Fitness</b>	<p>Medical requirements established by the HA</p> <p>Minimum physical fitness standards as required by the HA</p> <p>Able to work wearing appropriate PPE.</p>
<b>Certification</b>	<p>Functioning as a SOFR-3 during a qualifying incident, event or exercise (simulation) at least once every five years.</p>

## Operations Section Chief (OSC3)

Description: An *Operations Section Chief* (Type 3) is responsible for all tactical incident operations, including the activation and supervisor of ICS organizational elements in accordance with and in execution of the Incident Action Plan (IAP).

Category	Required Criteria
<b>Training</b>  <b>Required Courses or Equivalent</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-958 All-Hazards Operations Section Chief, or equivalent</p>
<b>Experience</b>	<p>Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident.</p> <p>Successful, previous experience as a Branch Director or Division/Group Supervisor within the Operations Section.</p> <p>Completion of Position Task Book.</p>
<b>Medical/Physical Fitness</b>	<p>Compliance with the following baseline criteria:</p> <p>Medical requirements established by the HA</p> <p>Minimum physical fitness standards as required by the HA</p> <p>Able to work wearing appropriate personal protective equipment (PPE) based on the situation</p>
<b>Currency</b>	<p>Functioning as a AH-OSC-3, AH-Branch Director, AH-DIVS or AH-STLD during a qualifying incident, event or exercise (simulation) at least once every five years.</p>

## Division Supervisor (DIVS)

Description: A *Division Supervisor* (Type 3) is responsible for all tactical incident operations for the division, including the activation and supervisor of ICS organizational elements in accordance with and in execution of the Incident Action Plan (IAP).

Category	Required Criteria
<b>Training</b>  <b>Required Courses or Equivalent</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-960 All Hazard Division Supervisor</p>
<b>Experience</b>	<p>Significant, on-going experience in strategy and tactics related to the incident scenario (e.g., wild land fire, water rescue, confined space rescue, or HazMat incident) and experience in emergency management.</p> <p>Completion of Division Supervisor Position Task Book and satisfactory performance as a Task Force Leader.</p>
<b>Medical/Physical Fitness</b>	<p>Compliance with the following baseline criteria:</p> <p>Medical requirements established by the HA</p> <p>Minimum physical fitness standards as required by the HA</p> <p>Able to work wearing appropriate personal protective equipment (PPE) based on the incident</p>
<b>Currency</b>	<p>Functioning as a AH-OSC(3) or AH-DIVS during a qualifying incident, event or exercise (simulation) at least once every five years.</p>

**Strike Team / Task Force Leader (STLD)**

Description: A *Strike Team/Task Force Leader* (Type 3) is responsible for all Strike Team and/or Task Force operations, including the activation and supervisor of ICS organizational elements in accordance with and in execution of the Incident Action Plan (IAP).

<b>Category</b>	<b>Required Criteria</b>
<p><b>Training</b></p> <p><b>Required Courses or Equivalent</b></p>	<p><b>Completion of the following courses/curricula</b></p> <p>O-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-984 Strike Team/Task Force Leader</p>
<p><b>Experience</b></p>	<p>Significant, on-going experience in strategy and tactics related to the incident scenario (e.g., wild land fire, water rescue, confined space rescue, or HazMat incident) and experience in emergency management.</p>
<p><b>Medical/Physical Fitness</b></p>	<p>Compliance with the following baseline criteria:</p> <p>Medical requirements established by the HA</p> <p>Minimum physical fitness standards as required by the HA</p> <p>Able to work wearing appropriate personal protective equipment (PPE)</p>
<p><b>Currency</b></p>	<p>Functioning as a AH-STLD or TFLD during a qualifying incident, event or exercise (simulation) at least once every five years.</p>

**Planning Section Chief (PSC3)**

Description: A *Planning Section Chief* (Type 3) is responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP).

