



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

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## Table of Contents

Table of Contents .....	2
Purpose.....	3
Explanation of Terms .....	4
Acronyms .....	4
Definitions .....	5
Goals & Objectives .....	6
Guidance.....	6
System Components.....	7
Training.....	7
Position Task Books .....	7
Team & Member Responsibilities .....	8
Texas A&M Forest Service Responsibilities .....	9
Qualifying for Positions.....	9
<b>Appendix A: Job Titles and Position Qualifications .....</b>	<b>10</b>
Incident Commander (IC).....	11
Safety Officer (SOF3).....	12
Liaison Officer (LOR3) .....	13
Public Information Officer (PIO3).....	14
Operations Section Chief (OSC3) .....	15
Division/Group Supervisor (DIVS).....	16
Planning Section Chief (PSC3) .....	17
Resources Unit Leader (RESL) .....	18
Situation Unit Leader (SITL) .....	19
GIS Analyst .....	20
Logistics Section Chief (LSC3) .....	22
Facilities Unit Leader (FACL) .....	23
Ground Support Unit Leader (GSUL) .....	24
Finance/Administration Section Chief (FSC3).....	25
<b>Appendix B: Requesting Qualification.....</b>	<b>26</b>
How to Submit for Qualification Review .....	26
How to Maintain Currency for a Qualified Position .....	26
<b>Appendix C: Qualifications Review Process .....</b>	<b>27</b>
Historical Recognition Process .....	27
Committee Responsibilities .....	27
HRP & Qualifications Committee Structure .....	28
HRP Application.....	28
<b>Appendix D: Local Incident Management Teams .....</b>	<b>29</b>

## **Purpose:**

Qualification standards are essential to Texas's emergency management community to ensure that individuals or members of an All-Hazard Incident Management Team (AHIMT) follow unified attributes and conformed standards. These standards allow any community to plan for, request, and utilize these resources with high confidence in their technical and professional abilities. Qualification standards ensure unity of effort for response personnel to be matched by a community's request and bolsters effective resource management of deployed responders.

Implementation of Texas AHIMT position qualification standards ensures that both the requesting community and providing entity in Texas, or from another state, receive qualified incident management personnel (skills, experience, and technical abilities) using the equivalent certification criteria. The Texas A&M Forest Service (TAMFS) and the Texas Division of Emergency Management (TDEM) are committed to improving emergency management and response capabilities for members of our AHIMTs throughout Texas.

This document serves as the credentialing and re-credentialing guidelines for the six (6) Texas All-Hazard Incident Management Teams, personnel. Required training and qualification standards have been established within this document. These standards align with Texas A&M Forest Service credentialing practices which are guided by the National Qualification System (NQS). This provides a framework of best practices to develop, assess, apply and sustain the qualification program for All-Hazard Incident Management personnel. It promotes a collective understanding of the fundamental standards to be used by the certification body for individuals to develop and certify toward the National Incident System (NIMS) Incident Command System (ICS) credentialing structure. The State implemented All-Hazard Position Specific Task Books (PTBs) and will train and develop a cadre of emergency responders in ICS positions throughout the state.

This shall supersede any qualification guide used prior to its revision.

**Explanation of Terms:**

<b><u>Acronyms:</u></b>	
AHIMT	All-Hazard Incident Management Team
AHJ	Authority Having Jurisdiction
DDC	Disaster District Chairperson
DIVS	Division Supervisor
FSC	Finance Section Chief
FACL	Facilities Unit Leader
GIS	Geographic Information Systems
GSUL	Ground Support Unit Leader
HA	Home Agency
HRP	Historical Recognition Process
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
MOA	Memorandum of Agreement
NIMS	National Incident Management System
NQS	National Qualifications System
NRF	National Response Framework
NWCG	National Wildfire Coordinating Group
OSC	Operations Section Chief
PIO	Public Information Officer
PPE	Personal Protective Equipment
PSC	Planning Section Chief
PTB	Position Task Book
RESL	Resources Unit Leader
SITL	Situation Unit Leader
SOFR	Safety Officer
TAMFS	Texas A&M Forest Service
TAMUS	Texas A&M University System
TDEM	Texas Division of Emergency Management
TEEX	Texas A&M Engineering Extension Service
THSP	Technical Specialist
USFA	United States Fire Administration

