



# **Tennessee Incident Management Qualifications System Guide**

State of Tennessee

National Incident Management System (NIMS)

Incident Command System (ICS)

All-Hazards Incident Management

Qualifications System Guide

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**Version 2.0**

## MAINTENANCE

The preparation and revision of the State of Tennessee Incident Management Qualifications System (TIMQS) Guide will be the responsibility of the Tennessee All-Hazards Incident Management Governance Committee (GC) in conjunction with the:

- 1) Credentialing and Qualification Committee (CQC) and the
- 2) Training, Education, and Membership Committee (TEMC)

The CCQ and the TEMC will review the document bi-annually and provide proposed updates to the GC to reflect any necessary changes. The GC will update this guide every two years unless the committee votes to update more frequently.

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06/05/2023	F: All-Hazards Staging Area Manager p.73 addition of STAM course requirement
06/05/2023	F. Individual Position Qualifications p.88 ITSL addition to TIMQS
06/05/2023	Appendix C, CQC Business rules p.94-95 addition to TIMQS
06/05/2023	Appendix D, TEMC Business rules p.96-97 addition to TIMQS
06/05/2023	Appendix E, Communications Credentialing Sub-Committee p.98-99 addition to TIMQS
08/28/2023	Appendix F, AHIMT Position Descriptions p.100-131 addition to TIMQS

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## I. Overview

### A. Authority

The development and administration of programs to provide on-scene Incident Management assistance and Emergency Management Support or Emergency Operations Center (EOC) Support Teams are critical to Tennessee's preparedness to respond to and recover from disasters. State law and Executive Order clearly outline the authority and responsibility to develop, implement, and administer these programs. Tennessee Code Annotated (TCA) 58-2-106 tasks the Tennessee Emergency Management Agency (TEMA) with responsibility to establish the structure, procedures, and chain of command during disaster response and recovery activities. Furthermore, TEMA is tasked with communications planning, coordination of mobilizing emergency management forces, implementation of continuous training, and creation and administration of programs to facilitate the preparedness for, response to, and recovery from emergencies and disasters.

State agencies and local governments are similarly tasked to participate as part of the emergency management forces of the state and to support the emergency management program of the state by making available both material and personnel resources per State Code TCA 58-2-110 and 114.

Tennessee adopted the National Incident Management System (NIMS) by Executive Order #23 on June 28, 2005. The adoption of NIMS includes incorporating the principles of NIMS and the Incident Command System into the structure of emergency response preparedness, response, and recovery plans and procedures.

### B. Scope

This document contains the processes and procedures that guide the State of Tennessee in building and maintaining a deployable workforce of qualified, certified, and credentialed personnel to manage and support incidents of all types and sizes. The qualifications and credentialing process is consistent with the most recently published National Incident Management System Guideline for the National Qualification System (NQS). By adopting this process, TEMA ensures responders within Tennessee are prepared to perform the responsibilities associated with their specific incident-related positions.

Adherence to and consistency with the NQS are achieved by following NQS concepts and principles of qualifications and credentialing found in the November 2017 edition of the Guide. Those concepts and principles are further refined in the most recently published All-Hazards Incident Management Teams Association (AHIMTA) Interstate Incident Management Qualification System (IIMQS). The FEMA NQS and the AHIMTA IIMQS share common processes, procedures, and language and are considered functionally equivalent. The primary differences are the additional direction and details in IIMQS processes and procedures that assist entities in developing a qualification guide. Page 1 of the NQS states jurisdictions can use locally developed procedures that follow the NQS guidance:

“Many organizations and jurisdictions have already established processes for qualifying, certifying, and credentialing incident management and support personnel. This Guideline does not replace these procedures. Rather, it helps AHJs [Authorities Having Jurisdiction] build or refine qualification, certification, and credentialing processes to be effective and consistent nationwide.”

This document shall be referred to as the Tennessee All-Hazards Incident Management Qualifications System (TIMQS) Guide. The TIMQS contains the processes and procedures to qualify, certify, and credential personnel for the NIMS ICS positions typically needed to staff an All-Hazards Incident Management Team (AHIMT) and the supporting ICS positions at the Type 3 complexity level at which AHIMT resources are mobilized. The TIMQS is focused on Type 3 qualifications. As FEMA’s NQS and AHIMTA’s IIMQS are expanded to include the Type 2 qualifications, the TIMQS should be updated to reflect those changes within six (6) months of the recognition of any additions.

## **1. Recognition of Other Qualifications Systems**

The TIMQS recognizes that some departments and/or entities<sup>1</sup> are using established qualifications standards, such as the PMS 310-1 Wildland Fire Qualification System Guide used by the National Wildfire Coordinating Group (NWCG). Departments or entities that currently use standards established by other qualifications entities should, when practical, transition to the use of TIMQS. Departments that must continue to use either PMS 310-1 qualification standards or other discipline-developed qualifications standards should use them in conjunction with the TIMQS through the use of qualification “endorsements” under development by that discipline, primarily in the functional areas of Operations and Safety. The application, implementation, and use of endorsements will be guided by NIMS doctrine as the use of endorsements is developed.

## **2. Minimum Standards**

- a) The TIMQS represents the State of Tennessee’s minimum personnel qualifications established for inter-state, intrastate, Emergency Management Assistance Compact (EMAC) requests, and national mobilization purposes under the NIMS. The positions listed include Command and General Staff and ICS positions identified within several disciplines that are frequently called upon during an incident or preplanned event.
- b) Personnel mobilized by the State of Tennessee should meet the established credentialing standards in this Guide. During the implementation of the TIMQS, provisional or conditional credentials may be issued.
- c) In addition to the positions referenced by the TIMQS, local AHJs may develop and maintain their own unique lists of local AHJ-specific ICS positions with qualifications for use within these local entities.

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<sup>1</sup> The terms “entity” and “entities” are all-encompassing terms to describe the various types of political subdivisions (Local, State, Tribal, Territorial, insular area, territories, provinces, parishes, and Federal Government) or non-governmental and private-sector companies referred to in that context.

- d) Within its entity, local AHJs may also add to the TIMQS standards to meet their specific needs. However, the local AHJ cannot impose that higher standard on another local AHJ within Tennessee unless by mutual agreement.
- e) By adopting the latest published AHIMTA IIMQS standard for use within Tennessee, TEMA and the local AHJs understand that the TIMQS may add to or augment the minimum standards or require more restrictive standards for incident personnel to meet specific needs within the state. However, TEMA and other local AHJs should not require those additional or more restrictive standards when requesting AHIMT assistance from other states, unless actual or anticipated conditions at the scene of an incident or event require a higher level of physical fitness, qualification, or an endorsement for a particular position.

### **C. Principles of TIMQS**

The following principles guide the implementation and ongoing management of the TIMQS:

1. Successful performance of the tasks in the appropriate Position Task Book (PTB) is the definitive component of Tennessee's performance-based qualification system. As the core of the TIMQS, evaluation of a trainee's performance of the PTB competencies is to be rigorously applied – whether through traditional trainee assignments or through the Recognition of Prior Learning (RPL) process.
2. The TIMQS adopts and uses the AHIMTA PTBs as the minimum performance criteria for Tennessee's qualifications system. If an individual is seeking qualifications for a position where no AHIMTA PTB exists, then the CQC will decide on an appropriate replacement until an AHIMTA PTB has been developed. PTB guidelines are found in Section IX, Position Task Books.
3. The criteria outlined in the TIMQS Position Qualification Requirements (PQRs) are considered the minimum personnel qualifications for the position.
4. Personnel who are qualified in a position before the implementation of a TIMQS revision may retain their certification. The GC has the authority to modify certification requirements of positions to require currently certified individuals to complete additional training or experience if there are significant circumstances that would justify such an addition.
5. Authority and Access: Being credentialed for identity and qualification is not authority for any person to self-deploy. Authorization for deployment may consist of order numbers, EMAC Request for Assistance (REQ-A), or travel authorizations with a stated purpose. Generally, persons that self-deploy without authorization should expect to be turned away from the incident scene. Public safety personnel tasked with controlling access are responsible for denying access to unsafe or controlled areas by persons who are not credentialed or do not have proper authorization to deploy.



## II. Definitions

The definitions contained in this chapter apply to the terms used within the TIMQS and the Tennessee AHIMT program. Where terms are not defined in this chapter or subsequent chapters, they will be considered to have their ordinarily accepted meanings within the context in which they are used.

### A. Incident Management Team-Related Definitions

#### 1. Incident Management Teams (IMTs) (general definition)

Incident Management Teams (IMTs) are Incident Command System organizations made up of the Incident Commander (IC) or Unified Command (UC), the necessary Command and General Staff members, and other ICS positions considered appropriate by the team's Sponsoring Agency that can be deployed or activated when needed to manage an incident or event safely, effectively, and efficiently. Team members are trained and qualified to function in their assigned positions of the NIMS ICS. Pre-established Incident Management Teams exist at National, State, and Local levels and have formal notification, deployment, and operational procedures in place. In other cases, ad hoc teams are formed at an incident from a pool of available, qualified individuals. The NIMS uses resource typing as a method to define and categorize incident resources by their performance capability. Teams are currently typed for use at different levels of complexity (Type 1, 2, 3, or 4) according to the qualifications of the team members. The levels of qualifications of the members, coupled with the team's identified response capabilities and responsibilities, are factors that determine a team's capability of handling a specific incident complexity level. The complexity of an incident may be useful in determining the appropriate type of a team to be requested. See Appendix A, *Incident Complexity*. Incident Management Teams are further defined below.

##### a) All-Hazards Incident Management Team (AHIMT)

An All-Hazards Incident Management Team (AHIMT) is an Incident Management Team that is Multiagency/Multijurisdictional in membership and formed and managed at the State, regional, Tribal, or Local level. An AHIMT uses either the FEMA National Qualifications System (NQS) components or the AHIMTA IIMQS components while developing their qualifications and training program. An AHIMT is a rapidly deployable team of trained and qualified personnel that provide initial responders with either assistance or management of major and/or complex incidents that may extend into multiple operational periods and may require a written Incident Action Plan (IAP). The AHIMT personnel have backgrounds in different disciplines, including: fire, rescue, emergency medical service, law enforcement, public health, public works, emergency management, hazardous materials, and others. Tennessee's AHIMT program is focused on developing ICS positions and using AHIMTs.

##### b) Incident Management Assistance Teams (IMATs) (State, Local, Tribal, and Territorial term)

Numerous State, Local, Tribal, and Territorial (SLTT) entities sponsoring AHIMT programs build their programs on the foundation that they will only assume a role

supporting the “in-place” and already-on-scene incident management structure being provided by the requesting entity. The decision only to provide assistance was made in response to jurisdictional “home rule” and “Dillon’s Rule” authorities and restrictions in an effort to eliminate the perception that someone from outside the entity might be coming in to take over the local personnel’s incident. To clarify their role of only assisting a requesting entity, many SLTT entities insert the word “assistance” into the All-Hazards Incident Management Team acronym and refer to the team as an All-Hazards Incident Management Assistance Team (AHIMAT) instead of an AHIMT. Under that scenario, the IC/UC, selected Command and General Staff, and possibly unit leader positions, if already filled with the entity’s personnel, continue to be staffed by personnel from that entity. The incoming AHIMT or AHIMAT provides assistance by staffing needed vacant positions and functioning as Assistants, Deputies, or in support/mentor roles in the other positions. The incoming AHIMAT’s role is to assist in making the local entity successful by providing the additional incident management expertise and knowledge of applying the planning process to larger and more complex incidents.

**c) Incident Management Assistance Teams (FEMA-sponsored)**

The Federal Government also uses the term IMAT to define FEMA-specific teams that provide a forward Federal presence to facilitate the management of the National response to catastrophic incidents within a State. These teams typically deploy to and work out of a FEMA Joint Field Office (JFO) and will not assume the role of a state or local Incident Management Team or Incident Management Assistance Team. The primary mission of a FEMA IMAT is to deploy to an incident or incident-threatened venue; establish or assist in staffing a JFO; provide leadership in the identification and provision of Federal assistance; and coordinate and integrate inter-jurisdictional response in support of an affected State or Territory.

**d) Incident Management Teams (Federal Agency Sponsored-NWCG Qualified)**

Federal land management agencies sponsor NWCG-qualified IMTs including National Area Command, National Incident Management Organization (NIMO), and Type 1, 2, and 3 teams. The federally sponsored teams are limited to deployments within the current Federal mobilization system (e.g., Stafford Act declarations through ESF #4).

**e) Incident Management Teams (Discipline- or Agency-Focused and -Sponsored)**

A discipline-focused IMT is typically composed of members exclusively or primarily from one discipline or agency, or from closely related disciplines that are designated to respond to incidents related to those disciplines. They use a qualifications system developed and managed by an organization the discipline recognizes as the authority. Examples include the U.S. Coast Guard and the Food and Drug Administration’s (FDA’s) Food Emergency Response Teams.

**f) Incident Support Teams (IST) (FEMA Urban Search & Rescue-Sponsored)**

The mission of the Urban Search & Rescue (USAR) Incident Support Team (IST) is to provide Federal, State, and Local officials with technical assistance in the acquisition

and use of ESF #9 resources through advice, incident command assistance, and management and coordination of US&R Task Forces, and to obtain ESF #9 logistical support. The IST acts as a liaison with state and local officials as well as to prepare for the support of incoming USAR Task Forces.

## **B. Qualifications System-Related Definitions**

### **1. Appeals Subcommittee**

The Appeals Subcommittee is a three-member subcommittee appointed by the Credentialing and Qualifications Committee chair for the purpose of reviewing appeals under Section VII(D), *Appeals*.

### **2. Authority Having Jurisdiction (AHJ)**

The Authority Having Jurisdiction (AHJ) is an organization, office, or individual having statutory responsibility for enforcing the requirements of a code or standard or for approving equipment, materials, and installation or a procedure. For the specific purposes of this Guide, the relevant AHJ is the Tennessee Emergency Management Agency. Other references to AHJ will note a qualifier such as “State” or “Local” or “Other Local” AHJ, if necessary.

### **3. Behavior**

A description of an observable activity or action that groups together similar tasks necessary to perform the specific activity. See also **Competency** and **Task**.

### **4. Certification**

The process of authoritatively attesting that individuals meet qualifications established for incident management or support functions and are, therefore, qualified for specific positions. Certification of personnel ensures personnel possess a minimum level of training, experience, physical and medical fitness, and capability appropriate for a particular position.

### **5. Certifying Official**

The Certifying Official is the official who has the authority for reviewing and evaluating documentation, confirming the completion of relevant position requirements, and determining whether the trainee should be granted certification. The Director of the Tennessee Emergency Management Agency (TEMA), as the Certifying Official, has delegated responsibility for certification to the Governance Committee.

### **6. Coach/Trainer**

A Coach/Trainer is an individual that provides instructions and mentoring to a trainee, whether in the classroom, on the job, at a planned event, or on an incident. The Coach/Trainer must be qualified in the position they are coaching or must supervise that position in the ICS system. The Coach should not perform the duties of the Evaluator at the same time, ensuring the integrity of the qualifications system is preserved. The TIMQS encourages the use of Coaches/Trainers qualified under NWCG, U.S. Coast

Guard, or other recognized qualification systems if TIMQS-qualified Coaches/Trainers are not available.

## **7. Competency**

Competency refers to a broad description that groups together the behaviors necessary to perform a specific function. Competencies are a national benchmark and are agreed to by major ICS training organizations. These competencies form the basis for position-specific training, Position Task Books (PTBs), job aids, and other performance-based documents. See also **Task** and **Behavior**.

## **8. Credentialing**

Credentialing is the process of providing documentation that identifies personnel and authenticates and verifies their qualification(s) for a particular ICS position.

## **9. Credentialing Authority**

The person or organization that has the authority to credential personnel for a specific entity or organization. In Tennessee, this is the Tennessee Emergency Management Agency (TEMA).

## **10. Credentialing and Qualifications Committee (CQC)**

The Credentialing and Qualifications Committee, a committee established by the Tennessee All-Hazards Incident Management Team Governance Committee Charter, is responsible for the establishment and management of the process to ensure members meet nationally accepted standards for NIMS ICS positions. See Section IV(B), *Credentialing and Qualification Committee*.