<b>Category</b>	<b>Required Criteria</b>
<p><b>Training</b></p> <p><b>Required Courses or Equivalent</b></p>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-962, All-Hazards Planning Section Chief</p> <p>L-965 All Hazard Resource Unit Leader</p> <p>L-964 All Hazard Situation Unit Leader</p>
<p><b>Experience</b></p>	<p>Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.</p> <p>Functional experience in planning at the level or levels of government commensurate with the scope of the incident</p> <p>Successful previous experience filling Resource and Situation Unit positions within the Planning Section.</p> <p>Completion of Position Task Book for PSC and qualified as Resource Unit Leader or Situation Unit Leader.</p>
<p><b>Medical/Physical Fitness</b></p>	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> <li>1. Medical requirements established by the HA</li> <li>2. Minimum physical fitness standards as required by the HA</li> </ol>
<p><b>Currency</b></p>	<p>Functioning as an AH-PSC-3, SITL or RESL during a qualifying incident, event or exercise (simulation) at least once every five years.</p>



**Resources Unit Leader**

Description: A *Resources Unit Leader* (Type 3) is responsible for the collection, evaluation, and dissemination of information about all resources related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP).

<b>Category</b>	<b>Criteria</b>
<b>Training</b>  <b>Required Courses or Equivalent</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-965 All Hazard Resource Unit Leader</p>
<b>Experience</b>	<p>Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.</p> <p>Functional experience in planning at the level or levels of government commensurate with the scope of the incident.</p> <p>Completion of Position Task Book.</p>
<b>Medical/Physical Fitness</b>	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> <li>1. Medical requirements established by the HA</li> <li>2. Minimum physical fitness standards as required by the HA</li> </ol>
<b>Currency</b>	<p>Functioning as a AHPSC-3, RESL or SITL during a qualifying incident, event or exercise (simulation) at least once every five years.</p>

## Situation Unit Leader

Description: A *Situation Unit Leader* (Type 3) is responsible for the collection, evaluation, and dissemination of situational information related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP).

Category	Criteria
<b>Training</b>  <b>Required Courses or Equivalent</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-964 All Hazard Situation Unit Leader</p>
<b>Experience</b>	<p>Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.</p> <p>Functional experience in planning at the level or levels of government commensurate with the scope of the incident</p> <p>Completion of Position Task Book.</p>
<b>Medical/Physical Fitness</b>	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> <li>1. Medical requirements established by the HA</li> <li>2. Minimum physical fitness standards as required by the HA</li> </ol>
<b>Currency</b>	<p>Functioning as a AHPSC-3, RESL or SITL during a qualifying incident, event or exercise (simulation) at least once every five years.</p>

**Demobilization Unit Leader (DMOB)**

Description: A *Demobilization Unit Leader* (Type 3) is responsible for the collection, evaluation, and dissemination of information regarding demobilization of all resources related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP).

<b>Category</b>	<b>Required Criteria</b>
<b>Training</b>  <b>Required Courses or Equivalent</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-965 All Hazard Resource Unit Leader</p>
<b>Experience</b>	<p>Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.</p> <p>Functional experience in planning at the level or levels of government commensurate with the scope of the incident</p> <p>Completion of Position Task Book.</p>
<b>Medical/Physical Fitness</b>	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> <li>1. Medical requirements established by the HA</li> <li>2. Minimum physical fitness standards as required by the HA</li> </ol>
<b>Currency</b>	<p>Functioning as a AHPSC-3, RESL or SITL during a qualifying incident, event or exercise (simulation) at least once every five years.</p>

**Logistics Section Chief (LSC3)**

Description: A *Logistics Section Chief* (Type 3) is responsible for providing facilities, services, and material support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.

