

IQS HOW-TO AND UPDATE QUALIFICATIONS

Don Hannemann
Michael McElwain
Meg Seville

PUTTING THE IQ INTO IQS



IQS Local News

IQS has been successfully updated to Version 5.0 as of 04/03/2018 23:00 Please use the Archive button to remove people from your OLA. Do NOT use the Delete Button. This maintains all of the training and task book information you have entered as they move on to another organization. If a duplicate has been created please contact Don Hannemann (dhannemann@tfs.tamu.edu) to have them removed from the database.

IQS National News

IQSweb v5.0.0 is now available for download from the [IQS website](#). (Feb 2018)



PUTTING THE IQ INTO IQS

The screenshot shows a web browser window displaying the AHIMT website. The browser's address bar shows the URL <https://ticc.tamu.edu/Response/AHIMT.htm>. The website header includes the title "Texas Interagency Coordination Center" and a navigation menu with the following items: Home, Fire Reporting, Fire Departments, Training, Predictive Services, Incident Response (highlighted), and Other Links. Below the navigation menu is a secondary menu with links for LSSIMT, AHIMT, TIFMAS, Staff, Fire Activity, and Hurricane. The main content area is titled "All Hazard Incident Management Team (AHIMT)" and is organized into several categories:

- ORGANIZATIONAL DOCUMENTS**
 - Texas Type 3 Master Plan
 - Texas Type 3 PIQ SOP
 - Texas Type 3 Program Overview
 - AHIMT Steering Committee
 - Texas Regional IMTs
 - Business and Mobilization Procedures
 - At a Glance Documents
- NATIONAL GUIDANCE**
 - National Response Framework
 - National Incident Management System
 - NIMS Training Program
 - Presidential Policy Directive 8
 - National Preparedness Goal
 - National Preparedness System
- STATE OPERATIONS CENTER**
 - Coordinator Map: [Region](#) | [District](#)
 - Disaster District Chair (DDC) Map
 - Status Check In Report
 - Logistics Tracking Report
 - DDC SIT REP Template
 - 221 - DEMOB
 - STAR Information
 - WebEOC - Texas
 - WebEOC - Lonstar
 - Lonestar Login Application
- FORMS**
 - Travel Reimbursement Form
 - Sample Crew Time Report (CTR)
 - ICS Forms (2010) PDF | Word
 - Delegation of Authority Samples
 - DDC Support Forms
 - USCG ICS Information & Publications
- QUALIFICATION**
 - AHIMT IQS Login (indicated by a black arrow)
 - Position Specific Task Book
 - Position Job Aids
 - Texas Type 3 Qualifications Guide
 - Qualification Map
 - AHIMT Qualifications Committee
- TRAINING**
 - Please see [Preparing Texas](#) for the most up-to-date Training Schedule.
 - [FY2019 Training Calendar](#)
- ARCHIVES**
 - 2016 AHIMT Conference
 - 2016 Beaumont ORE
- 2019 Marty Martinez AHIMT Training Conference**
 - [Registration Form](#)

PUTTING THE IQ INTO IQS


The screenshot shows a web browser window with the URL <https://tfsfrp.tamu.edu/AHIMTIQS/Login.aspx>. The page features the **IQSweb** logo (Incident Qualification System) and a background image of a forest fire. The main content area is divided into several sections:

- IQS Local News:** A text box stating that IQS has been updated to Version 5.0 and provides instructions on how to archive or delete users.
- IQS National News:** A text box announcing that **IQSweb v5.0.0** is available for download from the [IQS website](#) (Feb 2018).
- Login:** A form with fields for *** Username:** and *** Password:**, and a **Login** button. A callout box labeled **Login** points to this form.
- Disclaimer:** A text box stating: **NASF PROPRIETARY SOFTWARE:** This software is proprietary to the National Association of State Foresters. It may not be used, reproduced or disclosed without written approval of NASF.

At the bottom of the page, there is a footer with the text: **All Hazard Training and Qualification Tool**, *Developed by the National Association of State Foresters.* and a logo for the National Association of State Foresters. Below this is a small disclaimer: **AGENCY PROPRIETARY INFORMATION:** The information stored by the IQS application's database, displayed on these pages and produced by the IQS application's reports is proprietary to the Agency hosting this Incident Qualification System software. It may not be used, reproduced, electronically transmitted or disclosed without written approval of the hosting Agency representatives.