## **11. Credentialing Official**

The Credentialing Official is the individual who has authority to sign and issue individual credentials after the approval of the Certifying Official and to maintain records of the qualifications the employees in that organization hold. The Tennessee Team Development Manager has been delegated the responsibility of the Credentialing Official.

## **12. Criteria**

A listing within the position qualifications that includes the minimum criteria that a trainee must meet for qualification.

## **13. Currency**

Successful performance on a qualifying incident, event, or exercise in a position or associated position for which an individual is qualified, at least once within the Currency Interval indicated in the Position Qualification Requirements, during a qualifying incident, event, or exercise. See Section VII, *Maintenance, Loss of Certification, Decertification, and Recertification*.

## **14. Decertification**

A process whereby an individual's position(s) qualifications or credentials are removed, making him/her ineligible for deployment in that position.

## **15. Direct Entry**

ICS positions that have no requirements for gaining qualification in a subordinate position are referred to as “Direct Entry” positions. The Direct Entry process permits personnel to be qualified for certain supervisory positions without previously obtaining any subordinate position qualifications. The AHIMTA PTBs have been designed to complement the Direct Entry process by including the performance of certain critical skills of the subordinate positions to ensure the Direct Entry position possesses the necessary knowledge, skills, and abilities to function properly. See Section C of **Appendix B**, *Direct Entry Positions at the Type 3 Level*.

## **16. Emergency Management Assistance Compact (EMAC)**

The Emergency Management Assistance Compact (EMAC), established in 1996, is a congressionally ratified interstate mutual aid compact that provides a legal structure by which States affected by a catastrophe may request emergency assistance from other States.

## **17. Emergency Operations Center (EOC)**

The physical location where the coordination of information and resources normally takes place to support incident management (on-scene operations) activities. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within an entity.

## **18. Endorsements**

Knowledge and skills in a specific discipline that have been identified and demonstrated as needed to manage an incident involving that discipline (e.g., hazardous materials, wildland fire, Urban Search & Rescue) may require approval or an endorsement by the organization that has identified the additional knowledge and skills necessary. In most cases, these situations may be solved through the recruitment and use of Technical Specialists. There may, however, be situations where an industry association, governmental organization, or group, professional- or discipline-specific, non-profit, or TEMA identifies the need to add discipline or hazard-specific requirements over and above the criteria found in the TIMQS PQRs. The application and use of endorsements are in the developmental stage.

## **19. Entity**

*Entity or entities:* These are all-encompassing terms used to describe the various types of political subdivisions (local, state, tribal, territorial, insular area, territories, provinces, parishes, and Federal Governments) or non-governmental and private-sector companies that may have NIMS ICS-qualified individuals or sponsor an All-Hazards Incident Management Team.

## **20. Equivalency**

An alternate education, training, course, exercise, or experience that is determined to be equivalent to an existing education, training, course, exercise, or experience. Equivalency is determined by the AHJ.

## **21. Evaluator**

An Evaluator is an individual responsible for evaluating a trainee using a Position Task Book (PTB). The Evaluator must be qualified in the position they are evaluating or be qualified in a position that supervises that position in the ICS. Also see #22, *Final Evaluator*.

## **22. Final Evaluator**

The Final Evaluator is the Evaluator who signs the verification statement at the front of the PTB after all tasks have been completed, and by signing is recommending the trainee for certification. The Final Evaluator must be qualified and proficient in the position being evaluated. For a more detailed description, see Section IX (E), *Coach/Evaluator and Final Evaluator Qualifications*.

## **23. Governance Committee (GC)**

The Governance Committee (GC) is established by the Tennessee All-Hazards Incident Management Team Governance Committee Charter. See Section IV(A), *Governance Committee*.

## **24. Hazardous Materials Training**

Several levels of hazardous materials training are defined by the Occupational Safety and Health Administration (OSHA) and are required training for incident responders. Definitions of the levels are given in Section III, *Components of the Qualification System*, and requirements for individual responders are listed in **Appendix B, Position Qualification Requirements**.

## **25. Historical Recognition (HR)**

Historical Recognition (HR) is the process of recognizing an individual's past experience or qualifications as equivalent to the current criteria found in the position qualification criteria for a position. The HR process outlined in the FEMA NQS has been enhanced with additional elements of the Recognition of Prior Learning (RPL) process outlined in the IIMQS and is referred to as the RPL process within TIMQS. During implementation of the overall program, or when ICS positions are subsequently added to the PQR in this Guide and deemed necessary by the GC, the RPL process will be used. See Section V, *Initiating the Qualifications Process – Recognition of Prior Learning*.

## **26. Homeland Security Exercise and Evaluation Program (HSEEP) Exercise(s)**

The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

### **a) Full-Scale Exercise (FSE)**

A Full-Scale Exercise (FSE) is typically the most complex and resource-intensive type of exercise. It combines the interactivity of the functional exercise with the field element involving real (not artificial or synthetic) responders working in real time. It

involves multiple agencies, organizations, and entities and validates many facets of preparedness. An FSE often includes many players operating under cooperative systems such as the Incident Command System or Unified Command.

**b) Functional Exercise (FE)**

Functional Exercises (Fes) are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. An FE does not involve any “boots on the ground” (i.e., first responders or emergency officials responding to an incident in real time). An FE typically focuses on exercising plans, policies, procedures, and staff members involved in management, direction, and command and control functions. In an FE, events are projected through an exercise scenario with event updates that drive activity at the management level. An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

**27. Incident Complexity**

Incident complexity is a characterization used to describe the level of difficulty, severity, or overall resistance to control, that incident management personnel face while trying to manage an incident or event to a successful and safe conclusion or to manage one type of incident compared to another type. See **Appendix A, Incident Complexity**.

**28. Incident Training Specialist**

An Incident Training Specialist is an individual assigned to an incident (usually within the Planning Section) to identify evaluation opportunities; assist trainees, Coaches/Trainers, and Evaluators with proper documentation; conduct progress reviews; and answer qualifications questions as needed. The Training Specialist works with the Incident Management Team to ensure any trainees have qualified Coaches/Trainers or Evaluators that can make an accurate and honest appraisal of a trainee’s performance. The Training Specialist may issue a PTB after approval from the individual’s employing or sponsoring entity.

**29. Interstate Incident Management Qualification System (IIMQS)**

The Interstate Incident Management Qualification System (IIMQS) is the standard developed by the AHIMTA for qualifying personnel in ICS positions associated with the Type 3 resource typing level. In the future, Type 2 and Type 1 resource typing levels will be included for mobilization across State borders. The Tennessee Emergency Management Agency has adopted the IIMQS standard and incorporated it into the TIMQS.

**30. NIMS Core Curriculum**

NIMS training develops incident personnel capable of performing necessary functions in their entity or organization, as well as assisting when mutual aid is necessary. NIMS Core Curriculum training courses are those courses identified in the most recently published NIMS Training Program document. The courses are a requirement for all NIMS ICS field positions. The NIMS Core Curriculum is progressive, adding courses as the individual assumes a higher degree of leadership and responsibility. For all

responders, the IS-100 and IS-700 courses are required; for incident personnel with leadership responsibilities, the IS-200 and IS-800 courses are added; for incident personnel designated as leaders or supervisors, the ICS-300 and ICS-400, and other courses identified within the document are required. The NIMS Core Course requirements are listed in **Appendix B, Position Qualification Requirements**.

### **31. National Wildfire Coordinating Group (NWCG)**

The National Wildfire Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among Federal, State, local, Tribal, and territorial partners. NWCG facilitates implementation of approved standards, guidelines, qualifications, and training under NIMS-ICS principles.

### **32. Operational Period**

The period of time established for execution of a given set of operation actions as specified by the Incident Commander. Operational Periods can be of various lengths, although usually not longer than 24 hours.

### **33. Participating Agency**

Participating Agency is an entity (State, Local, Tribal, nonprofit, or private organization) that has executed an agreement with a Sponsoring Agency to participate in an AHMT.

### **34. Physical Fitness**

Physical Fitness refers to the fitness levels responders are required to meet to be considered sufficiently physically fit to deploy to incidents and events. The TIMQS delegates responsibility to the entity that employs or sponsors the responder, the responsibility for using the provided guidelines to establish physical fitness standards, for applying appropriate testing methods to validate physical fitness, and for monitoring and certifying the fitness of their personnel credentialed under the TIMQS. See Section III(C), *Physical/Medical Fitness* for overall physical fitness guidance and **Appendix B, Position Qualification Requirements** for the individual physical fitness requirements for each ICS position.

### **35. Position Performance Assignment (also called a “Trainee Assignment”)**

An assignment on an incident or qualifying exercise of an individual that is working as a trainee with an open PTB in the position for which the individual is working towards certification. The trainee is being actively trained or coached by a Coach/Evaluator in a position during an assignment or is actually performing the task under the supervision of a qualified individual while completing the task identified in the PTB and while being evaluated for the required experience to become certified. See **Appendix B, Position Qualification Requirements**.

### **36. Position Qualification Requirements (PQRs)**

The Position Qualification Requirements (PQRs) are defined as the portion of an ICS Position Description, or an ICS Position Qualification, or an ICS Position Qualification Requirement, that states which Training, Experience, Physical/Medical Fitness, and



Currency are necessary for an individual to have to be considered qualified in that position. See **Appendix B, Position Qualification Requirements**.

### **37. Position Task Book (PTB)**

A Position Task Book (PTB) describes the minimum competencies, behaviors, and tasks required to qualify or recertify for a position and documents a trainee's performance of given tasks. The use of the AHIMTA PTBs are incorporated into the TIMQS.

### **38. Position Task Book Initiation**

The action of formally issuing a PTB to a trainee under the guidelines in the TIMQS.

### **39. Prerequisite Training**

Training an individual must be complete before they can be certified in a position. (Training may be completed before a PTB is initiated or during the PTB evaluation process.)

### **40. Prerequisite Qualification**

Required qualification(s) an individual must possess or obtain before a PTB can be initiated.

### **41. Qualification**

The process of enabling personnel to perform the duties of specific positions and of documenting their demonstration of the capabilities and competencies that those positions require.

### **42. Qualification Review Committee and Qualification Review Board (QRC/QRB)**

The Qualification Review Committee and the Qualification Review Board (QRC)/(QRB) are committees mentioned in NQS and IIMQS that may be delegated the responsibilities of the Certifying Official. In Tennessee, the Director of TEMA, as the Certifying Official, delegated the QRC/QRB responsibilities for certification within NQS and IIMQS to the Governance Committee.

### **43. Qualifying Exercise**

An exercise or simulation meeting the requirements contained in Section X, *Qualifying Incident, Event, and Exercise Guidelines*. 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 PTBs or meet the currency requirement to maintain qualification.

### **44. Qualifying Incident/Event**

An incident or event that meets the requirements of incident complexity, duration of time, and relevancy to the ICS position that are necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the ICS position they are filling. See Section X, *Qualifying Incident, Event, and Exercise Guidelines*.

#### **45. Recertification**

A process wherein the AHJ determines what training, tasks, or experience an individual must perform to requalify or have their qualification for a position reinstated.

#### **46. Recognition of Prior Learning (RPL)**

Recognition of Prior Learning (RPL) is a performance-based evaluation process to assess an individual's prior experiences and training to determine competency in a position. This is based on the premise that the candidate has already performed the job or performed in a position very similar to the one desired. RPL is the process whereby an individual provides documentation of their experiences, training, and knowledge and, if necessary, is confirmed with an interview panel consisting of subject matter experts (SMEs) or credentialed individuals. The Historical Recognition process outlined in the FEMA NQS has been combined with additional elements of the Recognition of Prior Learning (RPL) process outlined in the IIMQS and is referred to as the RPL process within TIMQS. See Section V, *Initiating the Qualifications Process – Recognition of Prior Learning*.

#### **47. Recognition of Prior Learning Peer Review Committee (RPLPRC)**

The CQC will fill the role of a Recognition of Prior Learning Peer Review Committee (RPLPRC) and will review and recommend that an individual has completed the necessary training and experience and qualifies to be certified in a specific ICS position. The Credentialing and Qualifications Committee may defer to one or more SMEs to assist in executing its responsibilities.

#### **48. Recommended Training**

Training whose completion is not required in order to qualify for a position but which is recommended to support the position. This training is identified as a recommendation that may guide an individual to increase knowledge and/or skills. This may be acquired through on-the-job training, work experience, or training. Recommended training is a means by which personnel can prepare for position performance evaluation by obtaining specific knowledge and skills required to perform tasks identified in the PTB.

#### **49. Recommending Official**

The Recommending Official is the appropriate member of the Governance Committee who is recommending the candidate be certified, has the support of the sponsoring organization, and is confirming the trainee's completion of the position requirements. The recommendation is made to the other members of the Governance Committee.

#### **50. Regional Coordinating Committee (RCC)**

A Regional Coordinating Committee (RCC) is a committee established to assist the Sponsoring Agency of a regional AHIMT in carrying out their management and administrative duties. Each RCC consists of 3–7 members with representatives from the Participating Agencies who are members of that region's AHIMT. The Sponsoring Agency (or their representative) chairs the committee.

## **51. Revocation**

The cancellation of certification and withdrawal of credentialing documents from personnel no longer authorized to possess them.

## **52. Single Resource**

An individual qualified in an ICS position that is not a rostered member of an AHIMT. Single Resources are used by AHIMTs to fill vacancies in rostered AHIMTs, fill requests for additional personnel on an incident or event, or augment existing capability.

## **53. Sponsoring Agency**

A Sponsoring Agency is an entity that has assumed the administrative, programmatic, and operational management of an AHIMT participating in the State of Tennessee's AHIMT program.

## **54. Task**

A description of an action or activity needed to perform successfully in a position. Trainees must demonstrate completion of required tasks during the performance of a behavior. See also **Competency** and **Behavior**.

## **55. Task Code**

A code used in the PTB and associated with the situation in which the task may be completed. The situations range from actual on-incident experience to qualifying training exercises to related daily job tasks. The task codes and associated situations are defined in Section IX, *Position Task Books*.

## **56. Technical Specialists**

Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training on established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training to use their specialized skills in the incident environment.

Technical Specialists are typically certified in their fields or professions. No specific ICS qualifications are established for Technical Specialists within TIMQS.

## **57. Trainee (The Individual)**

An individual approved by their employing or sponsoring entity who is preparing to qualify for an ICS position is credentialed as a trainee in that position once prerequisites are met and the PTB has been initiated. A trainee is eligible for formal, on-the-job training. A Position Candidate will not be assigned as a trainee on an interstate or inter-regional incident or event unless the individual has been identified as a trainee with an initiated PTB.

## **58. Training, Education, and Membership Committee (TEMC)**

The Training, Education, and Membership Committee (TEMC) is a committee established by the GC, and is responsible for creation of training standards and standardization of membership, recruitment, retention, initiating PTBs, and continuing

education requirements of AHIMT members in support of the overall program. See Section IV(C), *Training, Education, and Membership Committee*.

### **59. Training Officer**

Within the context of this Guide, 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 or sponsoring entity or from another entity that has been delegated authority to provide the administrative management of the individual's training and qualifications records.

### III. Components of the Qualifications System

This section describes the components in the Position Qualification Requirements (PQRs) and how they relate to TIMQS. The PQRs are Tennessee’s recognized reference describing the minimum criteria that personnel serving in specific incident-related positions must attain before deploying to an incident as a qualified individual. The PQRs describe the specific Training, Experience, Physical/Medical Fitness, and Currency required to achieve and maintain ICS qualifications.

During initial implementation of the TIMQS or the introduction of a newly recognized ICS position into the TIMQS, an alternative to strict adherence to all PQR components may be available for individuals who have gained relevant knowledge, skills, and abilities through training and experience in other qualification systems or through response experience. See Section V, *Initiating the Qualifications Process*.

#### A. Training

Training is instruction and/or activities that enhance an individual’s core knowledge, increase their skill set and proficiency, and strengthen and augment abilities to perform tasks identified in the Position Task Book (PTB). This Guide recognizes that instructive training, combined with hands-on practice, is an important component to adequate development of personnel to perform the duties of Incident Management Team (IMT) positions competently. Coursework is a primary means by which personnel can adequately prepare for successful position performance evaluation. This Guide and the PQRs identify required and/or recommended training for position qualification.