## Definitions:

- a. Evaluator – The person who actually observes the task(s) being performed and documents successful performance in the position task book. *This person does not have to be qualified for the position being observed.*
- b. 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.
- c. ICS 225 – The Incident Personnel Performance Rating form. It is highly recommended that the individual obtain an ICS 225 from every assignment, whether trainee or qualified in the position. To help support the Evaluator Record in the trainee’s position task book, or help a qualified individual maintain currency.
- d. Incident Complexity – Incident complexity is identified by Types 5 - 1, with 5 being simplest and 1 being the most complex. Refer to NIMS for more information.
- e. Incident Qualification System (IQS) – Is a web-based software computer program to document qualifications, training, physical fitness levels, and experience of wildland firefighters and incident management personnel. The system is maintained by TAMFS.
- f. National Qualification System (NQS) – Supplements the Resource Management component of the National Incident Management System (NIMS) by establishing guidance and tools to assist stakeholders in developing processes for qualifying, certifying, and credentialing deployable emergency personnel.
- g. Qualified Individual – An individual that has completed all required training, demonstrated proficiency as documented in the position task book, and is reviewed and approved by the HRP & Qualifications Committee.
- h. Technical Specialist (THSP) – This is a person participating as a member of an Incident Management Team that contributes technical knowledge and skill, without an associated position task book.
- i. Trainee Qualification – Is the status of an individual that is a member of an AHIMT and has initiated a position task book.

## **Goals & Objectives:**

1. Personnel mobilized by the State of Texas should be required to meet the established credentialing standards in this guide.
2. Highlight standards in Incident Command and Position Specific training and experience for the State of Texas' All-Hazard Incident Management Teams resources.
3. Hold to a minimum, required training and allow for the development of skills and knowledge outside of the formal classroom environment.
4. Develop capacity in Texas All-Hazard Incident Management Teams to increase effectiveness in mobilizations.

## **Guidance:**

The development of Texas All-Hazard Incident Management Teams was initially established in 2006 and through Executive Order RP-57 to support multi-jurisdictional operations during catastrophic events. The Texas A&M Forest Service (TAMFS) strives to train, maintain, develop, and mobilize these teams to provide incident support for state, local jurisdictions, Disaster District (DDC), and Multi-Agency Coordination Centers (MACC) operations. The Texas AHIMT Program is managed in a partnership between the Texas A&M Forest Service and the Texas Division of Emergency Management. We seek to advance the capabilities of All-Hazard Incident Management Teams through the implementation of a three-tiered system to quantify readiness and utilize the National Qualification System.

With the publication of this edition of guidelines, the standards established within this document are the minimum to be met by all participating agencies, organizations and individuals that choose to participate in the Texas All-Hazard Incident Management Team Program.

No local agency or local jurisdiction, private or non-profit business is required to use these standards or credentials to certify at a local-level, for use in a local incident management position. Additionally, the Authority Having Jurisdiction may enhance minimum standards to meet specific needs of an agency or organization. However, it would be good practice to follow NQS standards should local members aspire to serve on the regional, State IMTs in the future.

## **System Components:**

In a performance-based system, qualifications are based upon demonstrated abilities as measured on incidents, planned events, normal job activities, simulated exercises and classroom activities. The primary criterion for qualification is individual performance as verified by an evaluator, using approved position task books.

### **Training-**

Training courses provide the specific knowledge and skills required to perform tasks identified in the position task book. This provides a direct link between training and job performance. Required training has been held to the minimum required by NQS and TAMFS to provide for safe and effective performance on incidents.

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-305 All-Hazard Incident Management Team course and required position specific course(s) for each desired position qualification.

All incident management and position specific courses must be delivered by instructors meeting the requirements of NIMS ICS All-Hazards Position Specific Training Program Guidelines. All courses coordinated through Texas A&M Forest Service meet these requirements. Contact the AHIMT Training & Qualifications Specialist for information on scheduling classes for your region.

### **Position Task Books (PTB)-**

Position Task Books contain all the 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 multiple assignments pertaining to tactical decision-making and safety which are flagged and require position performance on an incident or pre-planned event. Some 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 (see Final Evaluator).

PTBs must be completed within three years of the date of initiation, with the opportunity for three extensions (each are good for a year). If an extension is needed, a request must be made to the Team Lead/IC. The Team Lead/IC will notify the TAMFS AHIMT Program administrators of the extension. The second extension request must be made through the AHIMT Training & Qualifications Specialist. The third (and final) extension request must be made through the AHIMT Program Coordinator. All notifications and requests should be emailed to [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu). These extensions will be notated on the individual's profile in IQS. A Position Task Book can be open for up to six years (including all three extension periods) for completion.