PUTTING THE IQ INTO IQS

[AHIMT](#) | [IQSweb - My Persons](#) | [https://tfsfrp.tamu.edu/AHIMTIQS/default.aspx](#)


[Logout](#) | [Help](#) | [mmcelwain](#)

[My Persons](#) | [Certifications](#) | [Person/Org](#) | [Training](#) | [Post](#) | [Reports](#) | [Reference Data](#) | [ROSS](#) | [Email](#) | [Tools](#)

My Persons

Filters: T3IMT | CAPA | (Wildcard) | (Wildcard) | (Wildcard) | (Wildcard) | ROSS Only

Search Name for:

Alerts/Warnings		Name	Team/Crew	OrgPath	ROSS	Email	Work	Cell	Go to Certifications
F	RT	Q							
			Alexander, Wes	Central Texas (Williamson County) All Hazards Incident Management Team	T3IMT,CAPA,;;	<input type="checkbox"/> walexander@wilco.org		512-525-7051	Q I E IP TB
			Bramon, Shantelle D	Capital Area Incident Management Team - Texas	T3IMT,CAPA,TRAVIS CO,;;	<input type="checkbox"/> shantelle.dunn@co.travis.tx.us	512-974-0474	512-968-7653	Q I E IP TB
			Crowder, David V	Capital Area Incident Management Team - Texas	T3IMT,CAPA,AUSTIN PD,;;	<input type="checkbox"/> david.crowder@austintexas.gov	512-974-5522	512-632-7565	Q I E IP TB
			Elliott, Mike	Capital Area Incident Management Team - Texas	T3IMT,CAPA,AUSTIN-TRAVIS CO EMS,;;	<input type="checkbox"/> mike.elliott@austintexas.gov	512-972-7153	512-632-5797	Q I E IP TB
			Gabriel, James	Capital Area Incident Management Team - Texas	T3IMT,CAPA,;;	<input type="checkbox"/> james.gabriel@utsystem.edu		512-289-0354	Q I E IP TB
			Hemby, Michael Gene	Capital Area Incident Management Team - Texas	T3IMT,CAPA,TRAVIS CO,;;	<input type="checkbox"/> michael.hemby@co.travis.tx.us	512-854-4924	512-423-8307	Q I E IP TB
			Holmes, Aubury Eugene	Central Texas (Williamson County) All Hazards Incident Management Team	T3IMT,CAPA,;;	<input type="checkbox"/> aholmes@wilco.org	512-864-8234	512-584-0349	Q I E IP TB
			Joshua, Todd	Capital Area Incident Management Team - Texas	T3IMT,CAPA,;;	<input type="checkbox"/>			Q I E IP TB
			Maxwell, Karen	Capital Area Incident Management Team - Texas	T3IMT,CAPA,TRAVIS CO,;;	<input type="checkbox"/> karen.maxwell@co.travis.tx.us	512-854-7508	512-304-0678	Q I E IP TB
			McElwain, Michael	Capital Area Incident Management Team - Texas	T3IMT,CAPA,;;	<input type="checkbox"/> mmcelwain@utexas.edu	5128544924	512-406-1111	Q I E IP TB
			Miller, Dorothy L	Capital Area Incident Management Team - Texas	T3IMT,CAPA,;;	<input type="checkbox"/> dmiller@round-rock.tx.us	512-218-3259	512-844-8082	Q I E IP TB
			Nations, Randall	Capital Area Incident Management Team - Texas	T3IMT,CAPA,AUSTIN FD,;;	<input type="checkbox"/> randell.nations@austintexas.gov		512-750-5864	Q I E IP TB
			Noble, Keith	Capital Area Incident Management Team - Texas	T3IMT,CAPA,;;	<input type="checkbox"/>			Q I E IP TB
			Portie, Joshua Mikel	Capital Area Incident Management Team - Texas	T3IMT,CAPA,;;	<input type="checkbox"/> josh.portie@austintexas.gov	512-974-0298	512-422-5239	Q I E IP TB
			Seville, Margaret	Capital Area Incident Management Team - Texas	T3IMT,CAPA,TRAVIS CO,;;	<input type="checkbox"/> meg.seville@co.travis.tx.us	512-854-9804	512-632-4189	Q I E IP TB
			Shoe, Michael	Capital Area Incident Management Team - Texas	T3IMT,CAPA,;;	<input type="checkbox"/>			Q I E IP TB
			Swearengin, R Scott	Capital Area Incident Management Team - Texas	T3IMT,CAPA,;;	<input type="checkbox"/> scott.swearengin@austintexas.gov	512-974-0462	512-750-1462	Q I E IP TB
			Thomas, Jarred	Central Texas (Williamson County) All Hazards Incident Management Team	T3IMT,CAPA,;;	<input type="checkbox"/> jthomas@wilco.org	512-943-3747	512-748-8634	Q I E IP TB
			Verett, Don	Capital Area Incident Management Team - Texas	T3IMT,CAPA,UT POLICE,;;	<input type="checkbox"/> don.verett@austin.utexas.edu	512-471-4441	512-289-0358	Q I E IP TB
			Watt, Gilbert	Capital Area Incident Management Team - Texas	T3IMT,CAPA,;;	<input type="checkbox"/> gibwatt@gmail.com	512-393-8480	512-644-6762	Q I E IP TB
			Wright, Michael	Central Texas (Williamson County) All Hazards Incident Management Team	T3IMT,CAPA,;;	<input type="checkbox"/> mwright@wilco.org	512-943-3753	512-497-8741	Q I E IP TB

