

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

10/2/2013

Instructions for revisions and lifespan

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

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

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

I. Background

The National Incident Management System (NIMS) is the system adopted by Utah and across the United States for managing emergency preparedness, response, mitigation, and recovery efforts, especially for those emergencies where multiple jurisdictions are involved or interstate mutual aid is required.

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

Credentialing is essential to the emergency management community in that it ensures and validates the identity and attributes (e.g., affiliations, qualifications, or privileges) of individuals through standards of capability and performance. Having established standards allows the community to plan for, request, and have confidence in resources deployed from other jurisdictions for emergency assistance. Credentialing ensures that personnel resources match requests and supports effective management of those deployed personnel. The process for attaining and documenting qualifications is an important component of credentialing personnel. The terms "credentialed" and "credentialing" are defined as:

“...having provided, or providing, respectively, documentation that identifies personnel and authenticates and verifies the qualifications of such personnel *by ensuring that such*

personnel possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position...”¹

II. Objectives of this Guide

- Integrate best practices into a comprehensive framework of guidelines and procedures for developing, implementing, and managing an ICS qualification process.
- Establish a set of qualification criteria and a supporting.
- Establish minimum training and qualification standards for positions associated with Type 3 and 2 Incident Management Teams.
- Eliminate redundancy and unnecessary requirements.
- Retain the core principle of a performance-based qualification system similar to that which is established by, implemented in and time-tested by the National Wildfire Coordinating Group (NWCG) qualification system.
- Hold required classroom training to a minimum and emphasizes the development of position-critical skills within the context of actual or simulated incidents and events.
- Provide for qualification through a Historical Recognition process.

III. Definitions and Key Terms

Credentialing Officer

The Credentialing Officer is the Director of DEM who upon recommendation from the Qualification Review Committee may approve credentialing for a Trainee.

Coach/Evaluator

Within the context of this guidance, the Coach is the individual who provides instruction to a Trainee, whether in the classroom, on the job, planned event, or on an incident. Although many of the job responsibilities of the Coach are similar to those of an Evaluator, to preserve the integrity of the qualifications system the roles of coaching and evaluating must remain separate. The coach or evaluator must be qualified in the position which is being coached or evaluated or they must be qualified in a position that, within the ICS, supervises the position being coached or evaluated. (For more description see Coach/Evaluator in the Position Task Book Administration section below)

Credentialed and Credentialing (Reference NIMS Guide 0002)

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

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

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

Criteria

The detailed list in the Incident Management Team Description (IMTPD) tables (Appendix C) of the qualification standards, including: training, experience, currency, physical/medical fitness, and professional/technical license and certifications.

Employing/Sponsoring Organization

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

Final Evaluator

The Final Evaluator is the individual who is assigned to evaluate the Trainee during their final position performance assignment. A Final Evaluator should be fully qualified in the same position for which the Trainee is being evaluated, not just be qualified in a position that would supervise the Trainee. The Final Evaluator is responsible for completing the Final Evaluator's Verification statement inside the front cover of the PTB. (For more description see Final Evaluator in the Position Task Book Administration section below.)

Historical Recognition

Historical recognition is a process that provides a means whereby DEM may recognize an individual's past experience as being equivalent to the current standards found in the Qualification Charts for a position. Personnel who possess documentation of previous training, education, and experience or documentation of previous extensive on-the-job incident response experience may receive credit to be credentialed by DEM as qualified by way of historical recognition. Guidelines for Historical Recognition are included in Section X.

Incident Complexity

Incident complexity is a characterization used to describe the level of difficulty, severity, or overall resistance that incident management personnel face while trying to manage an incident or event to a successful conclusion or to manage one type of incident compared to another type. Determining Incident Complexity is a subjective process based on examining a combination of indicators or factors. Common indicators may include the area (location) involved; threat to life, environment, and property; political sensitivity; organizational complexity;

jurisdictional boundaries; values at risk; and weather. Most indicators are common to all incidents, but some may be unique to a particular type of incident.

Incident Command System (ICS)

Incident Command System is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

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

Incident Management Team Description (IMTPD)/Qualification Tables – Appendix C

IMTPD is a series of documents containing the specific criteria for each position. Qualifications Table(s) refer to the tables and charts located in the IMTPD. The charts are the reference guide for determining what training, Experience, Physical/Medical Fitness, Currency, and Professional and Technical Licenses and Certifications are necessary for an individual to be considered qualified in that position.

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

A system for qualifying personnel in ICS positions associated with Type 3 Incident Management Teams and credentialed for interstate/intrastate mobilization.

National Wildfire Coordinating Group (NWCG)

The purpose of NWCG is to coordinate programs of the participating wildfire management agencies so as to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

Position Task Book (PTB)

The PTB may serve initially as the "lesson plan" for a trainee's on-the-job or experiential training. As the trainee is capable of accomplishing tasks, the PTB serves as the official record documenting evaluation of the Trainees' performance. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and recommendation that the Trainee be qualified. It is recommended a Trainee complete a PTB on a minimum of two qualifying incidents, events, or qualifying exercises – one of which must be an incident.

Qualification Review Committee (QRC)/Peer Review Committee

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

Qualifying Exercise

An exercise or simulation meeting the requirements contained in Appendix B. Personnel filling incident management positions during an exercise meeting the requirements of a Qualifying Exercise may be able to use the exercise opportunity to complete tasks in their Position Task Books.

Qualifying Incident/Event

An incident or event that the QRC determines meets the incident complexity, duration of time, and relevancy to the ICS position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the ICS position they are filling.

Recommending Official

The Recommending Official is the individual from the Trainee's employing/sponsoring organization who is responsible for reviewing and confirming the completion of the trainee's Position Task Books and determines if the trainee should be recommended for credentialing (see *Credentialing*) in the position to the Qualification Review Committee.

Trainee (The Individual)

An individual, approved by their Employing/Sponsoring Organization, who is preparing to qualify for an ICS position is designated as a Trainee in that position once the Position Task Book has been initiated. A Trainee is eligible for formal, on-the-job training.

Training Officer

Within the context of this document, the Training Officer is the person who is monitoring the training and qualifications of individuals who are pursuing qualification or are fully qualified. The Training Officer may be from the Employing/Sponsoring Organization or from another agency or organization that has been delegated authority to provide the administrative management of the individual's training and qualifications records.

Utah Division of Emergency Management

The Utah Division of Emergency Management, referred to hereafter as DEM, will provide administration and oversight of the UT- IIIMTQS Guide.

IV. Guidance

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

The successful performance of the tasks in the Position Task Book (PTB) is the definitive component for qualification. As the core of the Utah Interstate/Intrastate Incident Management Team Qualification System, performance evaluation of the PTB tasks is to be rigorously applied – whether through traditional Trainee assignments or through a Historical Recognition process. The criteria outlined in the Incident Management Team Position Description (IMTPD) (Appendix C) qualification tables are considered *minimum* personnel qualifications – however there is relative flexibility built in to meet some of the training criteria. All personnel credentialed in the UT-IIIMTQS must have demonstrated satisfactory performance of the tasks in the Position Task Book to become qualified.