PTBs can be initiated by the Team Lead/IC, AHIMT Training & Qualifications Specialist, or the AHIMT Program Coordinator. Task books may be initiated after determining that all prerequisites for the position have been met according to NQS – required training and experience. Initiated books must be submitted to the AHIMT Training & Qualifications Specialist for review and entered into IQS before the trainee can begin working in the task book.

There is a limit of three PTBs per person, open at one time. Ideally the Unit Leader/subordinate positions would be open and completed before the Sections Chief, however it is not an NQS requirement for Type 3 functions.

### **Team & Member Responsibilities:**

Each State All-Hazard Incident Management Team (AHIMT) is responsible for encouraging trainees and ensuring proper use of position task books.

Each Team Lead/IC is the point of contact, all communication between team members and Texas A&M Forest Service should route through the leads. The Team Lead/IC is responsible for providing the PTB initiation information to the AHIMT Training & Qualifications Specialist for the member's IQS record and/or referring the member for initiation. They are also responsible for forwarding completed PTBs to TAMFS for qualifications review and potential approval.

Each member is responsible for providing all required documents for task book initiation as well as task book qualification review. Required documents such training certificates and evaluations (i.e. ICS 225).



## **Texas A&M Forest Service Responsibilities:**

The AHIMT Training & Qualifications Specialist is responsible for establishing and maintaining team member records in the Incident Qualifications System (IQS). This includes entering and updating member training and qualifications, uploading PTBs and ICS 225 evaluations from completed assignments, and any other documentation of pre-requisites and currency. The AHIMT Training & Qualifications Specialist will receive this information from the Team Leads/ICs – ONLY.

Texas A&M Forest Service is the credentialing agency. When the member's PTB is complete and ready for review, the "Agency Certification" section of the task book should be left blank. TAMFS will sign the Agency Certification once reviewed and approved for qualification by the HRP & Qualifications Committee. The AHIMT Training & Qualifications Specialist will upload a fully executed PTB to the member's record in IQS and notify the individual and lead of the new qualification.

## **Qualifying for Position:**

Each AHIMT recommending qualification or re-qualification of an individual is responsible for ensuring personnel are eligible based upon the requirements covered in 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. The quality of experiences gained in a given position should be rigorously 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 in a position, the individual must complete multiple, quality assignments within a 3-6 year period. Some of these assignments may be exercises or simulation training, as long as an Incident Action Plan (IAP) was generated. The majority of assignments must be planned or active incidents where an IAP was generated for each operational period. A qualified final evaluator as well as the Team Lead must both agree the individual's abilities to do the job effectively without supervision.

## Appendix A: Job Titles and Position Qualifications

Reference: <https://www.fema.gov/emergency-managers/nims/components/positions> June 2021

This collection contains a set of NQS Job Titles/Position Qualifications, which outline minimum qualifications criteria for personnel serving in defined incident management and support positions.

Rostered Team Positions are listed below and described in further detail on the pages below within Appendix A.

- Team Lead/Incident Commander (IC)
- Safety Officer (SOFR)
- Liaison Officer (LOFR)
- Public Information Officer (PIO)
- Operations Section Chief (OSC)
- Division/Group Supervisor (DIVS)
- Planning Section Chief (PSC)
- Resources Unit Leader (RESL)
- Situation Unit Leader (SITL)
- GIS Analyst
- Logistics Section Chief (LSC)
- Facilities Unit Leader (FACL)
- Ground Support Unit Leader (GSUL)
- Finance/Administration Section Chief (FSC)

Training Opportunities can be found on:

Preparing Texas (TDEM)

<https://www.preparingtexas.org/index.aspx>

Emergency Management Institute (EMI - FEMA)

<https://training.fema.gov/emcourses/schedules.aspx>

## INCIDENT COMMANDER (IC)

**OVERALL FUNCTION:** The Incident Commander is responsible for the overall management of the incident and determines which Command and General Staff positions to staff in order to maintain a manageable span of control and ensure appropriate attention to the necessary incident management functions.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-800: National Response Framework, An Introduction
7. E/G/L-191: Emergency Operations Center/Incident Command System Interface
8. E/L-950: National Incident Management System Incident Command System All-Hazards Incident Commander Course
9. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Type 3 Incident Commander, or equivalent AHJ documentation
2. Satisfactory performance as a NIMS Type 4 IC
3. Satisfactory performance as a task force leader or strike Team Leader, or equivalent supervisory experience, such as satisfactory performance in other positions including Operations Section Chief, Planning Section Chief, or Logistics Section Chief.