Records Per Page: 30

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[IQSweb Home](#) | [Help](#) | [About](#)

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PUTTING THE IQ INTO IQS

The screenshot displays the IQSweb Incident Qualification System interface. The browser address bar shows the URL: <https://tfsfrp.tamu.edu/AHIMTIQS/wfn/wfPersonOrg.aspx?=1103>. The page title is "Person/Organization".

The main content area is titled "Person/Organization" and displays the profile for Michael McElwain. The profile includes the following information:

- Person:** McElwain, Michael (selected in dropdown)
- Name:** McElwain, Michael
- GUID:** 3F0EE915-FA67-4DEE-AF86-3856164D21FC
- Last Modified:** 3/26/2018
- Quals Updated:** 12/11/2018
- Review Date:** (blank)
- Job Title:** Senior Planner
- Emp. Status:** Permanent Full Time (ROSS)
- Ant. Sep. Date:** (blank)
- Fitness Level:** None
- Certifier:** (blank)
- Effective:** (blank)
- Expires:** (blank)
- Comments:** (blank)

The profile also includes contact information and organizational details:

- State-NWCG:** T3JMT
- Org Level 1:** CAPA
- Org Level 2:** (Placeholder)
- Org Level 3:** (Placeholder)
- Org Level 4:** (Placeholder)
- Org Level 5:** (Placeholder)
- Station:** TRAVIS COUNTY SHERIFF'S O
- Address:** PO Box 1748, AUSTIN, TX 78767
- Home Address:** 4703 Strass Dr, Austin, TX 78731
- Email Address:** mmcelwain@utexas.edu
- Work Phone 1:** 5128544924
- Work Phone 2:** (blank)
- Cell Phone:** 512-406-1111
- Pager:** (blank)
- Fax Number:** (blank)
- Home Phone:** (blank)

Additional information includes:

- Allergies:** sulfa drugs, cedar
- Medications:** Crestor (20mg)
- Clothing Sizes:** (blank)
- Sex:** M
- Height:** 6'0"
- Weight:** 195
- Emergency Contact Info:** Gaye McElwain (wife) 512-4- (redacted)
- Team/Crew:** Capital Area Incident Management, Team - Texas
- Jet Port 1:** (blank)
- Jet Port 2:** (blank)
- Comments:** (blank)

At the bottom of the profile, there are links: [Edit this Person](#), [Add New Person](#), [Attachments \(5\)](#), [View Person Master Record](#), and [Email this Person](#). A blue arrow points to the [Certifications](#) link in the top right corner of the profile area.

The footer contains the text: "All Hazard Training and Qualification Tool" and "Developed by the National Association of State Foresters." along with the logo of the National Association of State Foresters. Below the footer is a disclaimer: "AGENCY PROPRIETARY INFORMATION: The information stored by the IQS application's database, displayed on these pages and produced by the IQS application's reports is proprietary to the Agency hosting this Incident Qualification System software. It may not be used, reproduced, electronically transmitted or disclosed without written approval of the hosting Agency representatives."