An alternate Incident Command qualification system is recognized by this qualification guide. For most positions, NWCG PTBs and qualifications will be recognized with minimal additional requirements. Because PTBs and qualification criteria have not been identified in all ICS positions in the All Hazards arena – DEM may identify qualification criteria and develop PTBs or use NWCG criteria and PTBs.

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

V. Scope

This document serves as a qualifications guideline for Incident Management Teams (IMTs) positions at the Type 3 level for all-hazards incidents and planned events where IMT resources are mobilized by DEM for an interstate or intrastate incident

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

VI. Qualification Process Overview

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

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

Completion of the PTB provides a method to document satisfactory performance of the critical tasks to safely and successfully perform in the position as observed by a qualified evaluator over the course of two (recommended minimum) or more qualifying incidents, events, job activities, or qualifying exercises.

The performance-based approach differs from systems that are solely training-based. Training-based systems use the successful completion of training courses as the primary criterion for qualification. A performance-based approach focuses on a candidate's actual performance of functional tasks as observed by qualified evaluators.

VII. Components of the Qualifications System

The IMTPD Qualifications tables (Appendix C) are the reference for determining what Training, Experience, Physical/Medical Fitness, Currency, and Professional and Technical Licenses and Certifications are necessary for an individual to be qualified.

A. Training

Instruction and/or activities that enhance an individual's core knowledge, increase their skill set and proficiency as well as strengthen and augment abilities to perform tasks identified in the PTB. DEM recognizes that didactic training is an important component to adequate development of personnel to competently perform the duties of Incident Management Team (IMT) positions. Coursework is considered to be a primary means by which personnel can adequately prepare for successful position performance evaluation.

NIMS Training

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

Position-Specific and Team Training

Other training courses are recommended to sufficiently prepare candidates for IMT positions. Some of the training courses listed in the IMTPD tables are the most common or well known course but have equivalent training options which can be completed to meet the criterion.

Equivalent Training – Courses and Exercises

In terms of this guide, awarding equivalency is a DEM responsibility. Only DEM has the authority to certify a Trainee meets IMTPD training requirements when alternative training offerings are used. With recommendations from the QRC, DEM will set

guidelines for equivalency determination and may grant credit for training they deem equivalent.

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

- The equivalent training provides like learning and performance objectives that are adequate to reasonably assure the position candidate will be successful as a Trainee.
- The same minimum instructor qualifications required for the IMTPD listed course apply to the equivalent training.

Some training courses may be determined to be equivalent to two or more separate courses. Examples of this already exist in incident management training. For instance the Department of the Interior has determined that their course **H-337: Command and General Staff Functions for Local Incident Management Teams** is equivalent to both **ICS-300 Intermediate ICS** and **ICS-400 Advanced ICS**. The US Forest Service has determined that Mission-Centered Solutions' course **Intent into Action** is equivalent to both **S-420 Command and General Staff** and **L-480 Incident Management Team Leadership**.

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

As indicated in the IMTPD, some training course requirements may be met by completing an Exercise that meets specific minimum criteria. "Equivalent" exercise listings are shown in the relevant Experience block of the IMTPD.

B. Experience

In the context of the IMTPD qualification tables (Appendix C), experience is defined as the activities a position candidate must accomplish, generally within the context of an actual or simulated incident or event, to prepare for and demonstrate proficiency at the tasks identified in a position's PTB.

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

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

Position Task Books

Position Task Books (PTBs) that have not been developed by the Incident Management Support Team can be determined by the QRC or PTBs developed by NWCG can be used.

PTBs contain all the identified competencies, behaviors, and tasks required to become qualified for an ICS position.

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

The PTB may serve initially as the “lesson plan” for a trainee’s on-the-job or experiential training. As the trainee is capable of accomplishing tasks, the PTB serves as the official record documenting evaluation of the Trainees’ performance. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and recommendation that the Trainee be qualified. It is recommended a Trainee complete a PTB on a minimum of two qualifying incidents, events, or qualifying exercises – one of which must be an incident.

Credit for prior experience may be submitted in the Task Book for past incidents and events – See the Historical Recognition (Appendix B).

The PTB may also serve as a checklist for renewing the credential.

C. Physical/Medical Fitness

Physical and medical considerations, when applied, help to ensure safe performance in potentially hazardous environments. The employing/sponsoring organization will determine the method of evaluating the physical fitness level of IIMTQS personnel. When a fitness test is deemed to be appropriate, the testing method should be a measurable evaluation process able to withstand the scrutiny of challenges to its applicability to actual, expected, incident conditions for the specific position.

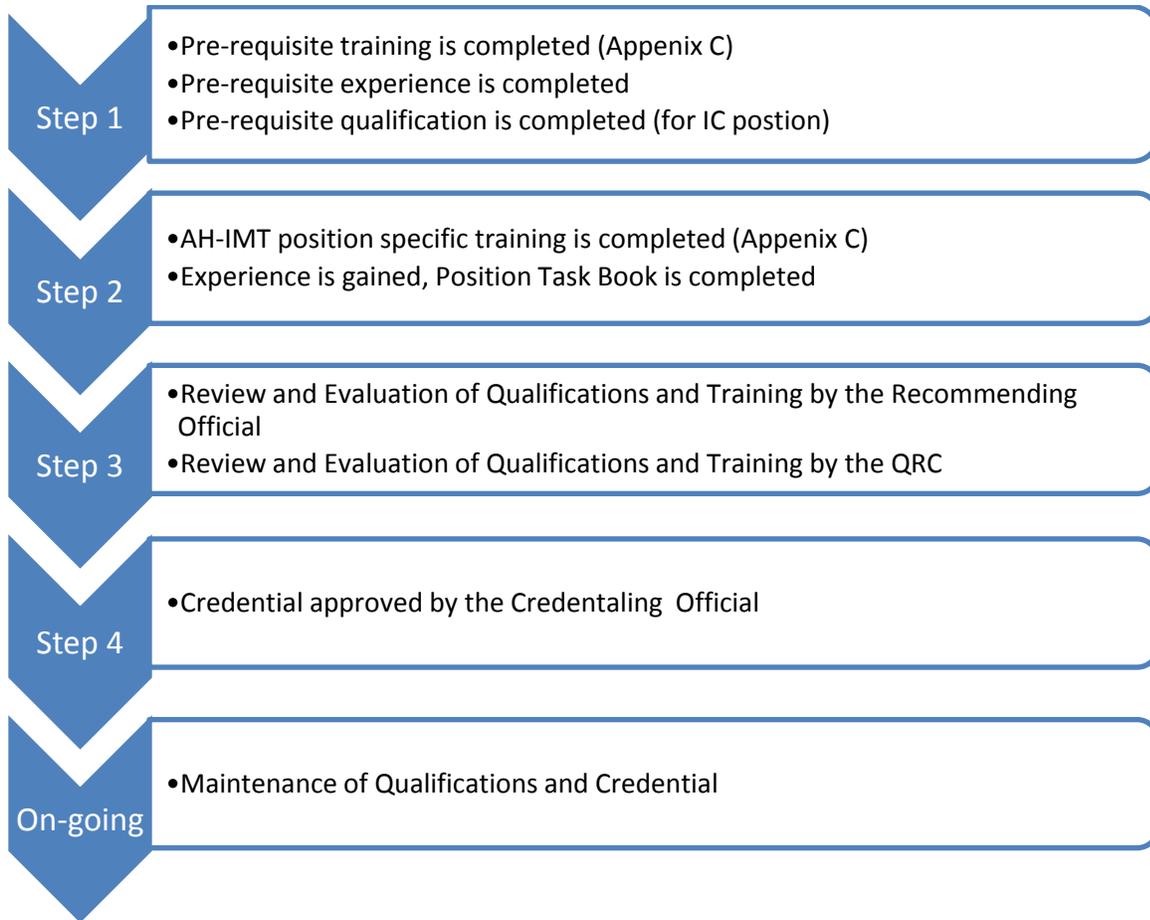
D. Currency

In the context of the IMTPD tables, currency is defined as successfully performing in a position for which the individual is qualified (or in an associated position) at least once every five years during a qualifying incident, event, qualifying exercise, or simulation.