**CURRENCY:** Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every three years.

## **SAFETY OFFICER (SOFR)**

**OVERALL FUNCTION:** The Safety Officer monitors incident operations and advises the Incident Commander or Unified Command on all matters relating to operational safety, including the health and safety of incident personnel.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS-200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-800: National Response Framework, An Introduction
7. E/L-954: National Incident Management System Incident Command System All-Hazards Safety Officer Course
8. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Type 3 Safety Officer, or equivalent AHJ documentation
2. Experience in incident management in a subordinate safety position

**CURRENCY:** Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every two years.

## LIAISON OFFICER (LOFR)

**OVERALL FUNCTION:** The Liaison Officer is a conduit of information and assistance between incident personnel and organizations that are assisting or cooperating with the response.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS-200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-800: National Response Framework, An Introduction
7. E/G/L-191: Emergency Operations Center/Incident Command System Interface
8. E/L-956: National Incident Management System Incident Command System All-Hazards Liaison Officer Course
9. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Liaison Officer, or equivalent AHJ documentation

**CURRENCY:** Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every three years.

## PUBLIC INFORMATION OFFICER (PIO)

**OVERALL FUNCTION:** The Public Information Officer is responsible for interfacing with the public, the media and with other jurisdictions/organizations with incident-related information needs.

**TRAINING:** Completion of the following-

1. IS-29: Public Information Officer Awareness
2. IS-100: Introduction to the Incident Command System, ICS-100
3. IS-200: Basic Incident Command System for Initial Response, ICS200
4. ICS-300: Intermediate Incident Command System for Expanding Incidents
5. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
6. IS-700: National Incident Management System, An Introduction
7. IS-800: National Response Framework, An Introduction
8. E/G/L-191: Emergency Operations Center/Incident Command System Interface
9. E/L-952: National Incident Management System Incident Command System All-Hazards Public Information Officer
10. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Type 3 Incident Command System Public Information Officer, or equivalent AHJ documentation
2. Experience in incident management in a subordinate position

**CURRENCY:** Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every three years.

## OPERATIONS SECTION CHIEF (OSC)

**OVERALL FUNCTION:** The Operations Section Chief manages tactical incident activities to achieve incident objectives and oversees Incident Action Plan (IAP) implementation.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-800: National Response Framework, An Introduction
7. E/G/L-191: Emergency Operations Center/Incident Command System Interface
8. E/L-958: National Incident Management System Incident Command System All-Hazards Operations Section Chief Course,
9. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction
10. Staging Area Manager, TAMFS course – recommended.

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Type 3 Operations Section Chief, or equivalent AHJ documentation
2. Experience in incident management in a subordinate position within the Operations Section

**CURRENCY:** Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years.

## **DIVISION/GROUP SUPERVISOR (DIVS)**

**OVERALL FUNCTION:** The Division/Group Supervisor implements the portion of the Incident Action Plan pertaining their Division/Group, supervises assigned resources, reports on the progress of operations and the status of assigned resources, and provides assessment and context as input to the shared situational picture.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Incident Command System for Initial Response, ICS-200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff - Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-800: National Response Framework, An Introduction
7. E/L-960: NIMS ICS All-Hazards Division/Group Supervisor Course
8. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction
9. Staging Area Manager, TAMFS course – recommended

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Division/Group Supervisor, or equivalent AHJ documentation
2. Experience in a position that applies the behaviors and competencies that support the DIVS, such as Task Force Leader, Strike Team Leader, or Type 4 Incident Commander

**CURRENCY:** Functions in this position or higher position during an operational incident, planned event, exercise, drill or simulation at least once every five years.



