



## Historical Recognition Process

### 2021 Procedures

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*Recognizing Experience in the NWCG & IMT Qualifications Process*

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The Recognition of Prior Learning (RPL) process was established as an additional component of the Texas A&M Forest Service training & qualifications program. The process allowed for the recognition of experience and training previously obtained through certification programs recognized at the state and national level. The process was renamed “Historical Recognition” to acknowledge the introduction of the National Qualification System and its recognition of Historical Recognition in 2019.

## Recognition of Prior Learning in the TFS Qualification Process

The Texas A&M Forest Service (TFS) has lead responsibility for wildfire response and further supports all-hazard occurrences within the State. The agency plays a critical role in supporting community and other agency resources with incident management and response capabilities. This requires that the agency maintain the highest level of professional response personnel.

The agency obtains many of its employees from the private sector, military, industry and the fire service. Fire department personnel under agreement to the agency, also bring experience both in wildland and all-hazard. While both groups often bring outstanding experience and acquired training to the agency, they lack specific documentation within the Incident Command System of that experience and training to be considered qualified in any incident command system (ICS) positions. They also may need additional experience and training within the wildfire arena to be considered qualified to perform their fire-related duties within the State.

In 2016, the Texas Forest Service initiated the Recognition of Prior Learning (RPL) for specific operations and staff positions recognized by the National Wildfire Coordinating Group (NWCG) Qualification System. This process considered documented experience, attained competencies, and acquired training of employees that are currently employed, experience of fire department personnel under agreement, experience of those that come from industry, individuals having lost National Wildfire Coordinating Group (NWCG) qualifications, and qualifications gained by individuals through the Texas Intrastate Fire Mutual Aid System (TIFMAS).

With the acceptance of the Incident Command System and the Federal Emergency Management Agency's (FEMA) development of a National Qualification System (NQS) for Incident Management Team (IMT) positions in 2019, the RPL was renamed "Historical Recognition (HRP)" to conform to NQS. At the same time, the qualification process formerly used in HRP was expanded to include IMT positions.

Many incident management task books have the same competencies and behaviors contained in the NWCG task books. That makes it possible to consider IMT task book competencies in determining the level of experience and skills an individual may have to fill a position. Historical Recognition allows experience documented by individuals seeking a position to be recognized and not wasted. Historical Recognition, thereby, helps supports the ever expanding need for qualified personnel to fill critical response and IMT positions.

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## Committee Structure

The committee is composed of individuals with diverse experience. Diversified experience and multiple perspectives are beneficial in reviewing applications. Texas A&M Forest Service committee members are approved and appointed by the FRP-Assistant Director. The committee composition is outlined below.

### Full-Time (Non-Voting) Members

- TFS Chief Response Training Coordinator
- TFS Fire Training Specialist (TIFMAS)
- TFS Assistant Chief – TIFMAS
- TFS Assistant Chief – IMT Program

### TFS Voting Members

- TFS Planning & Preparedness Department Head
- TFS Incident Response Department Head
- TFS Chief Regional Fire Coordinator
- TFS Assistant Chief or Regional Forester

### Operations & Incident Command Positions\*

- TIFMAS Fire Department
- TIFMAS Fire Department
- TIFMAS Fire Department
- TIFMAS Fire Department

### Incident Management Team Positions\*\*

- Regional IMT
- Regional IMT
- Regional IMT
- Regional IMT

\*Committee members will serve a three-year term. Individuals must be qualified as a STEN or above. The TIFMAS Stakeholders Group will appoint members to represent the four TIFMAS positions.

\*\*Committee members will serve as three-year term. Individuals must be qualified as a Unit Leader or above. The RIMT Steering Committee will appoint members to represent the four RIMT positions.

## Available Positions

Applicants may only utilize the Historical Recognition Process (HRP) to a certain level in each of the functional areas. Applicants may apply for one position in each functional area. The committee facilitator will retain records of applicants and committee determinations.