E. Job Aids

Several ICS positions use a reference document referred to as a “Job Aid.” Job Aids are “how-to” booklets that assist an individual in performing the tasks associated with an ICS position. A Job Aid provides a ready reference for performance on the job and supports successful completion of the tasks in a PTB.

VIII. The Qualification Process



Steps in the Qualification Process

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

- **Step 1: Prerequisite Training, Experience, and Qualifications** The position candidate completes pre-requisite training, experience, and/or qualification criteria for the position as delineated in the respective IMTPD table (Appendix C).

- **Step 2: Training, Experience, and Position Task Book** Completes required training for the position including completion of any certifications as delineated in the IMTPD Table. Assign the Trainee a Position Task Book (PTB) for the position. The initiated PTB signifies the individual may function as a Trainee on qualifying incidents, exercises and events (see PTB Administration below). **A Trainee cannot be assigned to an intrastate/interstate incident unless the PTB has been initiated.**
- **Step 3: Review and Evaluation of Qualifications** After the Final Evaluation and the PTB has been completed, the Trainee's records undergo evaluation against all of the requirements of the position as delineated in the IMTPD Table by the Recommending Official. The Recommending Official may then submit the original PTB with all supporting required training and experience documentation to the QRC for review and recommendation. The QRC may then make the recommendation to the Credentialing Officer for the Trainee to be credentialed in the requested position.
- **Step 4: Credentialed** The Credentialing Officer makes the final determination whether the individual will be credentialed as qualified in the position.
- **On-Going: Maintenance of Qualifications and Credentialing** Recurrent training, involvement, and practice in a position's duties allow the credentialed individual to stay proficient in a position and prevents the degradation of knowledge, skills, and abilities required to successfully carry out the responsibilities of a position.

For more information pertinent to each step see below.

Step 1 – Prerequisite Training, Experience, and Qualifications

The IMTPD Tables identify prerequisite, training, experience, and qualifications for some IMT positions that must be attained before an individual can pursue a specific qualification and before a PTB can be initiated for the target position.

The minimum prerequisite training for all positions includes: ICS-100, ICS-200, NIMS-700, NRF-800, ICS-300 and ICS-400.

Step 2 – Training, Experience, and Position Task Book.

Position Specific Training

The required Position Specific Training is in the IMTPD (Appendix C).

Position Task Book Initiation

A member of the the QRC can initiate PTBs in accordance to the UT-IIIMTQS.

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

Position Task Book Tasks

Each task has a code associated with the specific context within which the task must be completed. Each task must be completed in the position or in a position that supervises the position, Performance of any task while in a role other than the designated position is not valid for qualification. The codes are defined as:

Code:

O = Task can be completed in a variety of situations, such as in a classroom, exercise or simulation, incident or event, or daily job.

I = Task must be performed on an incident, qualifying event, or qualifying exercise which requires management under the Incident Command System (ICS).

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

Position Task Book Evaluation

It is recommended that a Trainee is evaluated on a minimum of one actual incident that is typed at a Type 3 level or above for which the Trainee is pursuing qualification. There should be one fully completed Incident Evaluation Record with accompanying sign-offs on relevant tasks to that incident.

Coach/Evaluator

Within the context of this guidance, the Coach is the individual who provides instruction to a Trainee, whether in the classroom, on the job, planned event, or on an incident. Although many of the job responsibilities of the Coach are similar to those of an Evaluator, to preserve the integrity of the qualifications system the roles of coaching and evaluating must remain separate. For example, a Coach may instruct a Trainee in proper interviewing techniques. When the Trainee appears to have mastered the tasks, the Coach could employ the use of another individual to act as the evaluator or could transition into the role of an evaluator and observe and record the performance of the task. It is similar to providing instruction on a topic within the classroom and then administering a test to determine mastery of the subject. The functions of coaching and evaluating must remain separate and must be performed in sequence and not at the same time.

- 1) To be qualified as a Coach or Evaluator for task code "I" and "R" in the PTB
 - a. the individual must be qualified in the position being coached or evaluated, or
 - b. the individual must be qualified in a position that, within the ICS, supervises the position being coached or evaluated.

It is recommended the Coach/Evaluator has previously performed successfully on two separate Qualifying Incidents or Qualifying Exercises in either the position being coached and/or evaluated on, or successfully performed in one of the ICS position(s) that would normally supervise the position that the Trainee is being instructed or evaluated on. As an example, if the individual being instructed or evaluated on was a Situation Unit Leader Trainee, the Coach/Evaluator should have successfully performed on two different Qualifying Incidents/Events or Qualifying Exercises as a qualified Situation Unit Leader, or as a qualified Planning Section Chief, because the Planning Section Chief normally supervises the ICS position of the Situation Unit Leader.

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

Final Evaluator

The Final Evaluator is the individual who evaluates the Trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed. A Final Evaluator's qualifications are different than that of a Coach/Evaluator. A Final Evaluator should be fully qualified in the same position for which the Trainee is being evaluated, not just be qualified in a position that would supervise the Trainee. The difference is necessitated due to the increased responsibility of the Final Evaluator and the increased depth of knowledge and understanding of the position being evaluated that only a qualified individual may possess. The Final Evaluator is responsible for completing the Final Evaluator's Verification statement inside the front cover of the PTB.

If no local final evaluators are available, the Trainee may contact DEM to obtain a list of individuals qualified to act as the Final Evaluator.

Step 3 – Review and Evaluation of Qualifications

A key component is evaluation of an individual's capability to perform in a position. **Completion of required training and experience requirements and other IMTPD criteria alone does not guarantee that an individual should be credentialed to perform in a position.**

The quality of experiences gained in a given position should be closely evaluated when making a determination for advancement to the next higher position, to a different position, or to renew a credential.

This guide recommends that more than one position performance assignment be experienced before credentialing, one of which should be an actual incident and not merely an event or exercise. It is also recommended before an individual begins the process to advance to the next higher level that more than one assignment be experienced after being credentialed.

The Trainee's employing/sponsoring organization's Recommending Official shall review and evaluate the Trainee's records before submitting their records for final review and possible recommendation for credentialing by the Qualifications Review Committee to the Credentialing Officer.

Qualifications Review Committee (QRC)

DEM shall establish a Qualifications Review Committee. The purpose of the QRC is to enhance the professional credibility of the position qualifications earned through the UT-IIIMTQS process. The QRC will be multi-agency and multi-jurisdictional in its composition.