##### 1. NIMS Core Curriculum

NIMS Core Curriculum training courses are those courses identified in the most recently published NIMS Training Program document. The courses are a requirement for all NIMS ICS field positions. The NIMS Core Curriculum is progressive, adding courses as the individual assumes a higher degree of leadership and responsibility. For all responders, the IS-100 and IS-700 courses are required; for incident personnel with leadership responsibilities, the IS-200 and IS-800 courses are added; for incident personnel designated as leaders or supervisors, the ICS-300 and ICS-400, and other courses identified within the document are required. The NIMS Core course requirements are listed in **Appendix B, Position Qualification Requirements**.

##### 2. Position-Specific Training

Position-specific training courses are required to prepare candidates sufficiently for the ICS positions identified within an AHIMT. Training courses listed in the PQR are the most common or best-known courses, but some may have equivalent training options which can be completed to meet the criteria (see Equivalent Training below).

##### 3. Incident Management Team Training

Team training is required for Type 3, 2, and 1 Command and General Staff (C&GS) positions. The complexity of Type 3, 2, and 1 Incidents requires a high level of coordination and collaboration between C&GS members to arrive at and develop

effective decisions such as those provided through a combination of drills, tabletops, and functional and full-scale exercises. AHIMT-related training courses are listed in each PQR in Appendix B, *Position Qualification Requirements*.

#### **4. Emergency Operations Center – IMT Interface Training**

All-Hazards Incident Management Team (AHIMT) members must understand the role of the Emergency Operations Center (EOC) and be effective in their interactions with that coordination entity. It is important to note that experience filling an ICS position (e.g., Planning Section Chief) in only the coordination role of an EOC is not sufficient experience to fully prepare an individual for filling an ICS position on an AHIMT. An individual pursuing qualification for an AHIMT position must, at a minimum, have completed at least one position performance assignment as a member of an AHIMT which is providing on-site command and control. Any IMT/EOC training course requirements are listed in each PQR in Appendix B, *Position Qualification Requirements*.

#### **5. Recommended Training**

##### **(Which Supports Development of Knowledge and Skills)**

Additional training that supports development of knowledge and skills is training courses or job aids that can help to support a position performance assignment. The knowledge and skills necessary for successful completion of the tasks in a PTB are provided in the identified courses but may also be acquired in a variety of ways, including on-the-job training, work experience, and identified formal training as determined by one's own agency.

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

#### **6. Leadership Training**

Leadership skills are essential to the safe and effective management of incidents and events. Each PTB contains leadership tasks. Leadership training, although not specifically mentioned in the PQR, is strongly recommended to fully prepare an individual for position performance assignments.

#### **7. Hazardous Materials Training**

Hazardous materials training should be focused on the “awareness level” referred to in appropriate regulations. The following guidelines can be used to determine the appropriate level: Occupational Safety and Health Administration (OSHA) 1910.120 - Hazardous waste operations and emergency response; National Fire Protection Agency (NFPA) 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents; or NFPA 1072, Standard for Hazardous Materials/ Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications.

## **8. Equivalent Training – Courses and Exercises**

The act of awarding equivalency is a State of Tennessee-specific responsibility carried out through a cooperative effort of the GC, CQC, and the TEMA. A more detailed explanation of the guidelines available for determining equivalency is in Section XI, *Training Course Equivalency*.

## **B. Experience**

In the context of the PQR, 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 PTB.

The TIMQS uses the evaluation of a Position Candidate's competency by an individual who is qualified in the target position as the measure of readiness for qualification and credentialing. The PTB contains the identified competencies, behaviors, and tasks required to demonstrate the individual has become qualified for an ICS position. Because the PTB completion process is central and critical to the procedure for assessing and documenting a candidate's readiness to be credentialed in a performance-based qualification system, standardization of the competencies, behaviors, and tasks listed in a PTB are essential. Standardized qualifications systems ensure all qualified personnel meet or exceed a minimum performance standard.

An individual pursuing credentialing in an Incident Command System (ICS) position is called a "Trainee." A trainee has met all prerequisite qualification requirements, is pursuing qualification in the target position, and has a PTB initiated or validated under the TIMQS guidelines.

- A Position Candidate will not be assigned as a trainee on an interstate or inter-regional incident or event unless the individual has been identified as a trainee with an initiated PTB.
- Some PQRs require that a prerequisite qualification be obtained before a PTB is initiated for the target position.
- Some PQRs indicate that some experience requirements may be met by completing a training course equivalent.

## **C. Physical/Medical Fitness**

Physical Fitness refers to the fitness levels responders are required to meet to be considered sufficiently physically fit to deploy to incident and events.

### **1. Physical Fitness Review and Approval**

The TIMQS delegates to the entity that employs or sponsors the responder the responsibility for using the Physical Fitness Categories and descriptions to:

- Establish standards that approximate the conditions described in the Physical Fitness Categories
- Apply appropriate testing methods to validate the levels of physical fitness indicated

- Monitor and certify the fitness of their personnel who are credentialed under the TIMQS
- Annually, or when indicated by a change in physical fitness that affects the ability to deploy, notify the CQC using the Physical Fitness Verification Form

As part of that responsibility, TIMQS recommends that any employer or sponsor also consider implementing the following optional health and fitness components:

- Baseline medical evaluations
- An evaluation to determine that an individual can meet the physical demands of the position for which they are being qualified
- A comprehensive wellness and fitness program

When developing a method to validate fitness, 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. Consider reviewing 5 CFR § 339.203 - Physical requirements as one of the references.

See **Appendix B, *Position Qualification Requirements*** for the individual physical fitness requirements for each ICS position.

## 2. Physical Fitness Categories

Personnel must meet established physical health and fitness demands for the NIMS ICS position for which they are credentialed for deployment. The fitness levels are categorized as Arduous, Moderate, Light, or None.

### a) Arduous

Duties involve fieldwork requiring physical performance that calls for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time.

Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the incident or event situation and may involve work periods lasting 12 to 14 hours or longer.

### b) Moderate

Duties involve fieldwork requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25–50 pounds, climbing, bending, stooping, squatting, twisting, and reaching.

Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time.

Individuals usually set their own work pace.



**c) Light**

Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health.

Activities may occur at an Incident Command post, base, or camp, and may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting.

Individuals almost always can govern the extent and pace of their physical activity.

**d) None**

Duties are normally performed in a controlled environment, such as an EOC.

**3. Physical Fitness Guidelines**

- a) If an individual is credentialed for multiple positions that have different fitness levels, the most strenuous fitness level shall be required if that position is to be certified.
- b) The fitness levels for Technical Specialist positions are determined by their employing or sponsoring organization.
- c) During the physical fitness validation, an employing or sponsoring entity may enable the credentialing of a responder(s) with one or more disabilities. The employing or sponsoring entity and the individual must establish what reasonable accommodations are needed prior to submitting the Physical Fitness Validation Form to the CQC.
  - If the individual can perform his or her job without any reasonable accommodations, the individual should be credentialed and deploy as any other qualified individual.
  - If the individual requires some identified reasonable accommodations, these accommodations must be provided before the individual accepts an assignment. The individual should not deploy until the needed accommodations are provided. The individual needs to understand deployments are often to emergency locations, and are temporary in nature, and these locations do not have facilities that are ADA-compliant.
  - Reasonable accommodations will often depend on the type of accommodations needed, location of the individual's workplace, and type and length of the incident. It is important to note that when credentialing individuals with disabilities, the need for reasonable accommodations must be addressed before the credentials are issued.

## **D. Currency**

In TIMQS, currency is defined as successful performance on a qualifying incident, event, or exercise in a position or associated position for which an individual is qualified, at least once within the Currency Interval indicated in the Position Qualification Requirements, during a qualifying incident, event, or exercise.

The process for recertifying in a case where qualification is lost due to lack of currency in the position is discussed in Section VII, *Maintenance, Loss of Certification, Decertification, and Recertification*.

## IV. Committee Structures and Responsibilities

This section describes the committees, their roles and responsibilities, membership, selection of leadership, and the protocols for the committees that initiate and manage the qualifications process.

### A. Governance Committee

The Governance Committee (GC) was established by the Tennessee All-Hazards Incident Management Team Governance Committee Charter.

The GC is composed of representatives from several agencies and is chartered to provide overall direction for Tennessee's All-Hazards Incident Management program, including the development and maintenance of Tennessee's National Incident Management System, Incident Command System, qualifications program guidance, and supporting documents for All-Hazards Incident Management Teams.

Under authority of the charter, the GC will execute the following duties:

- Identify and support entities that agree to sponsor an AHIMT
- Establish the Credentialing and Qualifications Committee (CQC) and appoint members as needed
- Establish the Training, Education, and Membership Committee (TEMC) and appoint members as needed
- Establish the Regional AHIMT Coordinating Committees
- Review and make a final recommendation that an individual has completed the necessary training and experience and qualifies to be certified in a specific ICS position
- Annually review the status of the program and AHIMTs. Discuss recommendations with TEMC, RCC, and CQC. Implement as appropriate

The mission of the GC is to provide a coordinated multidisciplined approach to the management of minor, major, or catastrophic disasters and large-scale or complex incidents and preplanned events that will improve the ability of State and Local emergency management personnel to prepare and implement emergency management plans and programs.

#### 1. Membership

The GC will be composed of two representatives from each of the following agencies and/or associations:

- Tennessee Emergency Management Agency
- Tennessee State Fire Marshal's Office
- Tennessee Division of Forestry
- Emergency Management Association of Tennessee
- Tennessee Fire Chiefs Association

Note: Additional information pertaining to the GC can be found in the Governance Committee Charter.

## **B. Credentialing and Qualification Committee**

The Credentialing and Qualifications Committee (CQC), a committee established by the Tennessee All-Hazards Incident Management Team Governance Committee Charter, is responsible for the establishment and management of the process to ensure members meet nationally accepted standards for NIMS ICS positions.

The CQC's purpose is to enhance the professional credibility of the position qualifications earned through the TIMQS process.

- The CQC is delegated the responsibilities of the Certifying Official.
- The CQC functions as the Qualifications Review Committee for the TIMQS.
- The CQC functions as the Recognition of Prior Learning Peer Review Committee (RPLPRC) during the RPL process to review recommend that an individual has completed the necessary training and experience and qualifies to be certified in a specific ICS position.

### **1. Membership**

The CQC membership includes a broad cross-section of entities, individuals, and disciplines. Membership consists of:

- Five representatives from the Tennessee Fire Chiefs Association
- One representative from each of the three (East, Middle, and West) grand divisions from the Emergency Management Association of Tennessee
- One law enforcement representative from the Municipal Technical Advisory Service (MTAS) or representative of Municipal or State law enforcement agency
- One law enforcement representative from the County Technical Assistance Service (CTAS) or representative of County law enforcement agency
- One representative from each of the three (East, Middle, and West) grand divisions from the Tennessee Emergency Management Agency
- One representative from Tennessee Emergency Management Agency responsible for Training (State Training Officer or designee)
- One representative from Tennessee Emergency Management Agency responsible for the AHIMT program

## **C. Training, Education, and Membership Committee (TEMC)**

The Training, Education, and Membership Committee (TEMC) is established by the GC. This committee is responsible for creation of training standards and standardization of membership, recruitment, retention, and the continuing education requirements of AHIMT members in support of the overall program. The committee is responsible for:

- Developing prioritization criteria for course rostering
- Establishing standards, qualifications, and approval of course instructors
- Through the chair or their designee, initiating PTB

- Maintaining rosters of personnel credentialed in each position, the trainees and their status, and informing the other committees of any needed recruitment to maintain depth in ICS positions
- Determining course equivalency using the guidelines found in Section XI, *Training Course Equivalency* (after GC concurrence)

### **1. Membership**

- One member from each of TEMA regions, appointed by the TEMA Regional Directors
- Two members representing the Emergency Management Association of TN (EMAT), appointed by the EMAT President or their designee
- Two members representing the TN Fire Chiefs Association (TFCA), appointed jointly by the TFCA President and the TN Mutual Aid System (TMAS) chair
- Director or designee from TN Fire and Codes Academy (TFACA)
- State Training Officer or designee from TEMA
- One Incident Commander representative from the West Regional AHIMT
- One Incident Commander representative from the Middle Regional AHIMT
- One Incident Commander representative from the East Regional AHIMT

## **D. Appeals Subcommittee**

The Appeals Subcommittee is a three-member subcommittee appointed by the CQC chair for the purpose of reviewing appeals under Section VII(D), *Appeals*. See Section VII(D), *Appeals*, for committee protocols and process.

### **1. Membership**

The CQC chair shall appoint a three-member “Appeals Subcommittee” for the purpose of reviewing appeals under this section. The subcommittee shall include at least one individual who is qualified in the position being appealed.

## **E. Regional Coordinating Committees (RCCS)**

Regional Coordinating Committees (RCCs) are committees established to assist the Sponsoring Agency of a regional AHIMT in carrying out its management and administrative duties.

Each RCC shall meet at least quarterly to:

- Evaluate overall status of the team
- Review applications for new members
- Review and recommend prioritization of training courses and rostering
- Develop and/or update policies and procedures for team rostering and deployment

- Develop and/or update annual exercise plan
- Review requests for planned event AHIMT support
- Develop and/or update current Mission-Ready Package (MRP) for Type 3 AHIMT
- Review status of members certification

### **1. Membership**

Each RCC consists of 3–7 members representing agencies and disciplines that participate in that region’s AHIMT. The Sponsoring Agency (or its representative) chairs the RCC committee.

## **F. Recognized Prior Learning Peer Review Committee (RPLPRC)**

The Recognized Prior Learning Peer Review Committee (RPLPRC) reviews an RPL application package and determines whether an individual has or has not completed the necessary training and experience and qualifies to be certified in a specific ICS position through the RPL process. The CQC fills the role of RPLPRC and may defer to one or more SMEs to assist in executing its responsibilities.

### **1. Membership**

The CQC fills the role of the RPLPRC.

## **G. Committee Leadership**

### **1. Nominations and Elections**

- Each committee will elect a chair, vice chair, and secretary from the members of the committee.
- The chair may serve a second consecutive year as chair at the mutual agreement of the committee and the chair.
- The vice-chair will assume the position of the chair at the end of the chair’s term.
- The vice-chair position will be filled because of an election by the committee members. The vice-chair shall not be from the same organization as the chair.
- When the chair serves a second-year term, the election for the vice-chair will take place the following year.
- The nomination for the vice-chair of the Governance Committee (GC) position will occur during the month of March, unless the chair is serving a consecutive year as permitted above. All other committees will select a suitable month for nominations – a month that avoids multiple committees’ exchanging leadership at the same time.
- The election of vice-chair will occur during the month of April unless the chair is serving a consecutive year, as permitted above. All other committees will select a suitable month for nominations that avoids multiple committees’ exchanging leadership during the same months.

- The secretary of the GC is appointed by the GC chair during the month of April. All other committees will select a suitable month for appointing their secretary that avoids multiple committees' exchanging leadership during the same months.
- A nomination or appointment will only be valid if the candidate declares orally at the meeting, or in writing or by electronic mail prior to the meeting, that he or she is willing to take office if elected or appointed.
- The outgoing chair will brief the incoming chair on all pertinent matters and past and pending decisions. Appointment to a committee is for a period of three years or until resignation.