### Command

Applicants may apply for:

- Incident Commander Type 4 (ICT4)
- Incident Commander Type 5 (ICT5)

### Operations

Applicants may apply for:

- Strike Team Leader (STEN, STEQ, STCR)
- Single Resource Boss (ENGB, HEQB, CRWB)
- Firefighter Type 1 (FFT1)
- Firefighter Type 2 (FFT2)

### Plans

Applicant may apply for:

- Planning Section Chief Type 3 (PSC3)
- Resources Unit Leader (RESL)
- Documentation Unit Leader (DOCL)
- Demobilization Unit Leader (DMOB)
- Situation Unit Leader (SITL)
- Status Check-In Recorder (SCKN)

### Logistics

Applicants may apply for:

- Logistics Section Chief Type 3 (LSC3)
- Medical Unit Leader (MEDL)
- Ground Support Unit Leader (GSUL)
- Supply Unit Leader (SPUL)
- Facilities Unit Leader (FACL)
- Communications Unit Leader (COML)
- Equipment Manager (EQPM)
- Ordering Manager (ORDM)
- Receiving/Distribution Manager (RCDM)
- Incident Communications Technician (COMT)
- Incident Communications Center Manager (INCM)
- Radio Operator (RADO)

### Finance

Applicants may apply for:

- Finance Section Chief Type 3 (FSC3)
- Cost Unit Leader (COST)
- Unit Time Leader (TIME)
- Personnel Time Recorder (PTRC)

The positions listed on this page are the only positions that may be awarded. An applicant may apply for one position per functional area.

## Application Process

Individuals who participate in the Texas Intrastate Fire Mutual Aid System (TIFMAS), Regional Incident Management Team (RIMT), Lone Star State Incident Management Team (LSSIMT), Red Card Fire Department Program, and employees of the Texas A&M Forest Service may apply for positions through this program.

\*Individuals must participate as a member of the above programs or organizations for at least six months before they are eligible to apply.\*

- 1) Applicant must provide a request letter with supervisor signature. **(Appendix A)**

The letter should state briefly the type of documentation that will be presented to provide historical evidence of the competencies possessed relative to the specific position.

- 2) Applicant must complete and provide Applicant Review Checklist. **(Appendix B)**

***\*At this point, the committee will review the letter of recommendation and checklist to determine if the applicant has provided evidence to warrant a full review. The committee will notify the applicant if the request has been denied or has been approved to move forward in the process.***

- 3) If the applicant is approved to continue the process, the committee will issue a self-assessment form and request a portfolio of training and experience.

Self-Assessment Form – A completed self-assessment form should provide explanations and list documents illustrating how each competency for the position has been satisfied. Application packages are evaluated based on the competencies required in the position task book for the specific position being applied for.

Portfolio – The portfolio should contain the actual documents listed in the self-assessment form. Each document in the portfolio should support the self-assessment form. These documents should provide evidence that the applicant has attained the desired competency and demonstrated the behaviors at the required complexity level. The applicant should support listed actions and activities conducted within the last five years as accurately as possible, but all applicable experience may be included.

Each competency applicable to the position should be addressed individually with the supporting documentation. More information is better than not enough.

## Review Process

Once received, the committee will review the self-assessment and portfolio. The committee will discuss the documents and follow the review process listed below.

- 1) The committee will review all information and evaluate if the competencies for the position have been met. Only voting members will be able to vote.

If the committee needs additional guidance or support, they may use the Subject Matter Experts for functional area that the Red Card Committee utilizes.

***\*At this point, the committee will issue one of the following determinations:***

- A) Approval – If all criteria are met for the position based on documentation submitted, the individual's records and a letter from the committee chair will be referred to the Texas Interagency Coordination Center (TICC) for the Incident Qualification System (IQS). The individual will be considered fully qualified in the position.
  - B) Prescription – If the individual lacks certain competencies or behaviors as established in the specific position task book, the committee will provide the applicant with a written prescription. The prescription will include training and/or competencies (tasks) to be completed before the individual can be recognized as qualified in the position.
  - C) Referral – If the individual is significantly deficient for the position being applied for, the committee will refer the applicant back to the supervisor clearly outlining the areas needing development.
- 2) If additional information is needed, the committee may schedule an interview with the applicant. The interview will allow the applicant to provide additional information to the committee. It will also allow the applicant to address specific questions by the committee. Following the interview, the committee will issue one of the three determinations above.