Step 4 – Credentialing

The final step in initial credentialing of an individual as qualified in a position is review by the Credentialing Officer.

The Credentialing Officer is the individual or entity that is responsible for providing final review and confirming the completion of Position Task Books (PTB) by individuals within the State of Utah. The Credentialing Officer has exclusive authority and holds the responsibility to determine if the individual should be credentialed in the position. This determination should be based on a Trainee's demonstration of position competencies and behaviors documented through the completion of a PTB including the Final Evaluator's Verification, the Recommending Official, and the QRC.

The Credentialing Officer may delegate their authority to another DEM employee.

Credentialing of an AH-IMT Position

Upon satisfactory completion of the requirements outlined in this Guide, DEM may credential the Trainee to attest to the fact that the individual is qualified to perform in a specified position and has successfully accomplished all the criteria set out in the IMTPD Qualifications Chart for that position. DEM will maintain a complete record of all the evaluations and documentation needed to make this determination. This record should, at the minimum, contain:

- Training records
- Experience records, including a copy of the completed PTB, with supporting information about:
 - Number of assignments
 - Number of operational periods
 - Variety of incidents
 - The complexity of incidents during which the individual performed – were performance evaluations completed on a sufficient number of qualifying incidents, events, and/or exercises? (recommended minimum is two – one of which is an incident)

- Other incident, event, or exercise performance evaluations from qualified evaluators or supervisors
- Recommending Official
- Recommendation from the QRC

On-Going – Maintenance of Qualifications and Credential

DEM will ensure that all currency and annual qualification requirements for positions are up-to-date and met to maintain qualification.

Currency

To prevent the degradation of knowledge, skills, and abilities required to successfully carry out the responsibilities of a position, a person needs to perform that function or position at least once every five years to maintain their credential.

In the context of the IMTPD series documents, currency is defined as successfully performing in a position or a related position for which the individual has qualified at least once every five years during a qualifying incident, event, qualifying exercise, or qualifying simulation.

Currency can be maintained in the following ways, by successful performance in:

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

IX. Credential Revocation and Reinstatement

Individuals who lose qualification or credentials will not be displayed as available for assignment in the credentialed position(s) outside their local jurisdiction. An employing organization can determine how the individual may perform within the local jurisdiction irrespective of their qualification status with DEM.

Credential Revocation and Reinstatement

An individual may lose or drop qualification for reasons including loss of currency or personal reasons.

By returning to the trainee level, the person who must re-qualify is introduced to new technology, procedures, and advances in incident management. Evaluation of an individual's competency is critical whenever qualifications have lapsed.

A person who does not meet the Currency criteria reverts to Trainee status for that position. If qualification loss occurs, the QRC will determine if training is necessary or if the person can

gain and demonstrate the proper proficiency in a performance assignment or assignments. It is recommended that the individual perform the duties of the position for a minimum of two operational periods under the supervision of an Evaluator before credentialing is granted.

Credential Revocation and Reinstatement

Credential revocation is the process the QRC may start to remove an individual's position(s) qualifications. The QRC may recommend the revocation of a credential of an individual to the Credentialing Officer, when it is determined that the individual has performed in an unsatisfactory manner, for instance:

- Taking insubordinate actions that lead to unsafe conditions on the incident
- Intentionally misrepresenting incident qualifications
- Deliberately disregarding identified safe practices

The following guidelines for credential revocation are established:

- Credential revocation of NIMS ICS qualification only applies to performance in the NIMS position the person was deployed for or was performing; it is not intended to affect regular job-related duties.
- Individuals can only be mobilized outside of their local jurisdiction in a position(s) for which they are currently credentialed
- Incident Commanders do not have the authority to revoke a credential or qualifications of an individual. A qualified person may be demobilized from an incident by the Incident Commander. Incident Commanders are responsible for providing documented reasons for relieving an individual, forwarding the information to the DEM, and including a copy of the individual's Incident Personnel Performance Rating in the documentation package.

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

X. Historical Recognition

DEM may utilize a Historical Recognition process as an alternate method for an individual to gain credit for any elements in most of the categories of qualification criteria outlined in the IMTPD. Within a Historical Recognition process, incident management personnel can use past experience to meet the minimum NIMS ICS qualification requirements. Personnel who have documentation of previous training, education, and experience in a NIMS position(s) or other capacity may receive credit, as approved by the QRC, for any category of criteria except for physical/medical fitness and currency. It may be possible for personnel who acquired historical

recognition for a higher-level NIMS ICS position to also acquire recognition by the QRC for applicable lower-level positions. Personnel are encouraged to seek historical recognition for each position they want recognized. The Credentialing Officer must approve a person who is being historically recognized.

Historical recognition may not apply to the categories of certificates, licenses, or other requirements not covered under this Guide. In these cases, the minimum requirements must be met regardless of any historical recognition process outlined in this Guide.

If a person who was historically recognized in a position seeks a higher level NIMS ICS position qualification within the same functional area or across functional areas the prerequisite training for the higher level position cannot be waived. As an example, a historically recognized Resources Unit Leader seeking Planning Section Chief (PSC) qualification must meet all prerequisite training for the PSC.

Historical Recognition Process

The QRC will evaluate historical recognition requests to determine the equivalency. The QRC will assure the process provides for the following:

- A method to provide for historical recognition when there is sufficient documentation available to substantiate the experience and training
- A standardized method for any individual to submit documentation of the experience and training for review.
- A method to determine if the previous experience or training is appropriate for the position, keeping in mind the required criteria for the position and the competencies necessary for safe and successful performance
- Consider a historical recognition application only when the individual has performed relevant competencies, behaviors, or tasks within the last five years (see the currency category)
- Encouragement for all individuals who are historically recognized into a position to complete the minimum requirements for the position within five years of being historically recognized
- Historical recognition granted under this section remains valid as long as the person remains current in the position under these guidelines. If currency is lost after being historically recognized the individual reverts to Trainee status for that position. If qualification loss occurs, the QRC will determine if training is necessary or if the person can gain and demonstrate the proper proficiency in a performance assignment or assignments. It is recommended that the individual perform the duties of the position for a minimum of two operational periods under the supervision of an Evaluator before credentialing is granted.

Historical Recognition Documentation

Documentation requirements may include:

- Incident Action Plans showing the person, filling the NIMS position, on the Plan

- ICS 214s, Unit Logs, from incident documentation packages
- ICS Performance Evaluations
- Position Task Books or equivalents
- Certificates of current qualifications or of training
- Written references from past employers or sponsoring agencies stating experience
- Log books and other records of performance
- Assignments, reports, and documentation from previous courses
- Past competency-based assessments
- Course attendance record

Historical Recognition for a Newly Created Position

- Historical recognition for a new position is the process of providing the opportunity to individuals that possess extensive experience for a position that is newly created to become recognized as qualified in that position.
- The nature of the historical recognition process acknowledges there will not be any PTBs to submit to document experience in a position. Other forms of documentation will be necessary to document and may include Incident Action Plan (IAP) components (203s and 204s), Activity Logs, ICS-214's, Performance Reports, ICS-225s, and/or pay documents. Letters from superiors or other subject matter experts that have supervised or can validate the necessary experience may also qualify as documentation. The QRC will determine if the applicant meets the qualifications requirements and written justification and documentation for individuals placed in new.