## PLANNING SECTION CHIEF (PSC)

**OVERALL FUNCTION:** The Planning Section Chief oversees incident-related data gathering and analysis regarding incident operations and assigned resources, facilitates incident action planning meetings and prepares the Incident Action Plan for each operational period.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS-200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-800: National Response Framework, An Introduction
7. E/G/L-191: Emergency Operations Center/Incident Command System Interface
8. E/L-962: National Incident Management System Incident Command System All-Hazards Planning Section Chief Course
9. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction
10. e-ISuite: Resource tracking software course - recommended

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Type 3 Planning Section Chief, or equivalent AHJ documentation
2. Experience in incident management in a subordinate position within the Planning Section

**CURRENCY:** Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years.

## RESOURCES UNIT LEADER (RESL)

**OVERALL FUNCTION:** The Resources Unit Leader tracks the location and status of all resources assigned to an incident.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS-200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-703: National Incident Management System Resource Management
7. IS-706: NIMS Intrastate Mutual Aid – An Introduction
8. IS-800: National Response Framework, An Introduction
9. IS-2900: National Disaster Recovery Framework (NDRF) Overview
10. E/G/L-191: Emergency Operations Center/Incident Command System Interface
11. E/L-965: National Incident Management System Incident Command System All-Hazards Resources and Demobilization Unit Leaders Course
12. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Resources Unit Leader, or equivalent AHJ documentation

**CURRENCY:** Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years.

## SITUATION UNIT LEADER (SITL)

**OVERALL FUNCTION:** The Situation Unit Leader oversees unit staff who collect, process and organize situation information, prepare situation summaries and develop projections and forecasts related to the incident.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS-200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-800: National Response Framework, An Introduction
7. E/G/L-191: Emergency Operations Center/Incident Command System Interface
8. E/L-964: National Incident Management System Incident Command System All-Hazards Situation Unit Leader Course
9. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Situation Unit Leader, or equivalent AHJ documentation
2. Experience in gathering, updating and applying situational information to make informed strategic decisions and to exchange relevant incident information
3. Experience in incident management in a subordinate position

**CURRENCY:** Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years.

## **GIS ANALYST**

**OVERALL FUNCTION:** The Geographic Information System (GIS) Analyst conducts analysis of GIS data and products, maintains, and manages GIS products and resources.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS-200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-703: National Incident Management System Resource Management
7. IS-775: Emergency Operations Center Management and Operations, or equivalent
8. IS-800: National Response Framework (NRF), An Introduction
9. IS-922: Applications of GIS for Emergency Management, IS-922.a
10. E-313: Basic Hazus Multi-Hazard, recommended

Formal or informal training consistent with GIS industry standard certification or educational programs, including:

1. Geospatial database management
2. Editing and managing GIS resources
3. Creating and executing GIS queries
4. Use of scripting applications
5. Acquisition and use of remote sensing products

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Type 2 Geographic Information Systems Analyst, or equivalent AHJ documentation
2. Practical GIS experience working in or supporting a public safety or emergency management agency

Knowledge, Skills, and Abilities:

1. Uses common location reference systems, including United States National Grid (USNG), latitude/longitude, and other appropriate location languages in support of disaster operations
2. Creates reference, paper, thematic, and categorical maps
3. Manages data sets with different projections and creates GIS products
4. Prepares data for use in GIS software, and joins and edits GIS data and boundaries
5. Opens, manipulates, and analyzes attribute tables and raster-based data of GIS data
6. Creates maps from GPS point data or address lists and digitizes paper maps
7. Queries map information, based on attribute or location of feature(s) and creates a report from GIS data
8. Creates buffers, clips, intersects, unions, merges, and dissolves of GIS features

**CURRENCY:** Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every three years.

## LOGISTICS SECTION CHIEF (LSC)

**OVERALL FUNCTION:** The Logistics Section Chief oversees the provision of all the incident's support needs—such as ordering resources and providing facilities, transportation, supplies, equipment maintenance, equipment fuel, communications and food and medical services—for incident personnel.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS-200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: Incident Management System, An Introduction
6. IS-800: National Response Framework, An Introduction
7. E/G/L-191: Emergency Operations Center/Incident Command System Interface
8. E/L-967: National Incident Management System Incident Command System All-Hazards Logistics Section Chief
9. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Type 3 Logistics Section Chief, or equivalent AHJ documentation
2. Experience in incident management in a subordinate position