## Committee Responsibilities

The committee is responsible for providing a fair and thorough evaluation of the application package. Outside of the committee and the applicant, all discussion should remain confidential. Committee tasks are outlined below.

- Review applicant portfolios
- Utilize interviews and subject matter experts as needed
- Provide clear explanations for the determination to applicant
- Provide recommendations on the program to permanent members



## Appendix A – Sample Recommendation Letter

To: Historical Recognition Committee

Re: HRP Application for Engine Boss from John Doe

I am applying under the HRP program for the position of Engine Boss. Over the past 10 years, I have participated in the TIFMAS program and have attained qualifications for FFT1/ICT5 as well as ENOP. I have completed TIFMAS task books for each of the positions.

I have 15 years of experience as an engine captain with the Waco Fire Department and attained TCFP certification as a Fire Officer I. I have extensive experience on wildfires as part of my career fire experience and have directed engine operations on many wildland interface fires and wildfires.

I believe that I can provide sufficient explanation and documentation of my experience to satisfy the competencies of Engine Boss. Documentation provided will be Incident Action Plans, training scenarios, and unit logs. Based on this letter and the attached “HRP Applicant Checklist”, I am requesting the HRP Committee allow me to submit a “Self-Assessment Form and Portfolio”.

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John Doe, Applicant

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Jack Supervisor, Supervisor

## Appendix B – Sample Applicant Review Checklist

### Sample RPL Applicant Checklist (Do Not Attach Documents)

Employee: John Doe			Date 12/12/14	
Basic Fire Qualification Training	Yes	No	Not Required	Comments/Documentation
<b>Basic Training</b>				
S130/S190, L180, I100 delivered by TFS sanctioned academy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TFS contracted Fire in the Field (FIF) 100 (I-100, S-190, S-130, and L-180) with skills day.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TIFMAS adjunct Instructor delivered (S-130/190, L-180, I100) basic wildland fire training with a skills proficiency day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of Certificates are available Date of 6/2/2009
TFS Training Section delivered S130/S190, L180, and I100.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Approved TFS sponsored training events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ENOPs Class- Bastrop Fire Academy 9/10/2010
S130/S190, L180, I100 delivered by TEEX wildland approved instructors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SFFMA Curriculum with Wildland Certification completed on or after June 2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Basic Wildland training (S130/190, L180) delivered by instructors with current Red Card qualifications meeting the 901-1 standards for instructors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Basic Certifications</b>				
NWCG S130/S190/L180 Course Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TIFMAS S130/S190/L180 Course Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate available dated 6/2/2009
SFFMA Wildland Certification completed before 2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TCFP Basic Wildland (FFI) Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate available dated 11/15/2011
TIFMAS Engine Module	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate available dated 12/2/2012
<b>Structural Certifications</b>				
NFPA 1001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TCFP Basic Firefighter Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification 7/1/2008

## Appendix C – Portfolio Inclusions

It is suggested that this portfolio be organized in a professional manner with tabs for each specific component.