Historical Recognition Timeframes

Only relevant experience within a five-year time period from the date an individual's PTB is initiated will be considered toward completion of the PTB under the Historical Recognition process.

XI. Credential Expiration and Renewal

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

XII. Appendices

Appendix A - Guidelines for Qualifications Review Committee (QRC)

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

Committee Duties

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

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

Committee Membership, Organization, and Meetings

It is recommended the committee membership be made up of a broad cross-section of the entities, individuals, and disciplines whose applications will be presented for review by the committee. Limit the number of members from any one agency or organization to ensure a balanced and representative structure. Qualified incident management team personnel or other experts can be used to provide depth and expertise as members of the QRC. It is suggested a chair and vice-chair be elected by the membership to serve a specified term.

The QRC will meet a minimum of once a year.

Appeals Process

The QRC will develop an appeals process to handle occasions when an applicant feels an error has been made in the qualifications process. Appeals of the actions of the QRC itself should be in writing directed to the Credentialing Officer no later than 30 days after notification. Appeals should contain (at a minimum) a description of the reason/circumstances leading to the appeal, supporting documentation, and the desired outcome.

Appendix B - Qualifying Exercise and Event Guidelines

The guidelines below are intended to provide consistency and authenticity when an exercise, whether functional or full scale, to evaluate personnel, to these guidelines, can be used to provide an opportunity for Trainees to complete tasks in their Position Task Books, or to maintain qualification currency for an ICS position identified within this guide. The exercise provider is encouraged to use the Homeland Security Exercise and Evaluation Program (HSEEP) guidance along with these guidelines when developing exercises to ensure a quality training and evaluation opportunity.

IMPORTANT: Exercise players should be given an appropriate level of foundational knowledge through classroom or other learning methods to assure they are sufficiently prepared for an exercise. **Players should not be thrown into an exercise unprepared.** Exercises are NOT where the fundamentals are learned, nor are they the appropriate venue for demonstrating performance without adequate preparatory learning and practice opportunities.

Required Exercise Attributes for AHIMT Course Equivalency

The exercise components listed below are the required criteria for exercises used for Type 3 Incident Management Team Command and General Staff positions as equivalent to the training course – O305 All-Hazards Incident Management Team as denoted in the IMTPD qualifications tables.

Preparatory Training

- Preliminary training should be completed before undertaking the exercise, to include
 - All the ICS courses through the 400 level
 - Position-specific training appropriate to the position to be played
 - Team development and changes to team dynamics due to stress or other factors
 - Individual stress management
 - Team decision-making in a high-consequence stressful environment.
 - Previous experience as a Trainee in the position to be played on incidents, events, or qualifying exercises is advised.
 - The DHS All-Hazards Planning Process video should be viewed prior to or at the beginning of the exercise as a review. Each step of the “Planning P” must be accomplished at least once. Role players or scripted handouts must be provided for each key player discussed in the “Planning P” (e.g., Agency Administrator, Unified Command, etc.).

Exercise Components

- The exercise must be operations-based, either a functional or full-scale exercise.

- The exercise or simulation must take into account two operational periods, to include, at a minimum:
 - Current real-time or compressed-time incident response oversight
 - Development and production of an Incident Action Plan (IAP) for the next operational period.
- The player IMT's organization must have an Incident Commander Type 3, all General Staff positions filled, and the following Command Staff positions filled:
 - Public Information Officer
 - Safety Officer
 - Liaison Officer is encouraged but not required
 - Other Command Staff positions are optional
- The complexity of the incident must be Type 3.
- Injects (incident information including events, messages that can be delivered by way a variety of different media including role players in person, radio, written, etc.) must include:
 - Simulated activities occurring on the incident that need attention.
 - Simulated external influences from:
 - Agency Executives
 - Elected Officials
 - Media
 - Stakeholders and public
- Injects must include information that must be shared with other IMT members in order to practice and demonstrate essential elements of information sharing and closing information loops.
- An adequate number of injects must be designed and provided to cause each member of the IMT to be engaged in the ongoing incident response as well as the planning process.
- Scenario should be Unified Command, multi-jurisdictional (preferred), or multi-agency in the same jurisdiction.
- There must be an ordering process established through an Emergency Operations Center (EOC) or simulated EOC. The incident must require more resources for the next operational period than are available on the incident during the current operational period.
- All applicable ICS forms must be completed for a complete IAP, including intermediate forms such as the ICS-215 and ICS-215a.

After Action Review and Evaluation

- Exercise Players must be evaluated by personnel who are currently qualified in that position or a position that supervises this position in the ICS organization.
- The following elements must be evaluated:
 - Compliance with and quality of execution of the Planning process specifically focusing on:

- Agency Administrator or Executive Briefing
- Unified Commander meeting
- Tactics meeting
- Planning meeting
- Quality, completeness, and effective use of ICS forms
- Quality and completeness of the Incident Action Plan (IAP)
- How well strategies and the tactical plan (including the IAP) will meet the Agency Administrator or Executive's direction
- Effective information sharing among the different IMT positions
- Ability to perform the functional duties of assigned position
- Effectiveness of Unified Command
- Unified Objectives
- Shared Resources
- Appropriateness of placed or planned resource orders
- Use of a Unified Ordering Point or system
- Unified organization reflected in the IAP or current org chart
- Ability to process information, respond appropriately within functional responsibilities and make adjustments (response to injects)
- Appropriate emphasis on risk management/safety
- Personal traits such as effectiveness of decisions made under stress, demonstrated leadership, attitude, initiative, mutual respect, and team player qualities
- Quality and completeness of the Operational Briefing

Qualifying Exercise Attributes

An exercise in which Trainee's have tasks evaluated and initialed; or, the exercise is used to maintain qualification currency, should meet all the criteria given for *Exercise Attributes for AHIMT Course Equivalency* with the following exceptions and differences:

- The real-time exercise period must last at least one day (8 hours, including evaluation).
- Filled Type 3 Incident Management Team positions must include:
 - Incident Commander
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
- For Position Task Book task evaluation: The complexity of the incident must match the Type rating of the Incident Management Team position. A Trainee must be evaluated by personnel currently qualified at an equivalent position or a position that supervises in ICS or the same qualification but a higher type (e.g. a Type I Public Information Officer can evaluate a Type 3 Public Information Officer)

- For currency: The Incident Management Team position played must be listed as one that maintains currency in the relevant IMTPD qualification table.