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https://tfsfrp.tamu.edu/AHIMTIQS/wfn/wfCertifications.aspx?T=0&I=1103

IQSweb
Incident Qualification System

Logout | Help | mmcelwain

My Persons Certifications Person/Org Training Post Reports Reference Data ROSS Email Tools

Certifications

Person: McElwain, Michael Fitness: N (none) OrgPath: T3IMT.CAPA;;;; ROSS: Quals Updated: 12/11/2018 Email Address: mmcelwain@utexas.edu

Qualifications Training Experience Target Positions Task Books

*Qual Type	*Job: Code - Hazard - Title ↘	*Effective Date	*Expiration Date	Certifier	Dispatch Level	Pos Prry	Ross	Comments
JOB	MOA - AH - Memorandum of Agreement with TFS	7/11/2017	7/11/2022			1	<input type="checkbox"/>	
JOB	PSC3 - AH - All-Hazards Planning Section Chief	12/6/2018	12/6/2023	Type III Cert Committee	National	1	<input type="checkbox"/>	
JOB	RESL - AH - Resources Unit Leader	12/15/2015	8/23/2022	Type III Cert Committee	National	1	<input type="checkbox"/>	

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Incident Qualification System





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My Persons Certifications Person/Org Training Post Reports Reference Data ROSS Email Tools

Certifications


Person: McElwain, Michael Fitness: N (none) OrgPath: T3IMT.CAPA;;;; ROSS: Quals Updated: 12/11/2018 Email Address: mmcelwain@utexas.edu

Qualifications Training Experience Target Positions Task Books

	*Qual Type	*Job: Code - Hazard - Title ↕	*Effective Date	*Expiration Date	Certifier	Dispatch Level	Pos Prry	Ross	Comments
	JOB	MOA - AH - Memorandum of Agreement with TFS	7/11/2017	7/11/2022			1	<input type="checkbox"/>	
 	JOB	PSC3 - AH - All-Hazards Planning Section Chief	12/6/2018	12/6/2023	Type III Cert Committee	National	1	<input type="checkbox"/>	
 	JOB	RESL - AH - Resources Unit Leader	12/15/2015	8/23/2022	Type III Cert Committee	National	1	<input type="checkbox"/>	

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Incident Qualification System Logout | Help | mmcelwain

My Persons Certifications Person/Org Training Post Reports Reference Data ROSS Email Tools

Certifications

Person: Fitness: (none) OrgPath: ROSS: Quals Updated: Email Address:

Qualifications Training Experience Target Positions Task Books


	*Job: Code - Hazard - Title	*Created	Pr'y	Comments
▶ 📄 🗨	PSC3 - AH - All-Hazards Planning Section Chief	4/20/2017	1	
▶ 📄 🗨	RESL - AH - Resources Unit Leader	7/1/2011	1	

📄 🗨

Prerequisites

Click ▶ to show prerequisites for a Target Position

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My Persons Certifications Person/Org Training Post Reports Reference Data ROSS Email Tools

Certifications


Person: Fitness: OrgPath: ROSS: Quals Updated: Email Address:

Qualifications Training Experience Target Positions Task Books

	*Job: Code - Hazard - Title	*Created	Pr'y	Comments
▶ 📄 🗨	PSC3 - AH - All-Hazards Planning Section Chief	4/20/2017	1	
▶ 📄 🗨	RESL - AH - Resources Unit Leader	7/1/2011	1	

Prerequisites
Click ▶ to show prerequisites for a Target Position

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My Persons Certifications Person/Org Training Post Reports Reference Data ROSS Email Tools

Certifications

Person: Fitness: OrgPath: ROSS: Quals Updated: Email Address:

Qualifications Training Experience Target Positions Task Books

*Job: Code - Hazard - Title	*Created	Pr'y	Comments
PSC3 - AH - All-Hazards Planning Section Chief	4/20/2017	1	
RESL - AH - Resources Unit Leader	7/1/2011	1	

Prerequisites

Fitness None

Training	Type	Planned	Completed
ICS 200-AH - ICS for Single Resources and Initial Action Incidents	Req		
ICS 300-AH - Intermediate ICS for Expanding Incidents	Req		
ICS 400-AH - Advanced ICS, Command and General Staff - Complex Incidents	Req		
ICS-100-AH - Introduction to ICS	Req		
IS-700-AH - Introduction to NIMS	Req	4/6/2006	4/6/2006
IS-701-AH - NIMS Multi-Agency Coordination System	Req	6/30/2011	6/30/2011
IS-703-AH - NIMS Resource Management	Req	7/6/2011	7/6/2011
IS-800-AH - Introduction to the National Response Plan	Req	7/1/2011	7/1/2011
L-962-AH - All-Hazards Planning Section Chief	Req	8/13/2018	8/17/2018
L-964-AH - All-Hazards Situation Unit Leader	Req		