<b>Category</b>	<b>Required Criteria</b>
<p><b>Training</b></p> <p><b>Required Courses or Equivalent</b></p>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-967 All Hazard Logistics Section Chief</p> <p>L-971 All Hazard Facilities Unit Leader</p> <p>L-970 All Hazard Supply Unit Leader</p>
<p><b>Experience</b></p>	<p>Significant, on-going experience related to facilities, services, and material support, as well as experience in emergency management.</p> <p>Functional experience in logistics at the level or levels of government commensurate with the scope of the incident.</p> <p>Qualified as an All-Hazards FACL or All-Hazards SUPL</p> <p>Completion of LSC Position Task Book.</p>
<p><b>Medical/Physical Fitness</b></p>	<p>Compliance with the following baseline criteria:</p> <p>Medical requirements established by the HA</p>
<p><b>Currency</b></p>	<p>Functioning as a AH-LSC-3, AH-FACL or AH-SUPL during a qualifying incident, event or exercise (simulation) at least once every five years.</p>

**Facilities Unit Leader (FACL)**

Description: A *Facilities Unit Leader* (Type 3) is responsible for providing facilities, and related support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.

<b>Category</b>	<b>Required Criteria</b>
<b>Training</b>  <b>Required Courses or Equivalent</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-971 All Hazard Facilities Unit Leader</p>
<b>Experience</b>	<p>Significant, on-going experience related to facilities, services, and material support, as well as experience in emergency management.</p> <p>Functional experience in logistics at the level or levels of government commensurate with the scope of the incident.</p> <p>Completion of Position Task Book.</p>
<b>Medical/Physical Fitness</b>	<p>Compliance with the following baseline criteria:</p> <p>Medical requirements established by the HA</p> <p>Minimum physical fitness standards as required by the HA</p>
<b>Currency</b>	<p>Functioning as a AH-LSC-3, AH-FACL or AH-SUPL during a qualifying incident, event or exercise (simulation) at least once every five years.</p>

**Communications Unit Leader (COML)**

Description: A *Communications Unit Leader* (Type 3) is responsible for providing communications support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.

<b>Category</b>	<b>Required Criteria</b>
<b>Training</b>  <b>Required Courses or Equivalent</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-969 All Hazard Communications Unit Leader.</p>
<b>Experience</b>	<p>Significant, on-going experience related to Communications facilities, services, and equipment support, as well as experience in emergency management and communications resources management.</p> <p>Completion of Position Task Book.</p>
<b>Medical/Physical Fitness</b>	<p>Medical requirements established by the HA</p> <p>Minimum physical fitness standards as required by the HA</p>
<b>Currency</b>	<p>Functioning as a AH-COML or COMT during a qualifying incident, event or exercise (simulation) at least once every five years.</p>

**Medical Unit Leader (MEDL)**

Description: A *Medical Unit Leader* (Type 3) is responsible for providing health/medical for responders during the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.

<b>Category</b>	<b>Required Criteria</b>
<b>Training</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>Currently credentialed as Texas EMT-B or higher.</p>
<b>Required Courses or Equivalent</b>	
<b>Experience</b>	<p>Significant, on-going experience related to facilities, services, and material support, as well as experience in emergency management.</p> <p>Functional experience in providing health/medical/EMS at the level or levels of government/private sector commensurate with the scope of the incident.</p> <p>Completion of Position Task Book.</p>
<b>Medical/Physical Fitness</b>	<p>Compliance with the following baseline criteria:</p> <p>Medical requirements established by the HA</p> <p>Minimum physical fitness standards as required by the HA</p>
<b>Currency</b>	<p>Functioning as a MEDL during a qualifying incident, event, or exercise (simulation) at least once every five years.</p>

**Supply Unit Leader (SPUL)**

Description: A *Supply Unit Leader* (Type 3) is responsible for providing supplies, and related support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.