Qualifying Event Attributes

An Event in which Incident Management Team Trainee's have tasks evaluated and initialed; or, the Event is used to maintain qualification currency, should meet all the criteria given below:

Criteria

- The Event is complex enough to require an IMT Type 3 or higher to manage.
- Sharing of information between IMT members is necessary in order to close critical decision loops.
- The Event must span at least two distinct periods of time in which the entire Incident Management Team is involved - to include, at a minimum:
 - Development and production of an Event Action Plan (EAP)
 - On-scene Event Management
- Time spent as an entire IMT planning for and providing on-scene Event Management must encompass a minimum of two full days (sixteen or more hours).
- Filled Type 3 Incident Management Team positions must include:
 - Incident Commander
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
- Event influences should include:
 - Agency Administrators or Executives of some entity to set out what the goals are – what success looks like
 - Elected Officials
 - Media
 - Stakeholders and public
- Event should involve Unified Command, multi-jurisdictional (preferred), or multi-agency in the same jurisdiction.
- All applicable ICS forms must be completed for a complete EAP, including intermediate forms such as the ICS-215 and ICS-215a.
- For Position Task Book task evaluation: The complexity of the incident must match the Type rating of the Incident Management Team position. A Trainee must be evaluated by personnel currently qualified at an equivalent position or a position that supervises in ICS or the same qualification but a higher type (e.g. a Type I Public Information Officer can evaluate a Type 3 Public Information Officer)
- For currency: The Incident Management Team position played must be listed as one that maintains currency in the relevant IMTPD qualification table.

Appendix C – Incident Management Team Position Description Tables

Introduction

This document contains draft Qualification Tables for Incident Management position titles under the National Incident Management System (NIMS). Individuals who meet these qualifications can be determined to be credentialed if their identity and authorization for deployment is also verified.

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

Qualification Criteria

The categories of criteria listed are defined as follows:

Training	Instruction and/or activities that enhance an individual's core knowledge, increase skill set and proficiency as well as strengthen and augment abilities. Coursework is considered to be a primary means by which personnel can adequately prepare for successful position performance evaluation.
Experience	The activities an individual must accomplish, generally within the context of actual or simulated incidents or events, to prepare for and demonstrate proficiency at the tasks identified in a position's Position Task Book.
Physical/Medical Fitness	Physical and medical considerations, that when applied, help to ensure safe performance in potentially hazardous environments.
Currency	Functioning in the ICS position or related position during a qualifying incident, event or exercise (simulation) at least once every five years.

Equivalency

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

Direct Entry Positions

For many of the Type 3 positions delineated below – direct entry is allowed. Direct entry allows for an individual to pursue qualification directly into a mid or upper level ICS position without qualifying previously in positions that are subordinate to the target position. However it important to note that some of the Position Task Books for the direct entry positions listed below include tasks whereby the position Trainee must demonstrate satisfactory performance in subordinate positions that could be filled in a complete ICS organization. This is correctly aligned with a foundational principle of the Incident Command System (ICS) which requires that when a lower position is not filled in an incident organization, the position above assumes all the functional responsibilities of the unfilled position below. Some of the Position Task Books do not identify specific tasks associated with subordinate positions. However, the ICS principle above must be taken into consideration when evaluating a candidate for a direct entry position. It is critical to ICS reliability that individuals who are qualified into mid or upper level position using this qualification system must be able to perform in a satisfactory manner in subordinate positions.

Direct Entry Target Position	Subordinate Position(s) with associated tasks identified in PTB	Subordinate Position(s), no tasks identified in PTB
Operations Section Chief	Division/Group Supervisor, Task Force/ Strike Team Leader	
Planning Section Chief	Resources Unit Leader, Situation Unit Leader, Documentation Unit Leader, Demobilization Unit Leader	Status Check-in Recorder,
Logistics Section Chief	Facilities Unit Leader, Supply Unit Leader, Ground Support Unit Leader, Communications Unit Leader	Medical Unit Leader, Food Unit Leader
Finance/Administration Section Chief	Time Unit Leader, Procurement Unit Leader, Compensation and Claims Unit Leader, Cost Unit Leader	
Division/Group Supervisor	Task Force/ Strike Team Leader	

Name of Position	<i>Incident Commander (IC)</i>
Description	An <i>Incident Commander</i> has overall authority and responsibility for conducting incident operations, and is responsible for the management of all incident operations at the incident site.
TYPE	TYPE-3
Category	Criteria
Prerequisite Qualification	<i>There is no direct entry to qualification for this position. Pre-requisite qualification must be obtained before a Position Task Book for Incident Commander can be initiated (note prerequisite qualification in Experience below).</i>
Training	NOTE: The Incident Commander position has pre-requisite qualifications. Previous training is required to qualify in any one of those positions. Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L950: All Hazard Incident Commander, or equivalent 8. a. O305: All-Hazards Incident Management Team or equivalent Training or Exercise; or 8. b. Successful performance as an IC in an Exercise meeting the criteria listed in this Guide Position-specific training as determined by the QRC
Experience	Completion of the following: <ol style="list-style-type: none"> 1. Qualified as Operations, Planning, or Logistics Section Chief at the Type 3 level. 2. Experience related to incident management at the Type3 level as determined by the QRC. 3. Completion of a Type 3 Incident Commander Position Task Book. 4. Satisfactory performance as an Incident Commander at the Type 3 level.
Physical/Medical Fitness	Compliance with the following: <ol style="list-style-type: none"> 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Type 3 Incident Commander during a qualifying incident, event or exercise (simulation) or functioning as a Type I or 3 Incident Commander, or in a Type 1, 2, 3 General Staff position at least once every five years.

Name of Position	<i>Public Information Officer (PIO)</i>
Description	A <i>Public Information Officer (PIO)</i> is responsible for interfacing with the public and media or with other agencies with incident-related information requirements
TYPE	TYPE-3
Category	Criteria
Pre-requisite Qualification	<i>PIO Type 3 is a direct entry position with no subordinate positions</i>
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L952: All Hazard Public Information Officer, or equivalent 8. a. O305: All-Hazards Incident Management Team or equivalent Training or Exercise; or 8. b. Successful performance as a PIO in an Exercise meeting the criteria listed in this Guide Position-specific training as determined by the QRC
Experience	Completion of the following: <ol style="list-style-type: none"> 1. Experience managing the generation and dissemination of information related to the incident for the public and the media as well as experience in incident management as determined by the QRC 2. Experience with EOC/IMT interface (this experience can be fulfilled by completing E/E/L947) 3. Satisfactory performance as a PIO at the Type 3 level. 4. Completion of Type 3 PIO Position Task Book
Physical/Medical Fitness	Compliance with the following: <ol style="list-style-type: none"> 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Type 3 PIO during a qualifying incident, event or exercise (simulation) at least once every five years.

Name of Position	<i>Safety Officer (SOFR)</i>
Description	An incident <i>Safety Officer</i> is responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety
TYPE	TYPE-3
Category	Criteria
Pre-requisite Qualification	<i>SOF Type 3 is a direct entry position with no subordinate positions</i>
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L954: All Hazards Safety Officer or equivalent 8. a. O305: All-Hazards Incident Management Team or equivalent Training or Exercise; or 8. b. Successful performance as a SOFR in an Exercise meeting the criteria listed in this Guide Position-specific training as determined by the QRC
Experience	Completion of the following: <ol style="list-style-type: none"> 1. Safety experience in strategy and tactics related to the incident as well as experience in incident management as determined by the QRC 2. Experience with EOC/IMT interface (this experience can be fulfilled by completing E/L947) 3. Satisfactory performance as Safety Officer at the Type 3 level. 4. Completion of Type 3 Safety Officer Position Task Book 5. Completion of hazard specific endorsements as determined by the QRC
Physical/Medical Fitness	Compliance with the following: <ol style="list-style-type: none"> 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Type 3 Safety Officer with applicable endorsements during a qualifying incident, event or exercise (simulation) at least once every five years.