Experience
<input checked="" type="checkbox"/> (01) PSC3 - AH - TRN - All-Hazards Planning Section Chief

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Incident Qualification System



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My Persons Certifications Person/Org Training Post Reports Reference Data ROSS Email Tools

Certifications

Person: McElwain, Michael Fitness: N (none) OrgPath: T3IMT.CAPA;;;; ROSS: Quals Updated: 12/11/2018 Email Address: mmcelwain@utexas.edu

Qualifications Training Experience Target Positions Task Books

*Qual Type	*Job: Code - Hazard - Title ↵	*Effective Date	*Expiration Date	Certifier	Dispatch Level	Pos Prry	Ross	Comments
JOB	MOA - AH - Memorandum of Agreement with TFS	7/11/2017	7/11/2022			1	<input type="checkbox"/>	
 JOB	PSC3 - AH - All-Hazards Planning Section Chief	12/6/2018	12/6/2023	Type III Cert Committee	National	1	<input type="checkbox"/>	
 JOB	RESL - AH - Resources Unit Leader	12/15/2015	8/23/2022	Type III Cert Committee	National	1	<input type="checkbox"/>	

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My Persons | **Certifications** | Person/Org | Training | Post | Reports | Reference Data | ROSS | Email | Tools


Certifications

Person: Fitness: (none) OrgPath: ROSS: Quals Updated: Email Address:

Qualifications | Training | Experience | Target Positions | **Task Books**

	*Job: Code - Hazard - Title ↵	*Initiated Date	Expiration Date	Issuer	Completed Date	Certifier	Certification Date	Comments
 	PSC3 - AH - All-Hazards Planning Section Chief	9/7/2017	9/7/2022		9/11/2018			
 	RESL - AH - Resources Unit Leader	7/1/2011	7/1/2014					

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Person: McElwain, Michael [Certifications](#)

Name: McElwain, Michael Last Modified: 3/26/2018

GUID: 3F0EE915-FA67-4DEE-AF86-3856164D21FC

IQS ID:	Quals Updated: 12/11/2018	Fitness Level: None
RC ID:	Review Date:	Certifier:
ROSS? <input type="checkbox"/>	Job Title: Senior Planner	Effective:
Dispatch:	Emp. Status: Permanent Full Time (ROSS)	Expires:
Provider:	Ant. Sep. Date:	Comments:

State-NWCG: T3IMT	Station: TRAVIS COUNTY SHERIFF'S O	Work Phone 1: 5128544924
Org Level 1: CAPA	Address: PO Box 1748	Work Phone 2:
Org Level 2: (Placeholder)	AUSTIN TX 78767	Cell Phone: 512-406-1111
Org Level 3: (Placeholder)	Home Address: 4703 Strass Dr	Pager:
Org Level 4: (Placeholder)	City, State, Zip: Austin TX 78731	Fax Number:
Org Level 5: (Placeholder)	Email Address: mmcelwain@utexas.edu	Home Phone:

Sex: M
Height: 6'0"
Weight: 195

Allergies: sulfa drugs, cedar
Medications: Crestor (20mg)
Clothing Sizes:
Emergency Contact Info: Gaye McElwain (wife) 512- [redacted]

Team/Crew: Capital Area Incident Management Team - Texas
Jet Port 1:
Jet Port 2:
Comments:

[Edit this Person](#) [Add New Person](#) [Attachments \(5\)](#) [View Person Master Record](#) [Email this Person](#)

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Recycle Bin

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Browser address bar: <https://tfsfrp.tamu.edu/AHIMTIQS/wfn/wfPersonOrg.aspx?l=1103#>

IOSweb
Incident Qualification System

My Persons | Certifications | Person/Org | Training | Post | Reports | Reference Data | ROSS | Email | Tools