<b>Category</b>	<b>Required Criteria</b>
<b>Training</b>  <b>Required Courses or Equivalent</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-970 All Hazard Supply Unit Leader</p>
<b>Experience</b>	<p>Significant, on-going experience related to supplies and material support, as well as experience in emergency management.</p> <p>Functional experience in logistics at the level or levels of government commensurate with the scope of the incident.</p> <p>Completion of Position Task Book.</p>
<b>Medical/Physical Fitness</b>	<p>Compliance with the following baseline criteria:</p> <p>Medical requirements established by the HA</p> <p>Minimum physical fitness standards as required by the HA</p>
<b>Currency</b>	<p>Functioning as a AH-LSC-3, AH-FACL or AH-SUPL during a qualifying incident, event or exercise (simulation) at least once every five years.</p>



**Finance / Administration Section Chief (FSC3)**

Description: A *Finance/Administration Section Chief* (Type 3) is responsible for all financial, administrative, and cost analysis aspects of an incident.

Category	Criteria
<b>Education</b>	Knowledge of a full range of specialized financial management, cost accounting, and related professions
<b>Training</b>  <b>Required Courses or Equivalent</b>	<p><b>Completion of the following courses/curricula</b></p> <p>0-305: All Hazard Incident Management Team Course</p> <p>ICS-100: Introduction to ICS</p> <p>ICS-200: Basic ICS</p> <p>ICS-300: Intermediate ICS</p> <p>ICS-400: Advanced ICS</p> <p>FEMA IS-700.a: NIMS, An Introduction</p> <p>FEMA IS-701.a: Multi-Agency Coordination System</p> <p>FEMA IS-703.a: NIMS Resource Management</p> <p>FEMA IS-800.b: National Response Framework, An Introduction</p> <p>L-973 All-Hazards Finance/Administration Section Chief</p> <p>L-97? All-Hazard Finance/Administration Unit Leader</p>
<b>Experience</b>	<p>Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management.</p> <p>Functional experience in finance/administration at the level or levels of government/ private sector to commensurate with the scope of the incident.</p> <p>Completion of Position Task Book.</p>
<b>Medical/Physical Fitness</b>	<p>Compliance with the following baseline criteria:</p> <p>Medical requirements established by the HA</p> <p>Minimum physical fitness standards as required by the HA</p>
<b>Currency</b>	Functioning as a AH-FSC-3 or AH-FAUL during a qualifying incident, event or exercise (simulation) at least once every five years.

## **Appendix B: Qualifications Review Process Overview**

### **Qualifications Committee Goal**

To perform a review of all application documentation for position qualification at the AHIMT level that will include course records, certificates, experience records, correspondence, and other communications relative to individual requests for position qualification.

The Qualifications Committee is authorized to determine if the applicant meets the qualification requirements as outlined in this document.

### **Committee Role**

To perform an audit of all application documentation for position credential at the AHIMT level that may include course records, certificates, Experience Record, correspondence, and other communications relative to individual requests for position credentialing.

### **Qualifications Review Committee Membership**

A committee consisting of a representative from each AHIMT Region and Department of Public Safety Communications will be named not later than August 15<sup>th</sup> of each calendar year. A Steering Committee member will serve as the Chair for the Committee. The outgoing Chair will brief the incoming Chair on the Qualifications review process. Appointment to the committee is for a period of two years, or upon resignation.

All communications will be handled by email or telephone there will be no scheduled called meetings, however it is recommended that the committee meet once annually. A simple majority of the committee membership responding to email messages shall be a quorum. Qualifications are approved by a majority vote of the quorum present.

### **Committee Protocol**

The Qualifications Review Committee will receive and review all documentation packages, by email and determine qualifications eligibility. The Qualifications Review Committee will evaluate the team member's application and supporting documentation and determine if the applicant is qualified for the ICS position, within 10 business days

from the date sent to the member. The committee may request additional information. The committee shall have the responsibility and authority of approving or disapproving the applicant by emailing [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu) with Qualification Review Form, as approved or disapproved. The committee will state the reason or cause for disapproving an applicant for qualification. The successful applicant will be awarded the appropriate position specific qualification.