## **2. Committee Operations**

- A simple majority of the committee membership physically present at meetings or responding to email messages shall constitute a quorum. Decisions are approved by a majority vote of the quorum present.
- Each committee has the responsibility of and authority for developing their individual committee's business rules to guide its processes and procedures

## **H. Committee Protocols**

### **1. Chair:**

- Is responsible for administrative action to ensure mission attainment established for the committee; assigns task groups as needed
- Establishes the time and place for all committee meetings
- Requests attendance of specially qualified individuals for any committee meeting
- Represents the committee in dealings with other TIMQS established committees
- Assembles and prepares all material to be acted upon by the committee

### **2. Vice-Chair:**

- Assumes the duties and responsibilities of the chair during the absence of the chair or at the request of the chair of the committee
- Acts as a clearing house for progress reports, recommendations, and information on committee activities. Records, edits, files, and distributes committee meeting notes

### **3. Secretary**

- Is responsible for taking official minutes of GC activities and meetings
- Distributes agendas, minutes, and other communication items to committees and regional teams as necessary
- The secretary position may be staffed by either a member of the committee or a staff member from committee agency/association elected to serve as secretary. If a staff member fills the position, they shall be a non-voting member of the committee

#### **4. All Committees and Members**

- May request additional information from any applicant or entity to assist in discharging the duties of the committee
- Shall document the reason(s) or cause(s) for disapproving of any applicant or request regarding qualifications and appeals

#### **5. Credentialing and Qualification Committee (CQC) Specific**

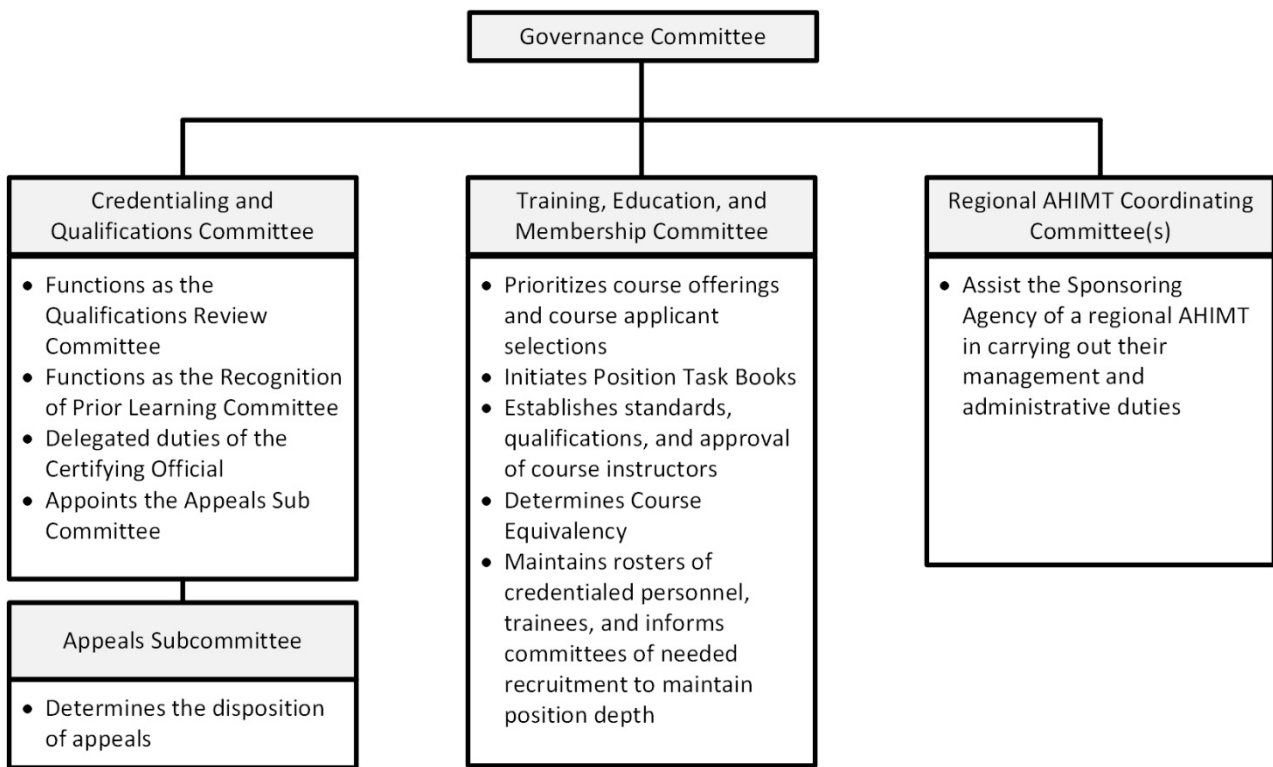
- Has the responsibility of and authority for recommending approval or disapproval of an applicant requesting credentialing
- May defer to qualified Incident Management Team personnel or other SMEs to provide depth and expertise, and to assist the committee in executing its responsibilities

#### **6. Governance Committee (GC)-Specific**

- Vice-chair ensures that enabling charter is reviewed every three years by selected members of the GC
- Gives assistance, as requested by the chair or vice-chair, and reviews information submitted by other group members
- Is responsible for checking and reporting upon projects as assigned
- Members to serve as a conduit between the GC and agencies to inform them of group action and keep them posted on current progress and new developments
- Is responsible for fostering interagency cooperation
- Regular committee meetings will be held at least quarterly or more frequently if deemed necessary. All meetings will be facilitated
- Representation from at least four of the member organizations and five members shall constitute a voting quorum
- Voting by correspondence or by conference call is permissible if the subject(s) to be discussed, and to be voted on, including accompanying background materials, are provided to the members by the chair



## Committee Hierarchy



## V. Initiating the Qualification Process – Recognition of Prior Learning (RPL)

When a position or positions is or are adopted into TIMQS, the GC will determine if the Recognition of Prior Learning (RPL) process should be initiated to develop qualified personnel for the position(s).

The qualifications process outlined in this section qualifies incident management personnel into existing ICS positions during an RPL phase of the TIMQS.

A person who becomes newly employed or sponsored by an organization participating in the TIMQS program and who has existing ICS position qualifications from their previous employer or sponsor can use the RPL process described in this section. A person who qualifies for this provision must apply by filling out an RPL Application within twelve months of employment or sponsorship of the participating entity. This provision only applies to personnel who move, transfer, or otherwise change employment or sponsorship from a non-participating entity to one that participates in the TIMQS.

### A. Process Overview

The RPL phase of implementing position(s) into the TIMQS is achieved by recognizing the previously existing qualifications and experience personnel already possess. The RPL process does not apply to the physical/medical fitness or currency qualification criteria.

The TIMQS uses a performance based RPL process to assess an individual's prior experiences and training to determine competency in a position. This is based on the principle that the candidate has already performed the job or performed in a position very similar to the one desired. The RPL process enables an individual to provide documentation of their experiences, training, and knowledge and, if necessary, is confirmed with an interview panel consisting of SMEs or credentialed individuals.

Personnel who wish to have their previously obtained or existing ICS qualifications recognized must complete and submit a *Tennessee All-Hazards Incident Management Team (AHIMT) Program Application for Recognition of Prior Learning* (RPL Application) prior to the closing date indicated on the application or instruction letter.

- 1) After the RPL phase concludes, personnel who seek TIMQS qualification for the identified position(s) must follow the TIMQS process outlined in Section VI.

### B. Sequential Steps and Responsibilities

#### Governance Committee (GC)

- 1) The chair or their designee shall identify the need to institute an RPL process for one or more ICS positions.
- 2) The chair or their designee shall update the cover letter to address the positions being considered for RPL.
- 3) The secretary shall distribute the cover letter and application to the chair of each committee and other appropriate organizations and stakeholders.

### **Applicants for the Position**

- 4) Complete the application and attach all documentation necessary.
- 5) Return the package to the CQC as directed on the application.

### **Credentialing and Qualifications Committee (CQC)**

- 6) The secretary shall ensure all CQC members have received all applications.
- 7) CQC follows AHIMT Applicant Approval Process.
- 8) CQC reviews the application for completeness and compliance.
  - o The secretary returns incomplete or non-compliant applications to requestors.
- 9) The CQC reviews application, the criteria for recognition of RPL, the Physical Fitness Validation Form from the employing or sponsoring entity, and other pertinent documentation provided.
- 10) If the CQC determines the applicant does not meet the criteria for RPL, the secretary documents the decision and returns the application to the applicant with recommendations.
- 11) If the CQC determines the applicant meets the criteria for RP, the chair will recommend the applicant be “qualified” and the secretary will forward the recommendation and application package to the Secretary of the GC for final concurrence.

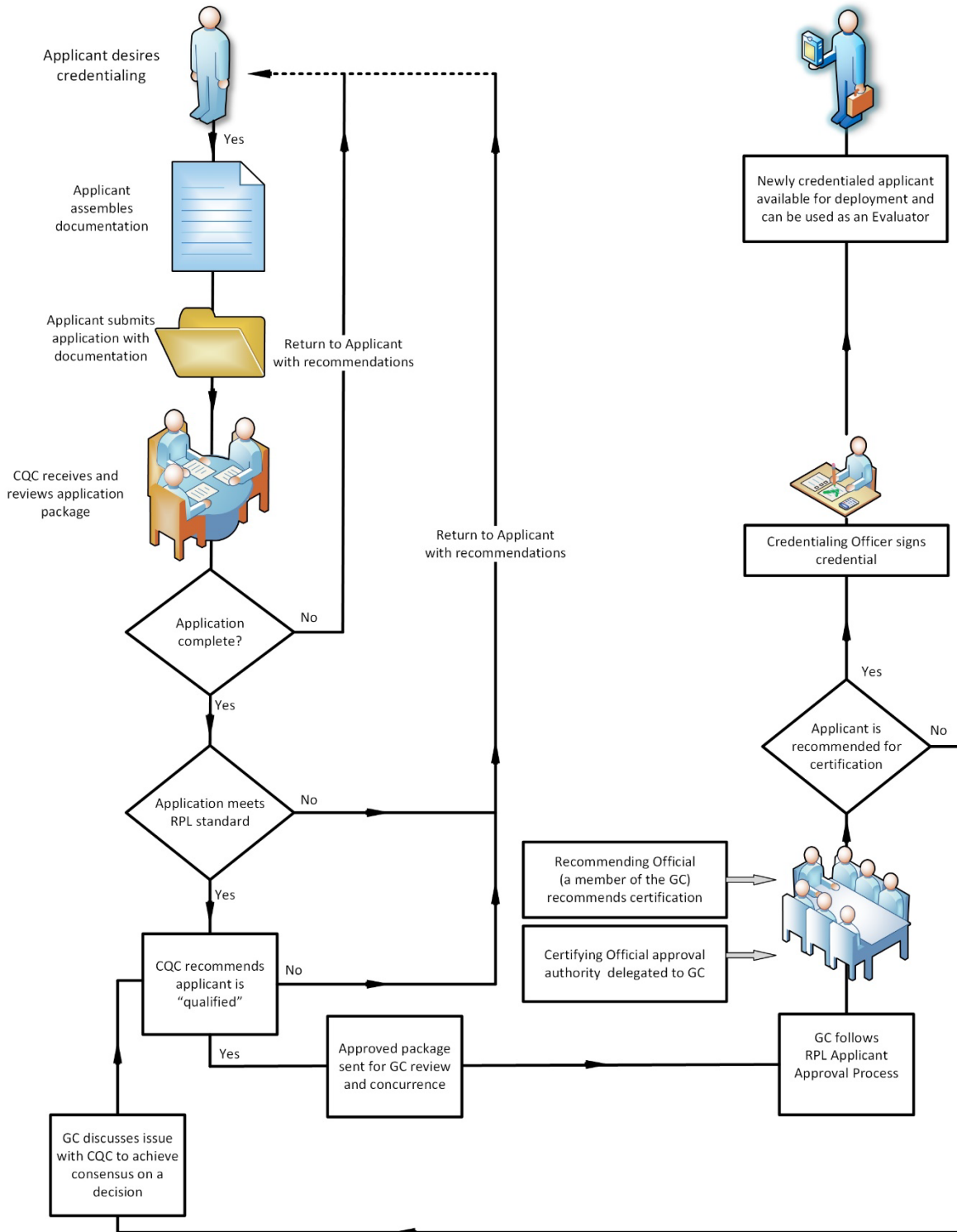
### **Governance Committee**

- 12) The GC secretary shall confirm that all recommendations for qualification have been received.
- 13) The GC reviews the recommendation for qualification and any notes from the CQC prior to providing final concurrence.
- 14) If the CG does not concur with the recommendation of the CQC, the Chairs of the committees will discuss and resolve the issue.
- 15) On approval or denial, the GC secretary will notify the applicant, the regional coordinating committee, and the appropriate regional AHIMT Incident Commander.
- 16) The GC secretary returns to the requestors applications that are not granted RPL.
- 17) The GC secretary forwards applications that are approved to the Credentialing Official for issuance of credentials.

### **Credentialing Official**

- 18) The Credentialing Official signs credential.
- 19) The Credentialing Official forwards new/updated credential to applicant with RPL Congratulations Form Letter.
- 20) The Credentialing Official files all documentation.

## Recognition of Prior Learning Process Summary



V-1: 2022

## VI. Operation of the Qualification Process

### A. Process Overview

The processes in this section qualify incident management personnel into existing ICS positions *after* the Recognition of Prior Learning (RPL) phase of the TIMQS qualifications program has ended.

The performance-based approach of TIMQS focuses on a candidate's performance of specific tasks identified within the Position Task Book (PTB) for that position, while being observed and evaluated by individuals who have been recognized as qualified evaluators. The PTB provides a method to document satisfactory completion of tasks during appropriate qualifying incidents, events, job activities, qualifying exercises, and/or classroom activities as permitted within the PTB documentation. At least two (two is the minimum) or more qualifying incidents, events, job activities, or qualifying exercises must be shown in the evaluation documentation.

### B. Sequential Steps and Responsibilities

The following steps enable an individual to become certified as qualified and then credentialed for an ICS position. These steps, and the individuals or committees responsible, are as follows:

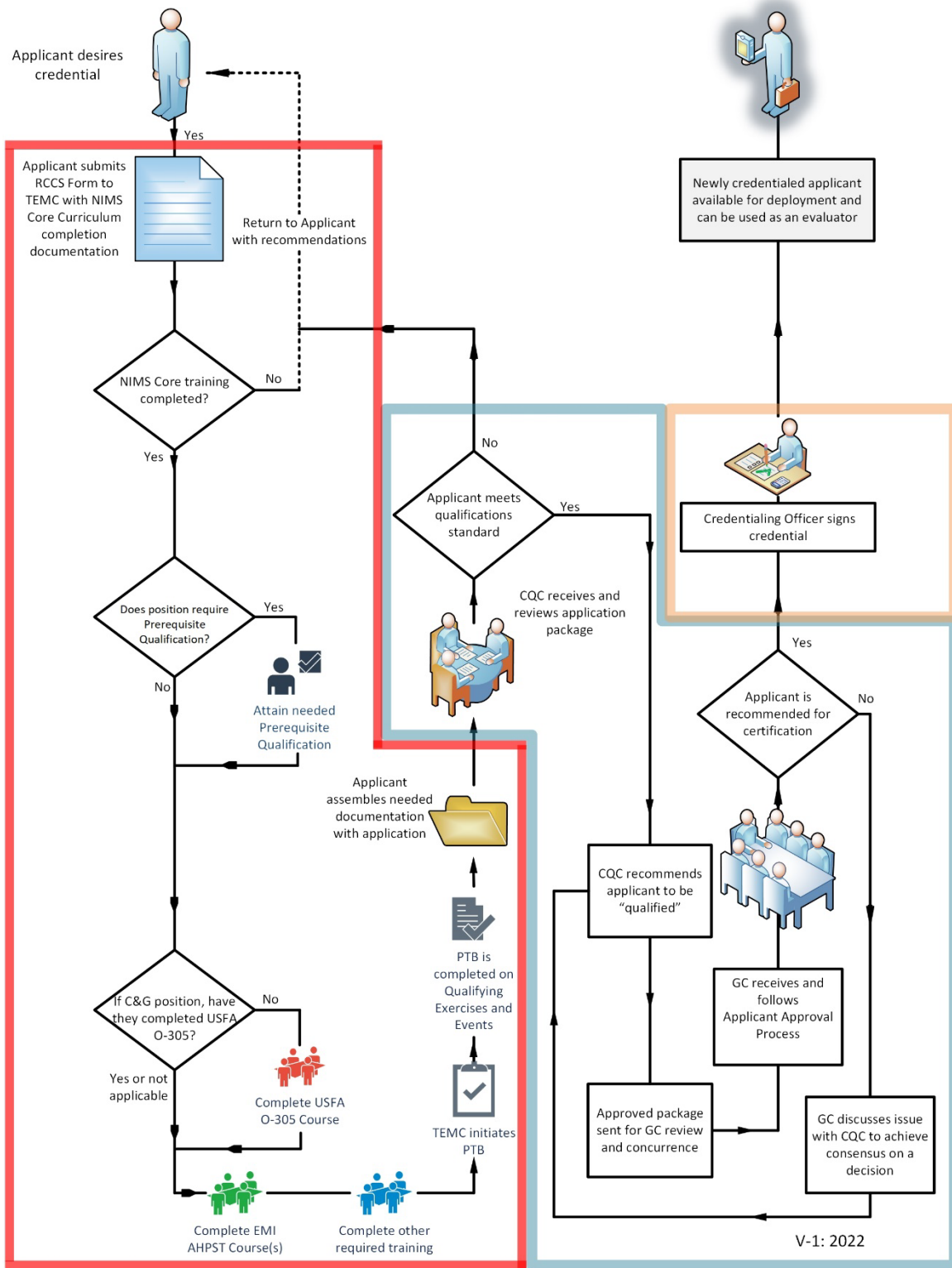
- 1) Individual discusses their desire to train for a new/higher position with employing or sponsoring entity or AHIMT leadership. On concurrence of supervisor, the Position Candidate notifies TEMC of their desire to train for a new NIMS ICS position by submitting a Request for Change of Credential Status (RCCS) Form signed by their employing or sponsoring supervisor.
- 2) The Secretary of the TEMC ensures all members have received the submitted RCCS Forms.
- 3) The Chair of the TEMC oversees the overall training process and the prioritization of individual requests to initiate the trainee process.
  - a. The TEMC maintains lists of personnel credentialed in each position, the trainees and their status, and informs the other committees of any needed recruitment to maintain depth.
  - b. If accepted, the Trainee is notified by the Secretary to initiate the process.
- 4) Position Candidate applies for, attends, and completes prerequisite training and attains any prerequisite qualifications. The Position Candidate completes NIMS Core Curriculum specific to their level and attains any prerequisite experience and/or qualification criteria for the position as identified in the appropriate PQR.
- 5) Position Candidate completes the Required Training as identified in the appropriate PQR.
- 6) Once the Position Candidate starts their required training, a PTB for the target position the individual is working towards is initiated by the Chair of the TEMC or their designee. Position Candidates who have initiated PTBs are identified as