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Person/Organization

Person: McElwain, Michael	
Name: McElwain, Michael	
GUID: 3F0EE915-FA67-4DEE-AF86-	
IQS ID:	Quals Upd:
RC ID:	Review I
ROSS? <input type="checkbox"/>	Job
Dispatch:	Emp. St
Provider:	Ant. Sep. I
State-NWCG: T3JMT	
Org Level 1: CAPA	
Org Level 2: (Placeholder)	
Org Level 3: (Placeholder)	
Org Level 4: (Placeholder)	
Org Level 5: (Placeholder)	
Allergies: se	
Medications: C	
Clothing Sizes:	
Sex: M	
Height: 6'0"	
Weight: 195	
Emergency Contact Info:	

[Edit this Person](#) | [Add New Person](#) | [Attach](#)

McElwain, Michael

- Evaluation
- Letter of Recommendation
- Master Record
- Memorandum of Agreement (1)
 - McElwain, Michael MOU valid 2017-2022.pdf
- Other (3)
 - McElwain RESL Qualified Packet.pdf
 - McElwain, M - PSC Qualified Packet.pdf
 - McElwain.jpg
- Personnel Picture
- Task Book
- Training Certificates
- IAP 3-17-2017.pdf

Add a file (The file can have a maximum size of 20 MB.)
Folder:

Drop files here to upload

PUTTING THE IQ INTO IQS

Questions?

UPDATE QUALIFICATIONS

Meg Seville

Agenda

- ▣ Current Qualifications Situation
- ▣ Qualification Guide
- ▣ Initial Qualification
- ▣ Re-Qualification
- ▣ Qualification Forms
- ▣ Qualifications Map
- ▣ Qualification Committee

Qualifications in IQS

As of 1/27/2019

	Quals Current	Expiring 2019	Already Expired
COML - Communications Unit Leader	0	0	8
COMT - Communications Technician	0	0	1
FSC - Finance/Admin Section Chief	5	0	1
IC - Incident Commander	6	2	9
LOFR - Liaison Officer	11	4	6
LSC - Logistics Section Chief	8	1	8
MEDL - Medical Unit Leader	0	0	2
OSC - Operations Section Chief	10	18	2
PIO - Public Information Officer	4	2	3
PSC - Planning Section Chief	11	5	20
RESL - Resource Unit Leader	15	3	7
SITL - Situation Unit Leader	10	3	6
SOFR - Safety Officer	5	4	12
SPUL - Supply Unit Leader	1	0	0

Texas Interagency Coordination Center

Home

Fire Reporting

Fire Departments

Training

Predictive Services

Incident Response

Other Links

LSSIMT

AHIMT

TIFMAS

Staff

Fire Activity

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All Hazard Incident Management Team (AHIMT)

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IQS – Incident Qualification System

...a “performance based” system that is a combination of education, training and experience.

Components of the Incident Qualification System (IQS) are:

- Training Courses
- Position Task Book
- Agency Head Certification and Documentation
- Qualifications Review

Training Courses

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
Training Required Courses or Equivalent	Completion of the following courses/curricula 0-305: All Hazard Incident Management Team Course ICS-100: Introduction to ICS ICS-200: Basic ICS ICS-300: Intermediate ICS ICS-400: Advanced ICS FEMA IS-700.a: NIMS, An Introduction FEMA IS-703.a: NIMS Resource Management FEMA IS-800.b: National Response Framework, An Introduction TDEM District Disaster Committee Course DDC-101 TDEM H-200 HazMat 1st Responder Operations or equivalent L-958 All-Hazards Operations Section Chief, or equivalent TFS, Staging Area Manager Course or equivalent
Recommended Training	Interagency Aviation Training, A-100 Basic Aviation Safety or equivalent
Medical/Physical Fitness	Compliance with the following baseline criteria: Medical requirements established by the HA Minimum physical fitness standards as required by the HA Able to work wearing appropriate personal protective equipment (PPE) based on the situation
Currency	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.

Position Task Book

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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.

Position Task Book – PTB

- Minimum of 4 assignments
- Two assignments must be planned or active incidents where an IAP was generated for each operational period.
- Two assignments may be exercises or simulation training, as long as an IAP was generated.
- Must be completed within 5 years of initiation.
- Final assignment must be evaluated by an individual qualified in the position

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.

Qualification Application

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.

Qualification Steps

- ▣ Completed application is given to Team Leader or designee includes:
 - Application form for Qualification
 - PTB
 - Proof of Training
 - Letter of recommendation on department letterhead
- ▣ Team Leader or designee review the packet prior to entering into IQS and submitting to TFS/Qualification Committee
- ▣ Qualifications Committee reviews application and determines if the applicant meets qualification requirements
- ▣ Team lead is notified of out come of review.