- **Self-Assessment Form:** The completed form should provide clear explanations and examples illustrating how each competency relative to the position was satisfied. The applicant must be prepared to support the statements made with documentation in the portfolio showing the behaviors relative to the competency were demonstrated and observed at the appropriate level of complexity. It is important to describe the level of complexity in completing the assessment to assist the HRP Committee in making their determination.
- **The Portfolio:** This contains documents that provide supporting evidence the applicant has attained the desired competency and demonstrated the behaviors at the required complexity level within the past. **The applicant should support those actions and activities conducted within the last 5 years as accurately as possible, but all applicable experience should be included. Each competency applicable to the position should be addressed individually with the supporting documentation:**
  1. **Day-to-day work experience/background:** This component is a group of documents showing the applicant’s background related to the position for which he or she is being considered. This includes documented day-to-day work experience such as performance elements, appraisals, letters, affidavits, certifications, etc. that relate to experience gained in the private section, industry, military or fire service.
  2. **Response or incident history:** This component is a collection of documents showing the incidents and the positions held that are related to the position being considered. These documents should be in chronological order from the most recent incident to the oldest. Documents such as task books, performance appraisals, incident action plans (containing name and position held), letters acknowledging actions taken, ICS 214s and ICS 213s (showing decisions made and actions taken), etc. are examples of the type of documents that will help support the competency.

### *Experience Record Example supported by documentation*

Record of Experience for the position (Last 5 years)

INCIDENT NAME, LOCATION, DATE, POSITION, INCIDENT KIND, # OF DAYS

- Hurricane Jack SRF, CA 2000 DIVS Hurricane 4
- I 35 Spring Rains CES, MT 2000 DIVS Flood 7
- July 4th Celebration LCF, MT 2000 DIVS Event 7

3. **Training and Education:** The final component is a collection of the completed class certificates relevant to the position with copies. This package should be in chronological order and should be accompanied with a list starting with the most recent listed at the top of the page. This would include military and other emergency management training, fire training or education that would support the position being considered.

*Training Example supported by certificates*

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, Sebastopol, CA 06/26-30/96
- S-336 Fire Suppression Tactics AIWTP, Sebastopol, CA 05/01-05/96

In building the portfolio, applicants should consider the following examples of the type of documentation that may support a competency and may be included in the portfolio at under the appropriate competency.

- A complete copy of any related position task books -NWCG, IMT, and TIFMAS. Appropriately completed task books may be accepted without further verification. However, trainee status may be appropriate depending on documentation presented.
- A copy of all relevant performance evaluations (i.e., ICS form 225). Another possible component of documentation may be day-to-day experiences documented by third parties. For example, daily fire operations do not often allow for evaluations and supervisors to observe an individual performing a fire job. However, it is important to capture what actions are completed in some manner to support those competencies attained.
  - Individuals may ask an unbiased observer from their local jurisdiction involved with an incident to provide a signed description of the actions taken by the applicant during an incident. This can be captured on a sheet containing the competencies for the specific position (listed in the relevant task book) or can simply be denoted as part of an evaluation document. Letters and other special documentation can be submitted, attesting to the competencies demonstrated as long as they are from a

verifiable and impartial source (statements from coworkers will not be considered). Such documentation alone cannot be used for qualification, but may be used as partial evidence that the individual has demonstrated a competency.

- Copies of other supporting documents may include:
  - Letters of support from previous supervisors or subject matter experts recommending the applicant
  - IAP components (i.e., ICS-203 and 204)
  - ICS 214s
  - ICS 213s
  - Pay documents
  - Expired and unrelated task books
  - Military and emergency services documents verifying training, experience, and awards
  - Service awards

## Appendix D – Certification & Training List

Name:

Position:

Date:

Certification or Training Acquired	Yes	No	Not Required	Comments/ Documentation
<b>ICS Command/Operational Qualifications (List all attained or in trainee status for Command/Operation positions)</b>				
Command:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operations:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>AHIMT Qualifications Attained (List all attained or in trainee status for Staff and General Command positions, i.e. SCKN, LOFR, PIO, etc.)</b>				
Command Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Staff (any position under General Staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>List all training attained that is required for the position</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**List all assignments where you have functioned in the position and you obtained a performance evaluated.**

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Other related certifications**


*I participated in this review and certify that all the information provided is valid and correct.*

Signature of Employee:	
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Date:	
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**Other related certifications**

*I certified that I have reviewed all the provided information and verify that documents are authentic or can be verified through existing records or by individuals qualified according to existing standards for reviewers.*

Signature of Supervisor:	
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Date:	
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