- “Trainees” for the position and are permitted to function as trainees on qualifying incidents and events.
- 7) Position Candidate gains experience and completes PTB. Experience is gained and performance is evaluated while completing the initiated PTB.
  - 8) After the Final Evaluation opportunity, the Final Evaluator should ensure the PTB is completely signed off on and the appropriate documentation in the PTB is completed.
  - 9) The Position Candidate assembles their application, incident and event records, and documentation as directed in the application instructions, and other materials needed to complete the RCCS Form. The Position Candidate should retain a photocopy or electronic scan for their records.
  - 10) The RCCS Form and application package are sent to the CQC for their review process.
  - 11) The Secretary of the TEMC ensures all members have received the submitted RCCS Forms and application packages.
    - a. The CQC, with assistance from SMEs if needed, uses the criteria on the Application Review Checklist to review and evaluate the application and all supporting documents to determine that the position trainee has completed all the position qualification criteria delineated in the PQR and is eligible for the new position.
    - b. Documents may include training course records and certificates, PTBs, resumes, experience documentation, incident personnel performance ratings, Physical Fitness Validation Form from the employing or sponsoring entity, and other materials the CQC deems necessary to establish eligibility.
    - c. If the documentation meets the criteria on the Application Review Checklist, the CQC recommends the applicant be qualified and documents this on the checklist and RCCS Form.
    - d. If the documentation does not meet the criteria on the Application Review Checklist, the CQC secretary documents the reason(s) on the Checklist and RCCS Form and returns the application package to the applicant.
  - 12) Application packages, including the Checklist and RCCS form that recommend approval, are forwarded to the GC Secretary.
  - 13) The GC Secretary ensures all GC members have the documentation package(s).
  - 14) Following the CG review process, the CG reviews the application package for concurrence.
    - a. The GC either recommends or denies the Position Candidate’s request for certification.

- b. If the request is denied, the GC Chair completes the denial section of the Application Review Checklist and returns it to the CQC Secretary for review, discussion, and disposition between the committees.
  - c. If certification is approved, the Secretary ensures the completed application package and signed RCCS Form are sent to the Credentialing Official (CO).
- 15) The CO signs the credential, notifies the applicant, and issues the applicant a new/revised Qualifications Card with a Congratulations Form Letter.
- 16) The CO files/stores the application package for archiving and compliance.

The full TIMQS process using a PTB to document experience is shown on the next page. The Qualifications Process is highlighted in the red box, the Certification Process is highlighted in the blue box, and the Credentialing Process is highlighted in the orange box.

## Incident Management Qualifications Process



NOTE: Attending the O-305 course prior to position specific courses is preferred but not mandatory.



## VII. Maintenance, Loss of Certification, Decertification, and Recertification

### A. Maintenance of Qualifications

To prevent degradation of the knowledge, skills, and abilities required to successfully perform the responsibilities of an ICS position, qualified individuals need to perform that position frequently enough to remain familiar with those knowledges, skills, and abilities.

Performing the position frequently enough to maintain those knowledge, skills, and abilities is referred to as *being current* in the position or maintaining *currency* in the position.

Successfully performing in an ICS position or associated position for which an individual is qualified, during a “qualifying” incident, event, or exercise at least once during the time interval stated in category #9 of the PQR, maintains an individual’s currency. The currency time interval varies by position. Some positions require position performance at least once every three years, while others require performance at least once every five years.

The currency interval stated in category #9 of the PQR starts from the last date the individual performs “a” through “c” below. Each time the individual performs “a” through “c,” the time interval starts over.

#### 1. Currency Requirements

Currency for a position is maintained by meeting one of the following requirements:

- a) By successful performance in the position they are qualified for
- b) By successful performance in a position listed in the PQR under number 7, “Positions That Maintain Currency for This Position”
- c) By successful performance in a higher position(s) for which that position is a requirement, providing the individual was previously qualified in that position

#### 2. Process to Remain Current

Individuals are responsible for tracking their currency for each position they are qualified for. An individual must reapply 60 days prior to the expiration of their current credential by submitting a Request for Change of Credential Status (RCCS) Form to the committee/email indicated on the form. Failure to reapply prior to expiration of their position credential may result in the actions described in Section VII(B)(1).

Currency documentation included in the RCCS Form must include one or more of the following as described on the RCCS:

- Incident Action Plan(s) with person’s name on the appropriate forms (ICS-202, ICS-203, ICS-204, etc.)
- Incident, event, or exercise performance evaluations (such as an ICS-225, Incident Personnel Performance Rating, or equivalent) from qualified evaluators or supervisors
- Experience records with supporting information about:

- Number of assignments
- Number of operational periods
- Variety of incidents
- The complexity level (type) of incidents, planned events, exercises during which the individual performed

## **B. Loss of Certification**

### **1. Reasons**

Loss of certification may occur as a result of either voluntary or involuntary actions by a credentialed individual.

- An individual may choose to drop one or more of their qualifications for personal reasons by providing the information on the RCCS Form and submitting it as indicated on the Form.
- An individual will lose their qualification(s) if they lose currency in the position or fail to follow the process described in Section VII(A), *Maintenance of Qualifications*.

Individuals who lose their qualification(s) should not be considered as available for assignment in the decertified/non-qualified position(s) outside their local entity. A local AHJ can determine how the individual may perform within their entity irrespective of their TIMQS qualification status.

### **2. Recertification after Loss of Certification**

An individual who desires reinstatement of a qualification they lost due to:

- a) Lack of currency or
- b) Dropped for personal reasons

should submit their request on the RCCS Form to the committee/email indicated after following the form submittal instructions.

The CQC will examine the circumstances to determine if the individual should revert to trainee status for that position and/or:

- a) Be reinstated without additional requirements (within position currency interval)
- b) Be issued a new PTB to complete
- c) Complete further training, or
- d) The individual can gain the requisite experience through the performance assignment method. If the performance assignment method is recommended, the individual must perform the duties of the position for a minimum of two operational periods under the supervision of an Evaluator before recertification is granted

A return to trainee status may have the advantage of introducing the individual to new technology, procedures, and advances in incident and event management. Evaluation of

an individual's currency and competency is critical whenever qualifications have been lost.

## **C. Decertification**

Decertification is the process the CQC may invoke to remove an individual's position(s) qualifications or credentials. The CQC may decertify personnel when it is documented that the individual:

- a) Has documented poor performance at an incident/event
- b) Demonstrates non-compliance with this guide
- c) Fails to adhere to AHIMT policies/procedures
- d) Performed in a fraudulent, unsatisfactory manner
- e) Acted in an unsafe manner
- f) Misrepresented attendance or participation in the PTB process
- g) Took insubordinate actions that led to unsafe conditions on the incident
- h) Intentionally misrepresented incident qualifications or currency
- i) Deliberately disregarded identified safe practices
- j) Is no longer employed or sponsored by the participating entity

The CQC may decertify personnel for other reasons after an investigation of the facts surrounding the circumstances that raised the issue of decertification to begin with.

### **1. Guidelines for Decertification**

Decertification 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 who are decertified should not be considered as available for assignment in the decertified/non-qualified position(s) outside their local entity. A local AHJ can determine how the individual may perform within their entity irrespective of their TIMQS qualification status.

Incident Commanders (ICs) do not have the authority to decertify the qualifications of an individual. A qualified person may be demobilized from an incident by the IC. ICs are responsible for providing documented reasons for relieving an individual, forwarding the information to the CQC and the Regional Coordinating Committee (RCC). ICs must include a copy of the individual's Incident Personnel Performance Rating Form (ICS 225) in the documentation package.

### **2. Recertification after Decertification**

The CQC has established processes to evaluate and prescribe the steps required to regain certification on a case-by-case basis for an individual who has been decertified for reasons described above. Recertification may include, as appropriate, training outlined in the PQR and/or training relevant to the reason(s) for decertification.

Recertification of a decertified individual should, in most cases, include performance of

the duties of the position for at least two operational periods under the supervision of an Evaluator before recertification is granted.

## **D. Appeals**

Appeals relative to denial of eligibility for a higher qualification or de-certification may be made by using the following procedure:

### **1. Appeals Procedure**

Appeals shall be made in writing by the individual who was denied the requested qualification or was decertified, and should be emailed to the CQC Chair no later than 30 days after notification of initial review and denial. Appeals must contain:

- a) A description of the reason for/circumstances leading to the appeal
- b) Supporting documentation
- c) Description of the desired outcome

The CQC Chair will notify the GC Chair of an appeal.

The CQC Chair shall appoint a three-member “Appeals Subcommittee” for the purpose of reviewing appeals under this section. The subcommittee shall include at least one individual who is qualified in the position being appealed.

The Appeals Subcommittee Chair shall render their written decision to the CQC Chair within 30 days of receipt of appeal. The decision of the Appeals Subcommittee Chair shall be final.

## **VIII. Revocation and Transferring Qualifications**

### **A. Revocation**

Only individuals who maintain employment or sponsorship with an entity and whose qualifications are current should possess TIMQS-related credentials. When an individual’s employment or sponsorship with an entity is terminated, the employing or sponsoring entity should retrieve any TIMQS-incident-related credentials from the individual and notify the CQC within 48 hours.

On notification, the CQC will forward the notification to the GC, TEM, and the ICs of the TEMA-sponsored AHIMTs. Any incident-related credentials or qualifications card should be revoked, returned, and/or cancelled.

### **B. Transferring Qualifications (Portability)**

Individuals who were qualified under TIMQS, but experienced a change in employment or sponsorship resulting in their no longer being covered by TIMQS, may be able to transfer their qualifications to a new employer or sponsor.

Requests for incident qualifications documentation from an entity that is now employing or sponsoring an individual who was formerly qualified under TIMQS should be directed to the CQC. The CQC should work with the entity to determine what documentation is available and appropriate. After receiving a signed request, the CQC should provide non-sensitive available and appropriate documentation.

## IX. Position Task Books

### A. Adoption and Use

The TIMQS adopted the AHIMTA Position Task Books (PTBs) for use in its qualifications system. The AHIMTA PTBs provides a more robust evaluative process, particularly when addressing the knowledge, skills, and abilities that should be evaluated when an individual is working on a Direct Entry position. The TIMQS-adopted PTBs and the evaluation criteria and processes all exceed FEMA NQS guidelines.

#### 1. Positions Lacking an AHIMTA PTB

If the TIMQS adopts a position that has no published AHIMTA PTB, the GC will task the CQC to modify an existing PTB from a nationally recognized system (e.g., FEMA, USCG, NWCG).

In some instances, an NWCG PTB may include discipline-focused tasks that pertain only to wildfire environment. Wildland-fire-oriented tasks should be modified to incorporate All-Hazards performance opportunities or, if necessary, may be removed from the modified PTB. In addition, other recognized qualifications systems PTBs may have non-All-Hazards tasks embedded within them that must be modified to incorporate All-Hazards opportunities.

### B. Phases of the PTB Training Process

A trainee is typically involved in three phases of activities during the PTB process: training, coaching, and evaluation. When a trainee needs to learn a new knowledge, skill, or ability, the trainee should be paired with a Coach/Trainer. The Coach/Trainer instructs and trains the trainee to meet the performance qualification criteria for the position. When the trainee is ready, an Evaluator observes and assesses the trainee's performance.

The Coach/Trainer and the Evaluator have different functions, but often are the same individual. The individual who is evaluating the trainee when their PTB is completed is known as the Final Evaluator. The duties and qualifications of the Final Evaluator are different from the Coach/Trainer and Evaluator qualifications.

#### 1. Training

During training, the trainee's role is to watch and observe the Coach performing the tasks associated with the position: what he or she does and in what order, why he or she does it, and how he or she does it. The Coach and trainee discuss what occurred and why the Coach performed particular actions. The number of times the trainee observes the Coach depends on the complexity, risk, and the trainee's experience with the task.

#### 2. Coaching

During this activity, the trainee practices the skill or task under the mentorship and observation of a Coach. Coaching consists of the Coach observing the trainee performing the tasks, assessing the trainee's performance, and providing feedback. It also provides the Coach with an opportunity to correct any problems and ensure the task is performed safely.

### 3. Evaluation

When the trainee is ready to perform the task(s) to be assessed, the trainee asks an Evaluator to assess his or her competency. The Evaluator observes, evaluates, and records performance. Only when the trainee is performing a task that may endanger the trainee or others does the Evaluator typically step in to offer corrective guidance.

### 4. Final Evaluation

The evaluation opportunity where the PTB is completed, and all tasks have been assigned is referred to as the “Final Evaluation.” The Final Evaluator reviews the entire PTB, ensures that all tasks have been completed and verified, and completes and signs the final verification portion of the PTB.

## C. PTB Process

### 1. TIMQS Standards

- a) The evaluation process shall remain free from bias and shall not give preferential or discriminatory treatment to any organization or individual.
- b) A trainee cannot work on multiple PTBs for a specific position at the same time. As an example, a trainee cannot work on both a Type 2 Incident Commander PTB and a Type 3 Incident Commander PTB at the same time.
- c) For those ICS positions with multiple complexity levels (types), the individual must qualify at the lowest complexity level before pursuing the next-highest complexity level. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level, then at the Type 2 level.
- d) Except when the RPL process is used for implementation of a new program or newly included ICS position, individuals must complete PTBs for each new position.
- e) An individual cannot use the same PTB they completed for qualification at one complexity level (e.g., for a Type 3 position) in place of completing a new PTB for the next-highest complexity level (e.g., a Type 2 position).
- f) Successful completion, as determined by a qualified Evaluator, of all tasks required of a position is the basis for the final evaluation and the recommendation that the relevant Certifying Official qualify the trainee.
- g) A trainee cannot complete a PTB on fewer than two qualifying incidents, events, or qualifying exercises. One of the two must be an actual incident meeting the requirements for Task Code I1. See Section IX(D), *PTB Evaluation Task Codes*.
- h) The amount of experience needed, and the performance of tasks required to complete a PTB and receive a final evaluation by a qualified Evaluator are directly related to a position’s role in managing safe operations and level of involvement with major management decisions. As an example, it is likely that a

Status Check-In Recorder Trainee can complete the associated PTB with less incident experience and performance than an Incident Commander Type 3 Trainee will take to complete their PTB.