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.

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.

Re-Qualification Application

Re-Qualification Application consists of:

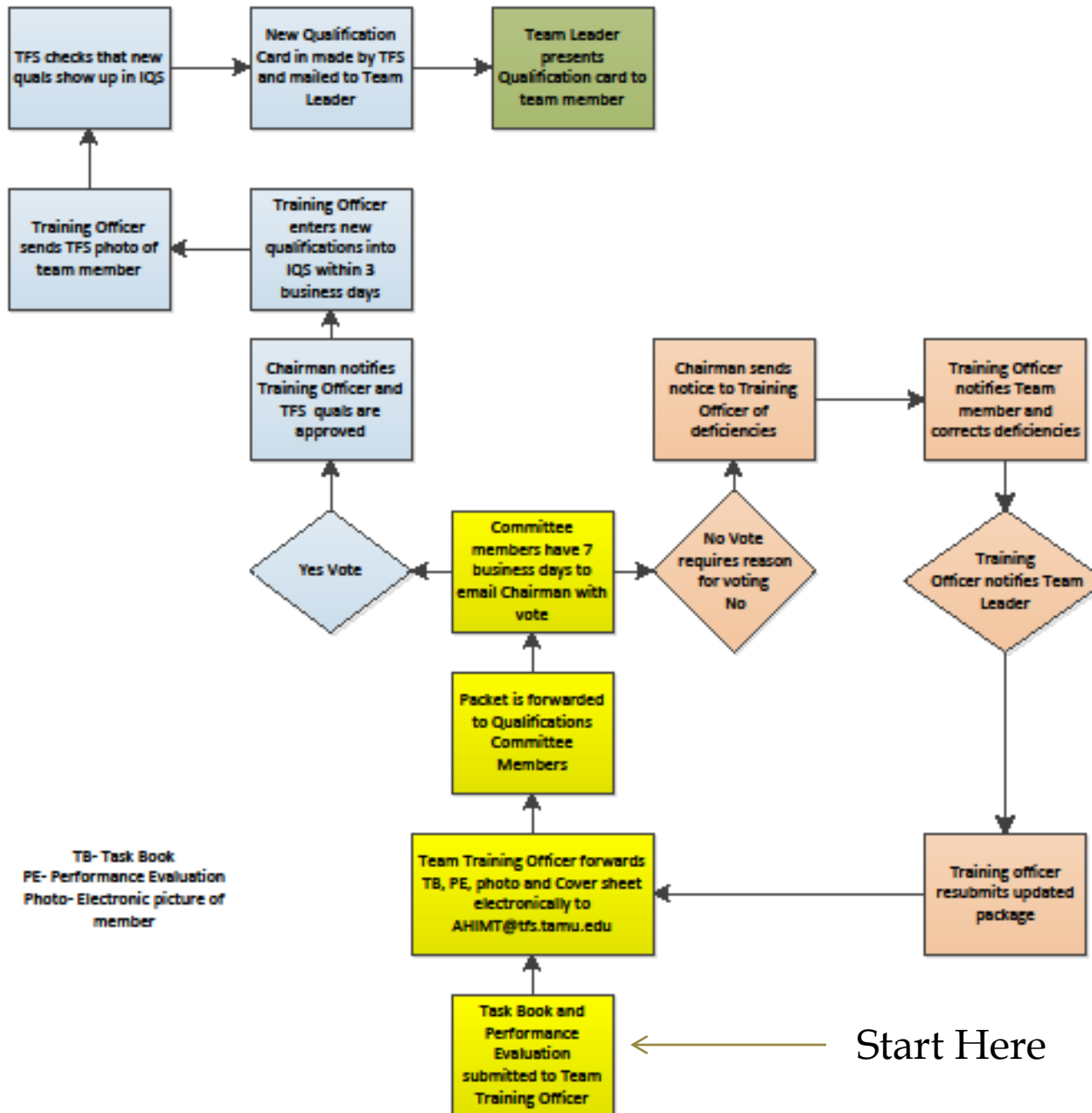
1. Completed Application Form with all appropriate signatures.
2. Copies of Incident Action Plans Form 203 which document currency requirements entered into IQS.

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.

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.

Texas Type 3 Qualification Map



Current Qualifications Committee Members

Qualifications Committee

David Pruitt

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Robert Canterbury

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Pat Repman

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Eric Shuey

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QUESTIONS???