### **Responsibilities of the Chair**

Interpretation and decisions are the purview of the Chair. The Chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the individual recommending qualification. The TFS will report the results of the email survey to the Chair. The Chair will notify the applicant's Training Specialist and the Qualifications Review Committee members of the results.

### **Appeals**

Appeals relative to denial of eligibility for qualification may be made by utilizing the following procedures:

Appeals shall be in writing by the individual who recommended qualification and forwarded to the Qualifications Review Committee Chair no later than 1 days after notification of initial review and denial. Appeals must contain at a minimum, a description of the reason/circumstances leading to the appeal, supporting documentation, and the desired outcome. The Qualifications Review Committee Chair will notify the IMT Steering Committee Chair of an appeal.

The Qualifications Committee Chair shall appoint a three member "Appeals Committee" for the purpose of reviewing appeals under this section. The committee shall include at least one individual who is qualified in the position being appealed.

The Appeals Committee Chair shall render his/her decision in writing to the verifying official within 15 days of receipt of appeal. The decision of the Appeals Committee Chair shall be final.

## Appendix C: Qualifications Application Package Instructions

### How to Apply

#### Trainee Application consists of:

1. Completed Application Form with all appropriate signatures.
2. Copies of course completion certificates that will include at a minimum of ICS 100, 200, 10, 400, IS 700.a , IS 701, IS 703, IS 800.b. or an Emergency Management Institute (EMI) or Preparingtexas.org official transcript. These will be entered into IQS by the Team Training Specialist.
3. A copy of an Initiated PositionTask Book Cover Page will be entered into IQS.

#### Qualification Application consists of:

1. Completed Application Form with all appropriate signatures.
2. Evidence of all required training for the position as outlined in Appendix A. Copy of all pages of a completed Position Task Book entered into IQS.
3. A letter of recommendation by the Agency Head or designee recommending qualification entered into IQS.

#### Re-Qualification Application consists of:

1. Completed Application Form with all appropriate signatures.
2. Copies of Incident Action Plans Form 203 which document currency requirements entered into IQS.

All completed applications will be submitted to the individual's AHIMT Team Leader or designee. The Team Leader and/or Training Specialist will review the applications. The Training Specialist will enter all documents into IQS and email to [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu) TFS Incident Management Team Coordinator will review documents in IQS and determine if requalification assignments have been completed. Once new photo of the team member is entered into IQS a new qualifications card will be printed and mailed to the team leader.

**Application Form for Qualification**

- Initial/Trainee       Qualifying  
 Re-Qualifying       Additional Documentation

POSITION FOR WHICH YOU ARE (HAVE) APPLYING (APPLIED) \_\_\_\_\_  
(Note: Separate applications must be submitted for each position applied for)

NAME \_\_\_\_\_

AGENCY \_\_\_\_\_

AHIMT \_\_\_\_\_ DDC District \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

RANK AND/OR WORKING TITLE \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE \_\_\_\_\_ DATE

=====

I verify that the applicant meets all the qualification requirements, as stated in the Texas All-Hazard Incident Management Team (AHIMT) Qualification System Guide dated March 1, 2016.

\_\_\_\_\_  
VERIFYING OFFICIAL AND TITLE \_\_\_\_\_ DATE

Comments:

## Experience Record

RECORD OF EXPERIENCE FOR THE POSITION (LAST 5 years)

(INCIDENT NAME) (LOCATION) (DATE) (POSITION) (INCIDENT KIND) (# DAYS)

### EXPERIENCE RECORD

RECORD OF EXPERIENCE FOR THE POSITION (LAST 5 years)

<u>(INCIDENT NAME)</u>	<u>(LOCATION)</u>	<u>(DATE)</u>	<u>(POSITION)</u>	<u>(INCIDENT KIND)</u>	<u>(# OF DAYS)</u>
Hurricane Jack	SRF, CA	2000	DIVS	Hurricane	4
I 35 Spring Rains	CES, MT	2000	DIVS	Flood	7
July 4 <sup>th</sup> Celebration	LCF, MT	2000	DIVS	Event	7