Name of Position	<i>Liaison Officer (LOFR)</i>
Description	A <i>Liaison Officer</i> is responsible for coordinating with cooperating and assisting agencies.
Category	Criteria
Pre-requisite Qualification	<i>LOFR is a direct entry position with no subordinate positions. There is no Type distinction for the LOFR position</i>
Training	Completion of the following courses/curricula: 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L956 All Hazard Liaison Officer 8. a. O305: All-Hazards Incident Management Team or equivalent Training or Exercise; or 8. b. Successful performance as a LOFR in an Exercise meeting the criteria listed in this Guide 9. Position-specific training as determined by the QRC
Experience	Completion of the following: 1. Experience coordinating with cooperating and assisting agencies as well as experience related to incident management as determined by the QRC 2. Experience with EOC/IMT interface (this experience can be fulfilled by completing E/L947) 3. Satisfactory performance as a Liaison Officer at the Type 3 level. 4. Completion of Type 3 Liaison Officer Position Task Book
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Liaison Officer with applicable endorsements during a qualifying incident, event or exercise (simulation) at least once every five years.

Name of Position	<i>Operations Section Chief (OSC)</i>
Description	An <i>Operations Section Chief</i> is responsible for all tactical incident operations, including the activation and supervision of ICS organizational elements in accordance with and in execution of the Incident Action Plan (IAP).
TYPE	TYPE-3
Category	Criteria
Pre-requisite Qualification	<i>OSC Type 3 is a direct entry position and has subordinate ICS positions</i>
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L958: All Hazard Operations Section Chief or equivalent 8. a. O305: All-Hazards Incident Management Team or equivalent Training or Exercise; or 8. b. Successful performance as a OSC in an Exercise meeting the criteria listed in this Guide 9. Position-specific training as determined by the QRC
Experience	Completion of the following: <ol style="list-style-type: none"> 1. Experience and development in execution of the operational tactics as related to the incident and with multi-operational period incident management as well as experience in incident management as determined by the QRC 2. Experience with EOC/IMT interface (this experience can be fulfilled by completing E/L947) 3. Satisfactory performance as an Operations Section Chief at the Type 3 level. Completion of Type 3 Operations Section Chief Position Task Book 4. Completion of hazard specific endorsements as determined by the QRC
Physical/Medical Fitness	Compliance with the following: <ol style="list-style-type: none"> 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Type 3 Operations Section Chief with applicable endorsements, or during a qualifying incident, event or exercise (simulation) at least once every five years.

Name of Position	<i>Planning Section Chief (PSC)</i>
Description	A <i>Planning Section Chief</i> is responsible for the collection, evaluation and dissemination as well as the use of information about the development of the incident and status of resources. The <i>Planning Section Chief</i> is responsible for ensuring the safety and welfare of all section personnel.
TYPE	TYPE-3
Category	Criteria
Pre-requisite Qualification	<i>PSC Type 3 is a direct entry position but has subordinate ICS positions</i>
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L964: Situation Unit Leader Course or equivalent 8. E/L965: Resources Unit Leader Course or equivalent 9. E/L962: All Hazard Planning Section Chief, or equivalent 10. a. O305: All-Hazards Incident Management Team or equivalent Training or Exercise; or 10. b. Successful performance as a PSC in an Exercise meeting the criteria listed in this Guide 11. Position-specific training as determined by the QRC
Experience	Completion of the following: <ol style="list-style-type: none"> 1. Experience related to emergency planning and preparedness, report writing and information management as well as experience in incident management as determined by the QRC 2. Experience with EOC/IMT interface (this experience can be fulfilled by completing E/L947) 3. Satisfactory performance as a Planning Section Chief at the Type 3 level. 4. Completion of Type 3 Planning Section Chief Position Task Book
Physical/Medical Fitness	Compliance with the following: <ol style="list-style-type: none"> 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Type 3 Planning Section Chief during a qualifying incident, event or exercise (simulation) at least once every five years.

Name of Position	<i>Finance /Administration Section Chief (FSC)</i>
Description	A <i>Finance/Administration Section Chief</i> is responsible for monitoring sources of funds and cost expenditures to ensure statutory rules that apply are met; tracking and reporting to the IC the financial "burn rate" as an incident progresses; coordinating with the Planning and Logistics Sections so operational records are reconciled with financial documents, and for supervising members of the Finance/Administration Section, when activated.
TYPE	TYPE-3
Category	Criteria
Pre-requisite Qualification	<i>FSC Type 3 is a direct entry position but has subordinate ICS positions</i>
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L973: All Hazard Finance/Administration Section Chief, or equivalent 8. S-260: Interagency Incident Business Management or equivalent 9. a. O305: All-Hazards Incident Management Team or equivalent Training or Exercise; or 9. b. Successful performance as a FSC in an Exercise meeting the criteria listed in this Guide 10. Position-specific training as determined by the QRC
Experience	Completion of the following: <ol style="list-style-type: none"> 1. Experience related to incident management and financial/administrative matters as well as experience in incident management as determined by the QRC 2. Experience with EOC/IMT interface (this experience can be fulfilled by completing E/L947) 3. Satisfactory performance as a Finance/Admin Section Chief at the Type 3 level. Completion of Type 3 Finance/Administration Section Chief Position Task Book
Physical/Medical Fitness	Compliance with the following: <ol style="list-style-type: none"> 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Type 3 Finance/ Administration Section Chief during a qualifying incident, event or exercise (simulation) at least once every five years

Name of Position	<i>Logistics Section Chief (LSC)</i>
Description	A <i>Logistics Section Chief</i> is responsible for providing facilities, services and material support for the incident, including all essential services and support functions needed for the incident management.
TYPE	TYPE-3
Category	Criteria
Pre-requisite Qualification	<i>LSC Type 3 is a direct entry position but has subordinate ICS positions</i>
Training	Completion of the following courses/curricula: 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L970: Supply Unit Leader or equivalent 8. E/L971: Facilities Unit Leader or equivalent 9. E/L967 All Hazard Logistics Section Chief 10. a. O305: All-Hazards Incident Management Team or equivalent Training or Exercise; or 10. b. Successful performance as a LSC in an Exercise meeting the criteria listed in this Guide 11. Position-specific training as determined by the QRC
Experience	Completion of the following: 1. Experience related to facilities, services and material support as well as experience in incident management as determined by the QRC 2. Experience with EOC/IMT interface (this experience can be fulfilled by completing E/L947) 3. Satisfactory performance as a Logistics Section Chief at the Type 3 level. 4. Completion of Type 3 Logistics Section Chief Position Task Book
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Type 3 Logistics Section Chief during a qualifying incident, event or exercise (simulation) at least once every five years

Name of Position	<i>Division/Group Supervisor (DIVS)</i>
Description	A <i>Division/Group Supervisor</i> is responsible for all tactical incident operations, and supervision of resources within their assigned geographic or functional area in accordance with and in execution of the Incident Action Plan (IAP).
Category	Criteria
Pre-requisite Qualification	<i>DIVS is a direct entry position with subordinate ICS positions. There is no Type distinction for the DIVS position</i>
Training	Completion of the following courses/curricula: 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L960: Division/Group Supervisor 8. Position-specific training as determined by the QRC
Experience	Completion of the following: 1. Experience in operational strategy and tactics and incident management at a level commensurate with the scope of the incident as determined by the QRC 2. Satisfactory performance as a Division/Group Supervisor 3. Completion of Division/ Group Supervisor Position Task Book
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Division/Group Supervisor with applicable endorsements during a qualifying incident, event or exercise (simulation) at least once every five years.