- i) There may be several bulleted statements listed under a task. The bulleted statements are guidelines or examples for the Evaluator to consider ensuring the intent of the task has been completed. Not all bulleted statements for a task are required to be completed if the overall intent of the task has been satisfied.
- j) The PTB evaluation factors should include provisions to ensure that effective AHIMT members possess some combination of the following attributes:
  - “Critical soundness” – where the individual is able to keep themselves and their subordinates effective, efficient, and safe in time-pressured, high-consequence situations.
  - “Management soundness” – where the individual is effective at planning and other AHIMT processes and functions of longer-duration situations that include proceeding through the Planning P and producing a formal written plan.
- k) Proficiency in some tasks may be able to be sufficiently demonstrated in one-operational-period situations without the need for a written Incident Action Plan; however, many management skill tasks must be performed in situations that incorporate multiple operational periods and require a written Incident Action Plan (IAP).

## D. PTB Evaluation Task Codes

Each task in a PTB has at least one code associated with the situation(s) within which the task **MUST** be completed. Performance of any task in a situation(s) other than that required by the task’s code(s) is not valid for qualification.

If more than one code is listed, the task may be completed in any of the situations (e.g., if codes I1, I2, and O1 are listed, the task may be completed in any of the three situations).

Definitions for these codes are:

**I1** = Task must be performed on an incident which meets the following criteria:

- Is managed under the Incident Command System (ICS)
- Requires a written Incident Action Plan (IAP)
- Requires using the Planning P to plan for multiple operational periods
- Matches or is higher complexity level (see **Appendix A, Incident Complexity**) than the type rating being pursued

**I2** = Task can be performed in the following situations:

- Incident
- Incident within an Event or Incident that meets the following criteria:
  - Is a critical time-pressured, high-consequence incident managed under the Incident Command System (ICS)

- May only be one operational period and without a formal written IAP
- Matches or is higher complexity level than the complexity rating being pursued (see **Appendix A**, *Incident Complexity*)

**O1** = Task can be performed in the following situations:

- Planned Event
- “Full-Scale Exercise” or “Functional Exercise” as defined by HSEEP; see TIMQS Section X, *Qualifying Incident, Event, and Exercise Guidelines*
- The situations listed above must meet the following criteria:
  - They are managed under the Incident Command System (ICS)
  - The complexity level is the same or a higher complexity level than the complexity level rating being pursued. See Appendix A, *Incident Complexity*
  - Requires a formal written Incident or Event Action Plan (IAP/EAP)
  - Requires using the Planning P to plan for multiple operational periods
  - For an Event, requires contingency planning for an Incident within the Event

**O2** = Task can be performed in the following situations if the situation affords the opportunity to evaluate the knowledge/skills associated with the ICS position:

- Planned Event
- Exercise
- Training
- Daily Job

**R** = Rare events

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

## **E. Coach/Evaluator and Final Evaluator Qualifications**

The Coach is the individual who provides instruction to a trainee, whether in the classroom, on the job, in a 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 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, as noted, and must be performed in sequence and not at the same time.

### **1. Coach/Evaluator Qualifications**

To be qualified as a Coach or Evaluator for Task Codes “I1,” “I2,” “O1,” and “R” in the PTB:



- a) The individual must be qualified in the position being coached or evaluated; or the individual must be qualified in a position that, within the ICS organizational structure, supervises the position being coached or evaluated.
- b) It is recommended that the Coach/Evaluator have previously performed successfully as a fully qualified individual on two separate Qualifying Incidents or Qualifying Exercises prior to serving as a Coach/Evaluator.

Task Code “O2” in the PTB may be evaluated in other situations. Examples include in a classroom by an instructor(s), usually qualified as described in “1” above, or during the course of daily work by a day-to-day supervisor

## **2. Final Evaluator Qualifications**

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. The Final Evaluator is then responsible for completing the Final Evaluator’s Verification statement inside the front cover of the PTB.

A Final Evaluator’s qualifications are different from those of a Coach/Evaluator. A Final Evaluator must be fully qualified in the same position for which the trainee is being evaluated, not just ICS-qualified in a position that would supervise the trainee. The qualifications are based on the increased responsibility of the Final Evaluator and the depth of knowledge and understanding of the position being evaluated that only a qualified individual may possess.

There are advantages in using Evaluators from different agencies. If no local Final Evaluators are available, a neighboring entity may be contacted for assistance in supplying a Final Evaluator.

## **F. PTB Evaluation Documentation**

As stated in Section IX(C)(1)(g), a trainee must be evaluated on at least two qualifying experiences (incident, planned event, or exercise), one of which must be an actual qualifying incident of equal or higher complexity level for which the trainee is pursuing qualification.

### **1. Standards**

- a) The incident used as the qualifying incident must meet the requirements of Task Code I1.
- b) There should be one fully completed incident Evaluation Record in the PTB with accompanying sign-offs completed by the trainee’s immediate supervisor on relevant tasks for each trainee experience. If the trainee had multiple supervisors on an extended incident, evaluations from all supervisors are recommended.
- c) It is highly recommended that the trainee’s Evaluator complete an ICS-225, Incident Personnel Performance Rating, to document each qualifying incident, planned event, or exercise evaluated.

- d) If a person receives one or more “unacceptable” ratings on the ICS-225, Incident Personnel Performance Rating, the Evaluator should provide a copy of the rating to either the Incident Commander (IC)—if on an incident—or the person responsible for supervising the Qualifying Exercise. The supervisor receiving the copy should send the evaluation, under separate cover, to the TEMC and to the RCC.

## **G. PTB Completion Timeframes**

Individuals who have begun the process of qualifying for a NIMS ICS position under previous editions of TIMQS can continue to use those standards, providing they complete the process before any deadlines noted in the latest TIMQS revision pass.

### **1. Standards**

- a) Any individual who has begun the evaluation process is encouraged, but not required, to complete any newly required course(s) for that position.
- b) To qualify in any other or subsequent position, the individual must meet the TIMQS standards identified in the current edition.
- c) A PTB will be valid for three (3) years from the day it is initiated. Upon documentation of the first task in the PTB, the three-year time limit for completion is reset to the newer date.
- d) If the PTB is not completed within three (3) years from the date of the PTB initiation or the first task being evaluated (whichever is more recent), the PTB expires. A new PTB may be initiated. Prior experience documented in the expired PTB may be considered in completion of the new PTB at the discretion of the TEMC. If a new PTB is initiated, the qualifications standards identified in the current TIMQS must be met.

## X. Qualifying Incident, Event, and Exercise Guidelines

### A. General

A qualifying incident, event, and/or exercise provides a trainee either 1) the opportunity to gain experience and demonstrate Position Task performance and evaluation while filling an ICS position as a trainee, or 2) the ability to maintain Currency in an ICS position for which the individual is currently qualified.

Although the experience gained on qualifying events and/or exercises can help to strengthen a trainee's ability to perform in an ICS position, a trainee must have satisfactorily completed at least one position performance assignment on an incident to be certified and credentialed.

The tasks listed in the Position Task Book (PTB) for a given position are the same at different complexity levels. The difference is the complexity level of the incident when those tasks are accomplished.

It is an important factor in a performance-based qualification system that trainees demonstrate their proficiency at performing the tasks of an ICS position during incidents, events, and exercises that are typed at the same level of complexity as the target positions the trainees are pursuing. In some cases, position performance assignments and experiences on higher-typed incidents, events, or exercises can be used toward PTB completion for a lower-typed position. However, that situation should generally be the exception and not the rule. For more information about complexity refer to **Appendix A, Incident Complexity**.

An individual who is in trainee status, regardless of other qualifications they may hold, should not be evaluating another trainee on the same incident, event, or exercise.

### B. Qualifying Incident Attributes

An incident where Incident Management trainees have tasks evaluated and initialed, or the incident is used to maintain currency of an individual's qualification, should be of equal or greater complexity level than the complexity level indicated on the Trainee's PTB, or, in the case of maintaining Currency, the position qualifications level. The incident should also be of sufficient length to provide adequate opportunities to demonstrate the knowledge, skills, and abilities necessary to learn, practice, and eventually be evaluated on PTB tasks in question or practice. **Appendix A** contains the National Incident Management System (NIMS) Incident Complexity Guide that includes Incident Effect and Incident Management Indicators that provide guidance in determining the correct incident complexity level.

### C. Qualifying Event Attributes

An event in which Incident Management trainees have tasks evaluated and initialed, or in which the event is used to maintain qualification Currency, should meet all the criteria given below:

## 1. Criteria

- a) The event is complex enough to suggest a Type 3 All-Hazards Incident Management Team (AHIMT) or higher is appropriate to manage.
- b) Sharing of information between AHIMT members is necessary in order to close critical decision loops.
- c) The event must span at least two distinct periods of time in which the entire Command and General Staff of the Incident Management Team is involved, to include at a minimum:
  - i. Development and production of an Incident Action Plan. This could occur in advance of the actual onset of the event
  - ii. On-scene management of the event
- d) Time spent as an entire AHIMT planning for and providing on-scene event management must encompass a minimum of two full days (total of 16 or more hours).
- e) It is ideal to have a Command and General Staff filled with an individual in each position (see list in next bullet item); however, some considerations and caveats are:
  - i. Trainees can be evaluated by a fully qualified individual who is in a supervisory position within the ICS structure (e.g., a fully qualified Incident Commander could evaluate a Planning Section Chief Trainee; a fully qualified Planning Section Chief could evaluate a Resources Unit Leader Trainee).
  - ii. The event should involve a significant amount of coordinating between functional areas and the establishment or maintenance of good working relationships.
- f) Command and General Staff positions or functions that should be present are:
  - i. Incident Commander
  - ii. Safety Officer
  - iii. Public Information Officer
  - iv. Liaison Officer
  - v. Operations Section Chief
  - vi. Planning Section Chief
  - vii. Logistics Section Chief
  - viii. Finance/Administration Section Chief
- g) Event influences should include:
  - i. Agency Administrators or Executives sponsoring the event to set out what the goals are – what success looks like
  - ii. Elected Officials
  - iii. Media

- iv. Stakeholders and public
- h) Event should involve multijurisdictional (preferred), or significant multi-agency in the same jurisdiction.
- i) Planning should include contingency planning, e.g., incident within event planning.
- j) All applicable ICS forms must be completed for a complete EAP, including intermediate forms such as the ICS-215 and ICS-215A.
- k) For PTB evaluation: The complexity of the incident must match the type rating of the IMT position. A trainee must be evaluated by personnel currently qualified at an equivalent position or in 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 III Public Information Officer).
- l) To be creditable for Currency: The position performed must be listed in the PQR as maintaining Currency.

## D. Qualifying Exercise Attributes

These guidelines provide consistency and authenticity when a local AHJ uses or recognizes an operations-based exercise, whether functional or full-scale, to evaluate personnel, provide an opportunity for trainees to complete tasks in their PTBs, or maintain qualification Currency for an ICS position identified within this Guide. AHJs are 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.

### 1. Preparatory Training

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

Preliminary training should be completed before undertaking a qualifying exercise, to include:

- a) All the ICS courses through the ICS-300 course, ICS-400 recommended
- b) Position-specific training appropriate to the position to be played and/or significant progress (recommend 50% or greater) in the target PTB
- c) Training on the Planning P (e.g., DHS All-Hazards Planning Process video) should be completed prior to or at the beginning of the exercise as a review

## 2. Exercise Components

- a) The exercise must be operations-based, either a functional or full-scale exercise.
- b) An analysis of the exercise's incident scenario must be equal to or higher than the complexity type rating for the ICS positions that are using PTBs or the ICS positions being exercised to maintain Currency in those positions.
- c) If elements of the planning process are required to be exercised or evaluated, the scenario must encompass multiple operations periods or require at least one complete cycle of the planning process.
- d) All appropriate Command and General Staff positions should be filled. These include:
  - i. Incident Commander
  - ii. Safety Officer
  - iii. Public Information Officer
  - iv. Liaison Officer
  - v. Operations Section Chief
  - vi. Planning Section Chief
  - vii. Logistics Section Chief
  - viii. Finance/Administration Section Chief
- e) Staffing for the Command and General Staff positions should be completed taking into account the following considerations:
  - i. Trainees may be evaluated by a fully qualified individual who is a Player in a supervisory position within the ICS structure (e.g., a fully qualified Incident Commander could evaluate a Planning Section Chief Trainee; a fully qualified Planning Section Chief could evaluate a Resources Unit Leader Trainee)
  - ii. Trainees may be evaluated by a fully qualified individual who is an Evaluator in the exercise
  - iii. When a subordinate ICS position is not filled in an ICS organization, the supervisor of that position assumes all functional responsibilities of the unfilled subordinate position
  - iv. The exercise should require a significant level of coordination between functional areas and the establishment or maintenance of positive and productive working relationships necessary on an actual incident or event
- f) To be considered as a qualifying exercise for Unit Leader positions, the Section Chief and at least two of the Section's Unit Leader positions should be filled.
- g) Specific scenario events (or injects) that prompt players to implement the plans, policies, procedures, and protocols that require testing during the exercise, must include:

- i. Simulated activities occurring on the incident that warrant action
- ii. Simulated external influences from:
  - Agency Administrators or Executives
  - Elected Officials
  - Media
  - Stakeholders and public
- h) Injects must include information that is required to be shared with other IMT members to demonstrate the ability to receive, prioritize, and share the essential elements of information necessary to successfully complete a task, duty, or responsibility
- i) A sufficient number and quality of injects must be provided to fully engage each member of the AHIMT and immerse them in the ongoing incident response while participating in the NIMS planning process
- j) The scenario may be multijurisdictional (preferred) or significant multi-agency in the same Jurisdiction
- k) If the scenario involves Unified Command, then all Unified Commander positions should be filled and present during the exercise
- l) An ordering process must be used that either uses or simulates the Jurisdiction's processes and procedures for incident ordering. This ordering process can involve a local Emergency Operations Center (EOC), local or geographic dispatch centers, or an expanded dispatch function
- m) All applicable ICS forms must be completed for a complete IAP, including intermediate forms such as the ICS 215 and ICS 215A

## **E. After-Action Review and Evaluation**

To appropriately complete the tasks within a PTB, the trainee must be evaluated by personnel qualified in the ICS position being evaluated or qualified in the ICS position that would supervise that position on an incident.

Documents that may facilitate the evaluation process include the position PTB and/or the ICS 225, Incident Personnel Performance Rating.

# XI. Training Course Equivalency

## A. Blended, Online, or Instructor-Led Course Equivalency

### 1. General

The TIMQS enables the establishment of equivalency for an instructor-led, blended (combination of online and instructor-led), or online training course after determining that a candidate alternative course is equivalent to an existing course listed in the PQRs.

Using an equivalent course to replace a course listed in the PQR should provide some measurable benefits to the training program, such as:

- a) Increased number of trained personnel
- b) Cost savings through reduced training costs
- c) Broadened target audience
- d) Enhanced learning experience for students

### 2. Methodology

The equivalency determination may be granted to a candidate course after a comprehensive comparative analysis has been completed and documented by a review team consisting of three or more Evaluators. The Evaluators will be chosen by the TEMC with the concurrence of the GC. Review Team members should be SMEs in the subject(s) the course covers. The Review Team should ensure that the candidate course accomplishes the following:

- a) Meets or exceeds all learning and performance objectives of the original course. The presentation of the learning and performance objectives must be adequate to reasonably ensure a Position Candidate who completes the training will be successful as a trainee.
- b) Meets or exceeds the instructor qualification requirements of the original course.
- c) Meets or exceeds student prerequisite position qualification or training requirements of the original course.
- d) Does not conflict or contradict established TIMQS, NQS, or NIMS guidelines or standards.
- e) The curriculum and delivery meet or exceed the NIMS curriculum's baseline standards.
- f) Follows the guidance provided in the NIMS Training Program, 2020, provided below.

The NIMS Training Program, May 2020 edition, provides course equivalency guidelines for the ICS core courses and position-specific training.

*“AHJs hosting non-FEMA NIMS courses are responsible for issuing course completion certificates. FEMA does not evaluate training from other sources to determine equivalency or similarity to standard NIMS training. AHJs should determine whether these training opportunities meet NIMS curriculum standards; an*



*AHJ may accept or reject a course as equivalent to a FEMA course. Factors an AHJ should consider in determining whether a course or training event meets FEMA standards include the following:*

- a) Do the training requirements align with the appropriate PTB?
- b) Do the course objectives match?
- c) Is the time allocated to objectives similar to that of a FEMA course?
- d) Are the instructor qualifications similar to those outlined in the NIMS Training Program?
- e) Is there a valid post-course assessment to determine whether students achieved desired outcomes?