**CURRENCY:** Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years.

## FACILITIES UNIT LEADER (FACL)

**OVERALL FUNCTION:** The Facilities Unit Leader oversees unit staff who set up, maintain and demobilize all facilities used in support of incident operations and who provide facility maintenance and law enforcement/security services necessary for incident support.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS-200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-800: National Response Framework, An Introduction
7. E/G/L-191: Emergency Operations Center/Incident Command System Interface
8. E/L-971: National Incident Management System Incident Command System All-Hazards Facilities Unit Leader Course
9. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Facilities Unit Leader, or equivalent AHJ documentation
2. Leadership experience in incident management in a subordinate position, with an emphasis on facilities management

**CURRENCY:** Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years.

## GROUND SUPPORT UNIT LEADER (GSUL)

**OVERALL FUNCTION:** The Ground Support Unit Leader oversees unit staff who provide ground transportation in support of incident operations, oversees the maintenance and repair of vehicles and mobile ground support equipment and performs pre- and post-use inspections on all ground equipment assigned to an incident. The Ground Support Unit Leader also oversees the supply of fuel for incident mobile equipment and the development and implementation of the incident traffic plan.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS-200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-800: National Response Framework, An Introduction
7. E/G/L-191: Emergency Operations Center/Incident Command System Interface
8. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Ground Support Unit Leader, or equivalent AHJ documentation
2. Experience in incident management in a subordinate position within the Logistics Section

**CURRENCY:** Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years.



## FINANCE/ADMINISTRATION SECTION CHIEF (FSC)

**OVERALL FUNCTION:** The Finance/Admin Section Chief oversees staff responsible for recording personnel time, negotiating leases, maintaining vendor contracts, administering claims and tracking and analyzing incident costs.

**TRAINING:** Completion of the following-

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response, ICS-200
3. ICS-300: Intermediate Incident Command System for Expanding Incidents
4. ICS-400: Advanced Incident Command System for Command and General Staff – Complex Incidents
5. IS-700: National Incident Management System, An Introduction
6. IS-800: National Response Framework, An Introduction
7. E/G/L-191: Emergency Operations Center/Incident Command System Interface
8. E/L-973: National Incident Management System Incident Command System All-Hazards Finance/Administration Section Chief
9. United States Fire Administration (USFA) O-305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction
10. e-ISuite: Resource tracking software course - recommended
11. E/L-975: National Incident Management System Incident Command System All-Hazards Finance/Administration Unit Leader – recommended

**EXPERIENCE:**

1. Successful completion of the NQS PTB for the NIMS Type 3 FSC, or equivalent AHJ documentation
2. Experience in incident management in a subordinate position

**CURRENCY:** Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years.

## Appendix B: Requesting Qualification

### **How to Submit for Qualification Review:**

The applicant will submit the completed task book and ICS 225 evaluation forms to their Team Lead/IC. The Team Lead/IC will forward everything to [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu) requesting a review for qualification. The AHIMT Training & Qualifications Specialist will verify all required documentation is provided and is complete before forwarding to the HRP & Qualifications Committee for their consideration. The committee facilitator will contact the applicant directly with their determination or for any additional information.

The AHIMT Training & Qualifications Specialist will ensure that the person approved for qualification is moved from trainee to qualified (JOB) in the Incident Qualifications System (IQS), upload a fully executed (Agency Certification – signed by TAMFS) PTB, and email the individual and Team Lead/IC notifying everyone of the new qualification.

### **How to Maintain Currency for a Qualified Position:**

Most qualifications remain active for five (5) years, however reference Appendix A to see the currency requirements per position. If the qualification expires, the JOB proficiency will change to a TRN proficiency in IQS until the member receives a satisfactory evaluation (ICS 225) within that position.

The member must provide their ICS 225 evaluations from completed assignments to the AHIMT Training & Qualifications Specialist via their Team Lead/IC. The Team Lead/IC should email the information to the AHIMT Training & Qualifications Specialist at [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu) requesting re-qualification consideration.

The AHIMT Training & Qualifications Specialist will review the documents for quality of assignments and determine if requirements have been met. Once determined, the AHIMT Training & Qualifications Specialist will either 1) notify the Team Lead/IC for more documentation or 2) update the individual's JOB status in IQS. The individual and Team Lead/IC will be notified of the update to the qualification.

## Appendix C: Qualifications Review Process

### Historical Recognition Process (HRP)

All AHIMT member position task books will be reviewed by the HRP & Qualifications Committee. This is also applicable to task books not needing historical recognition consideration. This committee reviews task books for the TIFMAS, AHIMT, and HRP Programs.

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. 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, RPL was renamed "Historical Recognition" 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 support the ever expanding need for qualified personnel to fill critical response and IMT positions.