Name of Position	<i>Communications Unit Leader (COML)</i>
Description	A <i>Communications Unit Leader</i> is responsible to provide oversight and supervision for their functional unit within their respective section to ensure the objectives established for their section are accomplished.
Category	Criteria
Pre-requisite Qualification	<i>COML is a direct entry position with subordinate ICS positions. There is no Type distinction for the COML position</i>
Training	Completion of the following courses/curricula: 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L969: All Hazards Communications Unit Leader or equivalent 8. Position-specific training as determined by the QRC
Experience	Completion of the following: 1. Experience providing oversight and supervision for units within a respective section in order to ensure the objectives established for their section is accomplished as well as experience in incident management as determined by the QRC. 2. Satisfactory performance as a Incident Communications Technician 3. Satisfactory performance as a Communications Unit Leader at the Type 3 level.
Physical/Medical Fitness	Compliance with the following: 3. Medical requirements established by the employing/sponsoring agency 4. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Communications Unit Leader, Incident Communications Center Manager or Incident Communications Technician during a qualifying incident, event or exercise (simulation) at least once every five years

Name of Position	<i>Facilities Unit Leader (FACL)</i>
Description	A <i>Facilities Unit Leader</i> is responsible to provide oversight and supervision for their functional unit within their respective section to ensure the objectives established for their section are accomplished
Category	Criteria
Pre-requisite Qualification	<i>FACL is a direct entry position with subordinate ICS positions. There is no Type distinction for the FACL position</i>
Training	Completion of the following courses/curricula: 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L971: All Hazards Facilities Unit Leader 8. Position-specific training as determined by the QRC
Experience	Completion of the following: 1. Experience providing oversight and supervision for units within a respective section in order to ensure the objectives established for their section is accomplished as well as experience in incident management as determined by the QRC. 2. Satisfactory performance as a Facilities Unit Leader at the Type 3 level. 3. Appropriate Position Task Book
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Facilities Unit Leader, Logistics Section Chief Type 1 or Type 2, Service or Support Branch Director, Base Camp Manager, or Receiving/ Distribution Manager during a qualifying incident, event or exercise (simulation) at least once every five years

Name of Position	<i>Resources Unit Leader (RESL)</i>
Description	A <i>Resources Unit Leader</i> is responsible to provide oversight and supervision for their functional unit within their respective section to ensure the objectives established for their section are accomplished
Category	Criteria
Pre-requisite Qualification	<i>RESL is a direct entry position with subordinate ICS positions. There is no Type distinction for the RESL position</i>
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L965: All Hazards Resources Unit Leader 8. Position-specific training as determined by the QRC
Experience	Completion of the following: <ol style="list-style-type: none"> 1. Experience providing oversight and supervision for units within a respective section in order to ensure the objectives established for their section is accomplished as well as experience in incident management as determined by the QRC. 2. Satisfactory performance as a Resources Unit Leader at the Type 3 level. 3. Completion of Resources Unit Leader Position Task Book.
Physical/Medical Fitness	Compliance with the following: <ol style="list-style-type: none"> 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Resources Unit Leader ,Planning Section Chief Type 1 or 2, Demobilization Unit Leader or Status/Check In Recorder during a qualifying incident, event or exercise (simulation) at least once every five years

Name of Position	<i>Situation Unit Leader (SITL)</i>
Description	A <i>Situation Unit Leader</i> is responsible to provide oversight and supervision for their functional unit within their respective section to ensure the objectives established for their section are accomplished
Category	Criteria
Pre-requisite Qualification	<i>SITL is a direct entry position with subordinate ICS positions. There is no Type distinction for the SITL position</i>
Training	Completion of the following courses/curricula: 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L964: All Hazards Situation Unit Leader 8. Position-specific training as determined by the QRC
Experience	Completion of the following: 1. Experience providing oversight and supervision for units within a respective section in order to ensure the objectives established for their section is accomplished as well as experience in incident management as determined by the QRC. 2. Satisfactory performance as a Situation Unit Leader at the Type 3 level. 3. Completion of Situation Unit Leader Position Task Book.
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Situation Unit Leader, Planning Section Chief Type 1 or 2 or Field Observer during a qualifying incident, event or exercise (simulation) at least once every five years

Name of Position	<i>Supply Unit Leader (SPUL)</i>
Description	A <i>Supply Unit Leader</i> is responsible to provide oversight and supervision for their functional unit within their respective section to ensure the objectives established for their section are accomplished
Category	Criteria
Pre-requisite Qualification	<i>SPUL is a direct entry position with subordinate ICS positions. There is no Type distinction for the SPUL position</i>
Training	Completion of the following courses/curricula: 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. IS-700: NIMS, An Introduction 6. IS-800: NRF, An Introduction 7. E/L970: All Hazards Supply Unit Leader 8. Position-specific training as determined by the QRC
Experience	Completion of the following: 1. Experience providing oversight and supervision for units within a respective section in order to ensure the objectives established for their section is accomplished as well as experience in incident management as determined by the QRC. 2. Satisfactory performance as a Supply Unit Leader at the Type 3 level. 3. Completion of Supply Unit Leader Position Task Book
Physical/Medical Fitness	Compliance with the following: 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Supply Unit Leader, Logistics Section Chief Type 1 or Type 2, Service or Support Branch Director, Ordering Manger, or Receiving/ Distribution Manager during a qualifying incident, event or exercise (simulation) at least once every five years

Name of Position	<i>Task Force/ Strike Team Leader (TF/ ST)</i>
Description	A <i>Strike Team/Task Force Leader</i> is responsible to provide oversight and supervision within their respective area
Category	Criteria
Pre-requisite Qualification	<i>TF/ST is a direct entry position with subordinate ICS positions. There is no Type distinction for the TF/ST position</i>
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. IS-700: NIMS, An Introduction 5. IS-800: NRF, An Introduction 6. a. E/L984: Task Force/Strike Team Leader; or 6. b. S330: Strike Team/ Task Force Leader or equivalent 7. Position-specific training as determined by the QRC
Experience	Completion of the following: <ol style="list-style-type: none"> 1. Experience providing oversight and supervision for units within a respective section in order to ensure the objectives established for their section is accomplished as well as experience in incident management as determined by the QRC. 2. Satisfactory performance as a Task Force/ Strike Team Leader. 3. Completion of Task Force/ Strike Team Leader Position Task Book
Physical/Medical Fitness	Compliance with the following: <ol style="list-style-type: none"> 1. Medical requirements established by the employing/sponsoring agency 2. Minimum physical fitness standards as required by the employing/sponsoring agency
Currency	Functioning as a Task Force/ Strike Team Leader, Incident Commander Type 3 or Type 4, Operations Branch Director, Operations Section Chief Type 1 or Type 2, Division Group Supervisor during a qualifying incident, event or exercise (simulation) at least once every five years