Once the review team recommends an equivalency determination and the TEMC approves, the alternative equivalent course can be used as an option in addition to the course listed in the PQR.

## **XII. List of Abbreviations**

AHIMT	All-Hazards Incident Management Team
AHJ	Authority Having Jurisdiction
CBRN	Chemical, Biological, Radiological, and Nuclear
CDP	Center for Domestic Preparedness
CI	Critical Infrastructure
CIKR	Critical Infrastructure and Key Resources
CQC	Credentialing and Qualifications Committee
CO	Certifying Official
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FERO	Federal Emergency Response Official
FIPS	Federal Information Processing Standard
FE	Functional Exercise
FSE	Full-Scale Exercise
GC	Governance Committee
HazMat	Hazardous Material
HR	Historical Recognition
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IMT	Incident Management Team
IQCS	Incident Qualification and Certification System
IQS	Incident Qualification System
IROC	Interagency Resource Ordering Capability
MRP	Mission-Ready Package
NGO	Non-Governmental Organization
NHTSA	National Highway Traffic Safety Administration
NIC	National Integration Center
NIMS	National Incident Management System
NQS	National Qualification System
NRF	National Response Framework
NTES	National Training and Education System
NWCG	National Wildfire Coordinating Group
PIV	Personal Identity Verification
POC	Point of Contact

POST	Peace Officers Standards and Training
PPE	Personal Protective Equipment
PTB	Position Task Book
PQR	Position Qualification Requirement
QRB	Qualifications Review Board
QRC	Qualifications Review Committee
RCC	Regional Coordinating Committee
RFID	Radio-Frequency Identification
ROSS	Resource Ordering and Status System
RPL	Recognition of Prior Learning
RTL	Resource Typing Library Tool
SLTT	State, Local, Tribal, and Territorial
SME	Subject Matter Expert
US&R	Urban Search and Rescue
USFA	United States Fire Administration

## Appendix A—Incident Complexity

### A. Incident Complexity Level Tables

The language in the Incident Complexity Level Table is intentionally flexible, allowing AHJs to apply this guide to their specific needs and situations. Due to differences in infrastructure, incident management capability, population density, available resources, and other factors, it is possible that one Jurisdiction may identify an incident at one level of complexity while another Jurisdiction may identify it at a different level. This guide applies to all-hazards and is available for the whole community to use as appropriate.

Type 5	Incident Effect Indicators	Incident Management Indicators
<b>5</b>	<ul style="list-style-type: none"> <li>• Incident shows no resistance to stabilization or mitigation</li> <li>• Resources typically meet incident objectives within one or two hours of arriving on-scene</li> <li>• Minimal effects to population immediately surrounding the incident</li> <li>• Few or no evacuations necessary during mitigation</li> <li>• No adverse impact on Critical Infrastructure and Key Resources (CIKR)</li> <li>• Elected/appointed governing officials and stakeholder groups require minimal or no coordination, and may not need notification</li> <li>• Conditions or actions that caused the incident do not persist; as a result, there is no probability of a cascading event or exacerbation of the current incident</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Commander (IC) position is filled, but Command and General Staff positions are unnecessary to reduce workload or span of control</li> <li>• EOC activation is unnecessary</li> <li>• Unified Command is not typically necessary</li> <li>• One or more resources is or are necessary and receive(s) direct supervision from the IC</li> <li>• Resources may remain on-scene for several hours, up to 24, but require little or no logistical support</li> <li>• Formal incident planning process is not necessary</li> <li>• Written Incident Action Plan (IAP) is unnecessary</li> <li>• Limited aviation resources may be necessary and may use varying levels of air support</li> </ul>
	<p><b>Examples:</b> Type 5 incidents, events, and exercises can include a vehicle fire, a medical response to an injured/sick person, a response to a suspicious package/ item, or a vehicle pursuit. Planned events can include a 5K or 10K road race.</p>	

Type 4	Incident Effect Indicators	Incident Management Indicators
4	<ul style="list-style-type: none"> <li>• Incident shows low resistance to stabilization or mitigation</li> <li>• Resources typically meet incident objectives within several hours of arriving on-scene</li> <li>• Incident may extend from several hours to 24 hours</li> <li>• Limited effects to population surrounding incident</li> <li>• Few or no evacuations necessary during mitigation</li> <li>• Incident threatens, damages, or destroys a minimal number of residential, commercial, or cultural properties</li> <li>• CIKR may suffer adverse impacts</li> <li>• CIKR mitigation measures are uncomplicated and can be implemented within one operational period</li> <li>• Elected/appointed governing officials and stakeholder groups require minimal or no coordination, but they may need to be notified</li> <li>• Conditions or actions that caused the original incident do not persist; as a result, there is low to no probability of a cascading event or exacerbation of the current incident</li> </ul>	<ul style="list-style-type: none"> <li>• IC/Unified Command role is filled, but Command and General Staff positions are typically not necessary to reduce workload or span of control</li> <li>• EOC activation may be necessary</li> <li>• Resources receive direct supervision either from the IC/Unified Command or through an ICS leader position, such as a Task Force or Strike Team/Resource Team, to reduce span of control</li> <li>• Division or Group Supervisor position may be filled for organizational or span-of-control purposes</li> <li>• Multiple kinds and types of resources may be necessary</li> <li>• Aviation resources may be necessary and may use varying levels of air support</li> <li>• Resources may remain on-scene for 24 hours or longer and may require limited logistical support</li> <li>• Formal incident planning process is not necessary</li> <li>• Written IAP is unnecessary, but leaders may complete a documented operational briefing for all incoming resources</li> </ul>
	<p><b>Examples:</b> Type 4 incidents, events, and exercises can include a barricaded suspect, a hazardous materials (HAZMAT) spill on a roadway or waterway, a detonation of a small explosive device, a large commercial fire, or a localized flooding event affecting a neighborhood or subdivision. Planned events can include a march, protest, festival, fair, or parade.</p>	

Type 3	Incident Effect Indicators	Incident Management Indicators
3	<ul style="list-style-type: none"> <li>• Incident shows moderate resistance to stabilization or mitigation</li> <li>• Resources typically do not meet incident objectives within the first 24 hours of resources arriving on-scene</li> <li>• Incident may extend from several days to over one week</li> <li>• Population within and immediately surrounding incident area may require evacuation or shelter during mitigation</li> <li>• Incident threatens, damages, or destroys residential, commercial, or cultural properties</li> <li>• CIKR may suffer adverse impacts</li> <li>• CIKR mitigation actions may extend into multiple operational periods</li> <li>• Elected/appointed governing officials and stakeholder groups require some level of coordination</li> <li>• Conditions or actions that caused the incident may persist; as a result, there is medium probability of a cascading event or exacerbation of the current incident</li> </ul>	<ul style="list-style-type: none"> <li>• IC/Unified Command role is filled</li> <li>• EOC activation may be necessary</li> <li>• Command Staff positions are filled to reduce workload or span of control</li> <li>• At least one General Staff position is filled to reduce workload or span of control</li> <li>• Numerous resources receive supervision indirectly through the Operations Section and its subordinate positions</li> <li>• Branch Director position(s) may be filled for organizational purposes and occasionally for span of control</li> <li>• Division Supervisors, Group Supervisors, Task Forces, and Strike Teams/ Resource Teams are necessary to reduce span of control</li> <li>• ICS functional units may be necessary to reduce workload</li> <li>• Incident typically extends into multiple operational periods</li> <li>• Resources may need to remain on-scene for over a week and will require logistical support</li> <li>• Incident may require an incident base to support resources</li> <li>• Numerous kinds and types of resources may be required</li> <li>• Aviation operations may involve multiple aircraft</li> <li>• Number of responders depends on the kind of incident, but could add up to several hundred personnel</li> <li>• Leaders initiate and follow formal incident planning process</li> <li>• Written IAP may be necessary for each operational period</li> </ul>
	<p><b>Examples:</b> Type 3 incidents, events, and exercises can include a tornado that damages a small section of a city, village, or town; a railroad tank car HAZMAT leak requiring evacuation of a neighborhood or section of a community; a detonation of a large explosive device; an active shooter; a water main break; a Category 1 or 2 hurricane; or a small aircraft crash in a populated area. Planned events can include a county fair or an auto racing event.</p>	

Type 2	Incident Effect Indicators	Incident Management Indicators
2	<ul style="list-style-type: none"> <li>• Incident shows high resistance to stabilization or mitigation</li> <li>• Resources typically do not meet incident objectives within the first several days</li> <li>• Incident may extend from several days to two weeks</li> <li>• Population within and surrounding the general incident area is affected</li> <li>• Affected population may require evacuation, shelter, or housing during mitigation for several days to months</li> <li>• Incident threatens, damages, or destroys residential, commercial, and cultural properties</li> <li>• CIKR may suffer adverse impacts, including destruction</li> <li>• CIKR mitigation actions may extend into multiple operational periods, requiring considerable coordination</li> <li>• Elected/appointed governing officials, political organizations, and stakeholder groups require a moderate level of coordination</li> <li>• Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management</li> <li>• Conditions or actions that caused the original incident may persist, so a cascading event or exacerbation of the current incident is highly probable</li> </ul>	<ul style="list-style-type: none"> <li>• IC/Unified Command role is filled</li> <li>• EOC activation is likely necessary</li> <li>• All Command Staff positions are filled</li> <li>• All General Staff positions are filled</li> <li>• Large numbers of resources receive supervision through the Operations Section</li> <li>• Branch Director position(s) may be filled for organizational or span-of-control purposes</li> <li>• Division Supervisors, Group Supervisors, Task Forces, Strike Teams, and Resource Teams are necessary to reduce span of control</li> <li>• Most ICS functional units are filled to reduce workload</li> <li>• Incident extends into numerous operational periods</li> <li>• Resources may need to remain on-scene for several weeks and will require complete logistical support, as well as possible personnel replacement</li> <li>• Incident requires an incident base and other ICS facilities for support</li> <li>• Numerous kinds and types of resources may be required</li> <li>• Complex aviation operations involving multiple aircraft may be involved</li> <li>• Size and scope of resource mobilization necessitates a formal demobilization process</li> <li>• Length of resource commitment may necessitate a transfer of command from one Incident Management Team (IMT) to a subsequent IMT</li> <li>• Number of responders depends on the kind of incident, but could add up to over 1,000 personnel</li> <li>• Leaders initiate and follow formal incident planning process</li> <li>• Written IAP is necessary for each operational period</li> <li>• Leaders may order and deploy out-of-State resources such as through the</li> </ul>

		Emergency Management Assistance Compact (EMAC)
	<p><b>Examples:</b> Type 2 incidents, events, and exercises can include a tornado that damages an entire section of a city, village, or town; a railroad tank car HAZMAT leak requiring a several-days-long evacuation of an entire section of a city, village, or town; a wildland fire in an area with numerous residences, requiring evacuations and several days of firefighting; a multi-event explosive device attack; or a river flooding event affecting an entire section of a city, village, or town, with continued precipitation anticipated. Planned events can include a VIP visit, a large demonstration, a strike, or a large concert.</p>	



Type 1	Incident Effect Indicators	Incident Management Indicators
1	<ul style="list-style-type: none"> <li>• Incident shows high resistance to stabilization or mitigation</li> <li>• Incident objectives cannot be met within numerous operational periods</li> <li>• Incident extends from two weeks to over a month</li> <li>• Population within and surrounding the region or State where the incident occurred is significantly affected</li> <li>• Incident threatens, damages, or destroys significant numbers of residential, commercial, and cultural properties</li> <li>• Incident damages or destroys numerous CIKRs</li> <li>• CIKR mitigation extends into multiple operational periods and requires long-term planning and extensive coordination</li> <li>• Evacuated or relocated populations may require shelter or housing for several days to months</li> <li>• Elected/appointed governing officials, political organizations, and stakeholder groups require a high level of coordination</li> <li>• Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management</li> <li>• Conditions or actions that caused the original incident still exist, so a cascading event or exacerbation of the current incident is highly probable</li> </ul>	<ul style="list-style-type: none"> <li>• IC/Unified Command role is filled</li> <li>• EOC activation is necessary</li> <li>• Unified Command is complex due to the number of jurisdictions involved</li> <li>• All Command Staff positions are filled; many include assistants</li> <li>• All General Staff positions are filled; many include deputy positions</li> <li>• Many resources receive supervision through an expanded Operations Section</li> <li>• Branch Director position(s) may be filled for organizational or span-of-control purposes</li> <li>• Division Supervisors, Group Supervisors, Task Forces, Strike Teams, and Resource Teams are necessary to reduce span of control</li> <li>• Most or all ICS functional units are filled to reduce workload</li> <li>• Incident extends into many operational periods</li> <li>• Resources will likely need to remain on-scene for several weeks and will require complete logistical support, as well as possible personnel replacement</li> <li>• Incident requires an incident base and numerous other ICS facilities for support</li> <li>• Numerous kinds and types of resources may be required, including many that trigger a formal demobilization process</li> <li>• Federal assets and other nontraditional organizations – such as Voluntary Organizations Active in Disaster (VOADs) and NGOs – may be involved in the response, requiring close coordination and support</li> <li>• Complex aviation operations involving numerous aircraft may be involved</li> <li>• Size and scope of resource mobilization necessitate a formal demobilization process</li> </ul>

		<ul style="list-style-type: none"> <li>• Length of resource commitment may necessitate a transfer of command from one IMT to a subsequent IMT</li> <li>• Number of responders depends on the kind of incident, but could add up to over 1,000 personnel</li> <li>• Leaders initiate and follow formal incident planning process</li> <li>• Written IAP is necessary for each operational period</li> <li>• Leaders may order and deploy out-of-State resources, such as through EMAC</li> </ul>
	<p><b>Examples:</b> Type 1 incidents, events, and exercises can include a tornado with damage or destruction to an entire community; a Category 3, 4, or 5 hurricane; a pandemic; a railroad tank car explosion or multilevel explosive device destroying several neighborhoods and damaging others; a large wind-driven wildland fire threatening an entire city, village, or town, causing several evacuations and destroying many homes, businesses, and critical infrastructure assets; or a widespread river flooding event in a city, village, or town, with continued precipitation anticipated. Planned events can include a political convention, the Super Bowl, the World Series, or a presidential visit.</p>	

## Incident Complexity Level: Incident Effect Indicators Summary

Type	Resistance to stabilization or mitigation	How long does it take for resources to meet incident objectives?	Effects on population immediately surrounding the incident	Length of incident effects	Evacuations necessary during mitigation	Adverse impact on CIKR	CIKR impact / mitigation measures	Coordination required with elected/ governing officials and stakeholder groups	Do conditions or actions that caused original incident persist?	Probability of cascading event or exacerbation of current incident
5	None	1–2 hours	Minimal	Minimal	Few or none	None	None	Minimal or none	No	None
4	Low	Several to 24 hours	Limited	Up to 24 hours	Few or none	Minimal	Uncomplicated within one operational period	Minimal or none	No	Low to none
3	Moderate	At least 24 hours	Moderate	Several days to over one week	Possible; may require shelter	Threatens, damages, or destroys property	Adverse; multiple operational periods	Some	Possibly	Medium
2	High	Several days to two weeks	Significant	Several days to two weeks	Possible; may require shelter/ housing for several days to months	Threatens, damages, or destroys property	Destructive; requires coordination over multiple operational periods	Moderate, including political organizations	Possibly	High
1	High	Numerous operational periods	Significant	Two weeks to over a month	May require shelter/ housing for several days to months	Significantly threatens, damages, or destroys property	Highly destructive; requires long-term planning and extensive coordination over multiple operational periods	High, including political organizations	Yes	High

## Appendix B—Position Qualification Requirements

This section contains the Position Qualification Requirements 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 are also verified.

### A. 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 and 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 (PTB).
• Physical/Medical Fitness	Physical and medical considerations that, when applied, help to ensure safe performance in potentially hazardous environments.
• Currency	Currency is maintained by functioning in the ICS position or related position during a qualifying incident, event, or exercise (simulation) at least once every five years.