### Committee Responsibilities

The committee is responsible for providing a fair and thorough evaluation of the Position Task Book and supporting documentation (for AHIMT and TIFMAS) or the application package (for HRP). Outside of the committee and the applicant, all discussion should remain confidential. Committee tasks are outlined below.

- Review applicant qualification packet
- Utilize interviews and subject matter experts, as needed
- Provide clear explanations for the determination to applicant

## **HRP & Qualifications 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 Assistant Director of Forest Resource Protection. The AHIMT Steering Committee will appoint members to represent the four AHIMT voting slots. These individuals must be qualified as a Unit Leader or higher. The committee composition is as follows.

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

- TAMFS Chief Response Training Coordinator
- TAMFS Program Coordinator (External Training)
- TAMFS Fire Training Specialist (AHIMT)
- TAMFS Fire Training Specialist (TIFMAS)

### TAMFS Voting Members:

- TAMFS Planning & Preparedness Department Head
- TAMFS Incident Response Department Head
- TAMFS Chief Regional Fire Coordinator
- TAMFS Regional Forester

### 4 AHIMT Voting Members

- PSC x 2 (one AH, one WF)
- LSC
- FSC

### 4 TIFMAS Voting Members

- Operations & Incident Command (determined by Stakeholders)

\*\*\*Committee members will serve a three-year term.

## **HRP Application**

*For individuals interested in applying for Historical Recognition, please contact the AHIMT Training & Qualification Specialist for more information on required documentation and the application process.*

The HRP Procedures can be found on the [www.tfsahimt.org](http://www.tfsahimt.org) site at the following link:

<https://ticc.tamu.edu/Documents/IncidentResponse/AHIMT/2021%20HRP%20Procedures.pdf>

## Appendix D: Local Incident Management Teams

With the implementation of the Three-Tiered System, Texas A&M Forest Service will continue to support the Type 3 - Local IMTs through Training and Incident Qualification System Management. The three-tiered system helps to maximize standardization while enabling the authorizing or hosting entity to determine its own level of participation and degree of autonomy within its own geographic response area. These local teams can determine their own level of readiness; administratively, operationally, and logistically. TAMFS will provide position specific training opportunities, qualification standards, and remain the credentialing agency.

### **Position Specific Training:**

When Texas A&M Forest Service is able, any position specific and all-hazard training opportunities will be pushed out to the local teams should there be a need for these courses at the local level. [www.PreparingTexas.org](http://www.PreparingTexas.org) and [www.tfsahimt.org](http://www.tfsahimt.org) will also show upcoming classes. The Local IMTs are welcome to reach out to TAMFS should there be interest in hosting a course in their local jurisdiction.

### **Credentialing:**

The standards in this guide apply to the Local IMTs for credentialing as well. See each position description (Appendix A) for detailed training and requirements. Texas A&M Forest Service recognizes the value of the local teams not only as their jurisdictions IMTs, but also as the primary resource group to feed into the State's Type 3 - Regional IMTs. Most experience begins at the local level.

For Qualification Review, the member will submit their completed task book and ICS 225 evaluation forms to [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu) requesting consideration. The Position Task Book will go through the same review as the State and Regional PTBs. The HRP & Qualifications Committee facilitator will contact the applicant directly with the committee's determination. It will be the individual's responsibility (or the responsibility of the Local IMT) to update the status of the individual's qualification in the Qualifications System (AHIQS).

It is the local team's responsibility to maintain currency records. A qualification will fall into a trainee status after five years, if an ICS 225 is not uploaded to the member's record they will remain a trainee until

a satisfactory evaluation (ICS 225) in that position or higher (see Appendix A) is uploaded and the status of the qualification can be updated.

**Qualification System:**

The All-Hazards Incident Qualification System (AHIQS) <https://tfsfrp.tamu.edu/AHIMTIQS/Login.aspx> will remain available for the Type 3 Local teams to track member training and qualifications. Reach out to [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu) for a password reset or any questions regarding the use of the system.

**Local IMT Contacts:**

Texas A&M Forest Service will maintain the Local IMT Contacts on the TICC site. Please visit [www.tfsahimt.org](http://www.tfsahimt.org) to for more information regarding Texas Type 3 Local Incident Management Teams and how to become involved. Each team and team lead is listed, contact the lead for more information regarding application.