EXAMPLE FORMAT

## Training Record

### RECORD OF TRAINING COURSES FOR THE POSITION

(TRAINING COURSE) (LOCATION) (DATES)

---

### TRAINING

#### RECORD OF TRAINING COURSES FOR THE POSITION

(TRAINING COURSE) (LOCATION) (DATES)

---

O-404 Safety Officer	COLLEGE STATION	01/11-15/99
I-400 Advanced ICS	CDF/CZU	12/11-14/98
S-349 Resources Unit Leader	CAIWA	10/5-6/1997
S-234 Ignition Ops	CAIWTP, Sebastapol, CA	06/26-1/96
S-336 Fire Suppression Tactics	ATWTP, Sebastapol, CA	05/01-05/96



## Appendix D: Qualifications Review Group Checklist

Initial/Trainee       Qualified       Re-Qualified

POSITION FOR CREDENTIALING \_\_\_\_\_  
(Note: Separate applications must be submitted for each position applied for)

NAME \_\_\_\_\_

AGENCY \_\_\_\_\_

AHIMT \_\_\_\_\_ DDC District \_\_\_\_\_

ADDRESS, CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

### Documentation submitted to Qualifications Review Group:

Application Form

### Training Records:

ICS 100       IS 700

ICS 200       IS 701

ICS 10       IS 703

ICS 400       IS 800

0-15 All Hazards Incident Management Team Course

Position-specific course completion certificate

Completed Position Task Book

Completed Experience Record (Re-Qualifying)

Letter of recommendation on department letterhead

## Appendix E: Qualifications Request Form



IMT QUALIFICATIONS REVIEW      Date:

Applicant:

Position:

Reviewer:

Position Description:

### REQUIREMENTS PER QUALIFICATIONS GUIDE:

- Completed Application Form
- CREDENTIAL APPLICATION FORM UPLOADED TO IQS
- APPENDIX D: QUALIFICATIONS REVIEW GROUP CHECKLIST SUBMITTED  
TRAINING (REQUIRED COURSES OR EQUIVALENT)

### EXPERIENCE REQUIREMENTS:

- Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.
- Functional experience in planning at the level or levels of government commensurate with the scope of the incident
- Completion of Position Task Book.

Position Task Books (PTB) contains all critical tasks, which are required to perform the job. PTBs are in a format that allows documentation of a trainee's ability to perform each task. The Task book should cover four assignments covering tasks pertaining to tactical decision-making and safety which are flagged and require

position performance for an incident or preplanned event. Two of Four assignments can be evaluated through other means such as simulation, or other emergency and non-emergency work for which an Incident Action are written. The Final assignment must be evaluated by an individual qualified in the position being evaluated. TFS will maintain a State of Texas list, by position, of all qualified Final Evaluators in IQS. PTBs must be completed within five years of the date of initiation of the PTB. Failure to meet this deadline will require the initiation of a new PTB.

- POSITION TASK BOOK UPLOADED TO IQS
- PST COMPLETED WITHIN 5 YRS; INITIATED ON \_\_\_\_\_,  
FINAL EVALUATORS SIGNATURE, Date\_\_\_\_\_.
- FINAL EVALUATOR CERTIFIED IN POSITION BEING  
RECOMMENDED
- LETTER OF RECOMMENDATION ON DEPARTMENT  
LETTERHEAD and signed by the Agency Head describing  
the applicant's specific background as it relates to the  
occupational experience requirement.

RECOMMENDATION:

JUSTIFICATION:

## Appendix F: Qualifications Card Photo Requirements

- In color
- In jpeg format
- x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head. View the Photo Composition Template for more size requirement details.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- Taken with a neutral facial expression (preferred) or a natural smile, and with both eyes open