### B. Equivalency

Several position-specific and team training courses listed in the Training Criteria permit equivalent training in place of the specified course. The responsibility for determining equivalency of a course is explained in Section XI, *Training Course Equivalency*.

### C. Direct Entry Positions at the Type 3 Level

Direct Entry allows for an individual to pursue qualification directly into a middle or upper-level ICS position without qualifying previously in positions that are subordinate to the target position.

Most positions that permit Direct Entry include tasks of ICS subordinate position(s) integrated into the PTB. The trainee must demonstrate satisfactory performance of these tasks. This coincides with the ICS principle stating that when a subordinate ICS position is not filled, that ICS positions’ supervisor assumes all the functional responsibilities of the unfilled subordinate position.

Not all PTBs identify specific tasks associated with all the subordinate positions. When evaluating a candidate for a Direct-Entry position, the ICS principle must be taken into consideration. It is critical to the credibility of TIMQS that individuals who are qualified into

mid- or upper-level positions can perform the duties and responsibilities of the subordinate positions.

## D. Technical Specialists

Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training of established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training to use their specialized skills in the incident environment.

No minimum qualifications for Technical Specialists have been established by AHIMTA. Standards for Technical Specialist qualifications are determined by the applicable Agency or organization the Technical Specialist normally works for. This Agency or organization is responsible for ensuring that Technical Specialists have the proper knowledge, skills, and abilities, as well as required certifications and/or qualifications, to be engaged in the activities relevant to the specific incident. It is also incumbent on the Agency or organization to ensure proper physical and medical capability to meet the needs of the work on the incident. The rigors of incident work may differ more or less from the normal work activities required of the individual.

## E. NIMS Core Training Courses

The Position Qualification Requirements (PQRs) are based on completion of the NIMS core curriculum described in the FEMA National Incident Management System Training Program. The table below summarizes the requirements. The courses listed below are not identified in each PQRs because they are common to all positions.

NIMS Core List A	NIMS Core List B	NIMS Core List C
<b>All Incident Personnel</b>	<b>Incident Personnel with Leadership Responsibilities</b>	<b>Incident Personnel Designated as Leaders or Supervisors</b>
Responders	Unit Leaders, Area Managers	Command and General Staff, Branch Directors
	DIVS, STAM, TFLD, RESL, SITL, DMOB, DOCL, GSUL, COML, MEDL, FDUL, GSUL, SPUL, FACL, COST, PROC, TIME, ASGS,	ICT3, SOF3, LOFR, PIO3, LSC3, OSC3, FSC3, PSC3, OPBD, AOB,
IS-100 IS-700	IS-100 IS-700 <b>IS-200</b> <b>ICS-300</b> <b>IS-800</b>	IS-100 IS-200 ICS-300 IS-700 IS-800 <b>ICS-400</b>

## **F. Individual Position Qualifications**

## Command Staff

### A. All-Hazards Incident Commander Type 3 (ICT3-AH)

#### (1) Prerequisite Qualification(s)

Qualified as (at least one of the following All-Hazards Type 3 positions):

- All-Hazards Operations Section Chief Type 3 (OSC3-AH)
- All-Hazards Planning Section Chief Type 3 (PSC3-AH)
- Qualified as All-Hazards Logistics Section Chief Type 3 (LSC3-AH)
- Qualified as All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)
- Qualified as NWCG Incident Commander Type 3 (ICT3)

#### (2) Required Training

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Introduction or NWCG Incident Leadership (L381)
- C. E/L-950 All-Hazards Incident Commander (or Equivalent)
- D. G-191 Incident Command System / Emergency Operations Center Interface
- E. Hazardous Materials Awareness Training
- F. (Incident Commanders at Hazardous Materials Incidents must be Hazardous Materials Operations level + 24 hours OSHA CFR 1910.120(q)(6)(v))

#### (3) Recommended Training

- A. Additional Management, leadership, and teambuilding training relevant to emergency response
- B. Continuing training requirements as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Moderate, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief
- Incident Commander

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Operations Section Chief Type 3 (OSC3-AH)
- All-Hazards Planning Section Chief Type 3 (PSC3-AH)
- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)
- All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

#### (9) Currency Interval: 5 Years

**Command Staff****B. All-Hazards Incident Safety Officer Type 3 (SOF3-AH)****(1) Prerequisite Qualification(s)**

Qualified as (at least one of the following):

- All-Hazards Division/Group Supervisor (DIVS-AH)
- NWCG Incident Commander type 4 (ICT4)
- DOI All-Hazards Team Leader (ARTL, LEOL, SRTL, SWFL, TRTL)
- NFPA 1021 Fire Department Officer II

**(2) Required Training**

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Introduction or NWCG Incident Leadership (L381)
- C. E/L-954 All-Hazards Safety Officer (or Equivalent)
- D. G-191 Incident Command System / Emergency Operations Center Interface
- E. Hazardous Materials Awareness-Level Training

**(3) Recommended Training**

- A. Additional management, leadership, and teambuilding training relevant to emergency response
- B. Continuing training requirements as required by the State
- C. OSHA 6000 Collateral Duty Safety Officer (or Equivalent)
- D. OSHA 7600 Disaster Site Worker (or Equivalent)
- E. Aviation Safety Course

**(4) PTB Required**

- Yes

**(5) Minimum Annual Physical Fitness Level**

- Moderate, or as required for specific discipline

**(6) Incident Competency Requirements**

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

**(7) Positions That Maintain Currency for This Position:**

- Primary duty filling the role of an entity's "Safety Officer" during daily activities and responses
- Safety Officer

**(8) This Position Maintains Currency of (if previously qualified):**

- All-Hazards Incident Commander Type 3 (ICT3-AH)
- All-Hazards Operations Section Chief Type 3 (OSC3-AH)

**(9) Currency Interval: 5 Years**



**Command Staff****C. All-Hazards Public Information Officer Type 3 (PIO3-AH)****(1) Prerequisite Qualification(s)**

- None. This position can be pursued as an entry level

**(2) Required Training**

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Introduction or NWCG Incident Leadership (L381)
- C. E/L-952 All-Hazards Public Information Officer (or Equivalent)
- D. G-191 Incident Command System / Emergency Operations Center Interface
- E. Hazardous Materials Awareness Training

**(3) Recommended Training**

- A. Additional management, leadership, and teambuilding training relevant to emergency response
- B. Continuing training requirements as required by the State

**(4) PTB Required**

- Yes

**(5) Minimum Annual Physical Fitness Level**

- Moderate, or as required for specific discipline

**(6) Incident Competency Requirements**

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

**(7) Positions That Maintain Currency for This Position:**

- Public Information Officer Field (PIOF)

**(8) This Position Maintains Currency of (if previously qualified):**

- None

**(9) Currency Interval: 5 Years**

**Command Staff****D. All-Hazards Liaison Officer (LOFR-AH)****(1) Prerequisite Qualification(s)**

- None. This position can be pursued as an entry level

**(2) Required Training**

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Introduction or NWCG Incident Leadership (L381)
- C. E/L-954 All-Hazards Liaison Officer (or Equivalent)
- D. G-191 EOC/IMT Interface or Equivalent
- E. Hazardous Materials Awareness Training

**(3) Recommended Training**

- A. Additional management, leadership, and teambuilding training relevant to emergency response
- B. Continuing training requirements as required by the State

**(4) PTB Required**

- Yes

**(5) Minimum Annual Physical Fitness Level**

- Light, or as required for specific discipline

**(6) Incident Competency Requirements**

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

**(7) Positions That Maintain Currency for This Position:**

- Agency Representative (AREP)
- Liaison Officer

**(8) This Position Maintains Currency of (if previously qualified):**

- None

**(9) Currency Interval: 5 Years**

## Operations Section

### A. All-Hazards Operations Section Chief Type 3 (OSC3-AH)

#### (1) Prerequisite Qualification(s)

- This position can be pursued Direct Entry, in which case subordinate competencies must be satisfactorily demonstrated in this position's PTB. If an individual is already qualified in one or more of the subordinate positions, the associated task(s) in the PTB can be considered to have already been completed and can be documented as such.
  - Division Group Supervisor All-Hazards (DIVS-AH)
  - Strike Team/Task Force Leader All-Hazards (STLD-AH/TFLD-AH)

#### (2) Required Training

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Introduction or NWCG Incident Leadership (L381)
- C. E /L-958 All-Hazards Operations Section Chief (or Equivalent)
- D. G-191 Incident Command System / Emergency Operations Center Interface
- E. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. E/L-960 All-Hazards Division/Group Supervisor (or Equivalent)
- B. E/L-984 All-Hazards Strike Team/Task Force Leader (or Equivalent)
- C. Staging Area Manager Course
- D. Additional management, leadership, and teambuilding training relevant to emergency response
- E. Continuing training requirements as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Moderate, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Incident Commander
- Operations Section Chief
- Branch Director, including Air Operations Branch Director
- Division/Group Supervisor

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Incident Commander Type 3 (ICT3-AH)
- All-Hazards Safety Officer Type 3 (SOF3-AH)
- All-Hazards Division/Group Supervisor (DIVS-AH)

#### (9) Currency Interval: 5 Years

**Operations Section****B. All-Hazards Division/Group Supervisor (DIVS-AH)****(1) Prerequisite Qualification(s)**

- This position can be pursued Direct Entry, in which case subordinate competencies must be satisfactorily demonstrated in this position's PTB. If an individual is already qualified in one or more of the subordinate positions, the associated task(s) in the PTB can be considered to have already been completed and can be documented as such.
  - All-Hazards Task Force Leader (TFLD-AH)

**(2) Required Training**

- A. NIMS Core List B
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. E/L-960 All-Hazards Division/Group Supervisor (or Equivalent)
- D. Hazardous Materials Operations Training

**(3) Recommended Training**

- A. Additional management, leadership, and teambuilding training relevant to emergency response
- B. Continuing training requirements as required by the State

**(4) PTB Required**

- Yes

**(5) Minimum Annual Physical Fitness Level**

- Moderate, or as required for specific discipline

**(6) Incident Competency Requirements**

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

**(7) Positions That Maintain Currency for This Position:**

- Task Force Leader
- Strike Team Leader
- Division/Group Supervisor
- Operations Branch Director
- Operations Section Chief

**(8) This Position Maintains Currency of (if previously qualified):**

- All-Hazards Task Force Leader (TFLD-AH)
- All-Hazards Operations Section Chief Type 3 (OSC3-AH)

**(9) Currency Interval: 5 Years**

**Operations Section****C. All-Hazards Task Force Leader (TFLD-AH)****(1) Prerequisite Qualification(s)**

- This position can be pursued as an entry level. Prerequisites for the position will be experience and qualification in low- and mid-level supervisory jobs that entail some decision-making under stress. These positions should have equivalency to the skills and abilities of the ICS Single Resource Leader. Some examples are police corporals or sergeants, structural fire apparatus officers, Public Works crew supervisors, or an equivalent position requiring lead supervisory experience.

**(2) Required Training**

- A. NIMS Core List B
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. E/L-984 Strike Team/Task Force Leader (or Equivalent)
- D. Hazardous Materials Operations Training

**(3) Recommended Training**

- A. Additional management, leadership, and teambuilding training relevant to emergency response
- B. Continuing training requirements as required by the State

**(4) PTB Required**

- Yes

**(5) Minimum Annual Physical Fitness Level**

- Arduous, or as required for specific discipline

**(6) Incident Competency Requirements**

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

**(7) Positions That Maintain Currency for This Position:**

- Task Force Leader
- Division/Group Supervisor
- Operations Section Chief
- Strike Team Leader

**(8) This Position Maintains Currency of (if previously qualified):**

- All-Hazards Division/Group Supervisor (DIVS-AH)
- All-Hazards Operations Section Chief Type 3 (OSC3-AH)

**(9) Currency Interval: 5 Years**

**Operations Section****D. All-Hazards Staging Area Manager (STAM-AH)****(1) Prerequisite Qualification(s)**

- None. This position can be pursued as an entry level.

**(2) Required Training**

- A. NIMS Core List B
- B. Hazardous Materials Awareness Training
- C. **Staging Area Manager course – State Approved**

**(3) Recommended Training**

- A. Staging Area Manager Course (Texas A&M, NWCG, or Equivalent)
- B. NWCG Staging Area Manager Job Aid (J-236)
- C. Status Check-in Recorder Course
- D. Management, leadership, and teambuilding training relevant to emergency response
- E. Continuing training requirements as required by the State

**(4) PTB Required**

- Yes

**(5) Minimum Annual Physical Fitness Level**

- Light, or as required for specific discipline

**(6) Incident Competency Requirements**

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

**(7) Positions That Maintain Currency for This Position:**

- Single Resource Boss
- Staging Area Manager

**(8) This Position Maintains Currency of (if previously qualified):**

- All-Hazards Status/Check-In Recorder (SCKN)

**(9) Currency Interval: 5 Years**

## Planning Section

### A. All-Hazards Planning Section Chief Type 3 (PSC3-AH)

#### (1) Prerequisite Qualification(s)

- This position can be pursued Direct Entry, in which case subordinate competencies must be satisfactorily demonstrated in this position's PTB. If an individual is already qualified in one or more of the following subordinate positions, the associated task(s) in the PTB can be considered to have already been completed and can be documented as such.
  - Situation Unit Leader All-Hazards (SITL-AH)
  - Resources Unit Leader All-Hazards (RESL-AH)
  - Demobilization Unit Leader All-Hazards (DMOB-AH)
  - Documentation unit Leader All-Hazards (DOCL-AH)

#### (2) Required Training

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Introduction or NWCG Incident Leadership (L381)
- C. E/L-962 All-Hazards Planning Section Chief (or Equivalent)
- D. G-191 Incident Command System / Emergency Operations Center Interface
- E. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. Additional management, leadership, and teambuilding training relevant to emergency response
- B. Continuing training requirements as required by the State
- C. E/L-965 All-Hazards Resources Unit Leader (or Equivalent)
- D. E/L-964 All-Hazards Situation Unit Leader (or Equivalent)
- E. All-Hazards Documentation Unit Leader (or Equivalent) when developed
- F. All-Hazards Demobilization Unit Leader (or Equivalent) when developed
- G. All-Hazards Intelligence/Investigation Unit Leader (or Equivalent) when developed
- H. All-Hazards Volunteer Coordination Unit Leader (or Equivalent) when developed

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Incident Commander
- Planning Section Chief
- Resources Unit Leader
- Situation Unit Leader
- Documentation Unit Leader
- Volunteer Coordination Unit Leader

- Intelligence/Investigation Unit Leader

**(8) This Position Maintains Currency of (if previously qualified):**

- All-Hazards Incident Commander Type 3 (ICT3-AH)
- All-Hazards Resources Unit Leader (RESL-AH)
- All-Hazards Situation Unit Leader (SITL-AH)
- All-Hazards Demobilization Unit Leader (DMOB-AH)
- All-Hazards Documentation Unit Leader (DOCL-AH)
- All-Hazards Volunteer Coordination Unit Leader (VOLC-AH)
- All-Hazards Intelligence/Investigation Unit Leader (IIUL-AH)

**(9) Currency Interval: 5 Years**



## Planning Section

### B. All-Hazards Resources Unit Leader (RESL-AH)

#### (1) Prerequisite Qualification(s)

- This position can be pursued Direct Entry, in which case subordinate competencies must be satisfactorily demonstrated in this position's PTB. If an individual is already qualified in one or more of the following subordinate positions, the associated task(s) in the PTB can be considered to have already been completed and can be documented as such.
  - Status/Check-in Recorder (SCKN)

#### (2) Required Training

- A. NIMS Core List B
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. E/L-965 All-Hazards Resources Unit Leader (or Equivalent)
- D. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. Management, leadership, and teambuilding training relevant to emergency response
- B. Continuing training requirements as required by the State
- C. Incident Base Automation software such as e-ISuite
- D. EOC management software such as WebEOC™

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Planning Section Chief Type 3 (PSC3-AH)
- Status/Check-In Recorder (SCKN-AH)
- Resources Unit Leader (RESL)

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Planning Section Chief Type 3 (PSC3-AH)

#### (9) Currency Interval: 5 Years

## Planning Section

### C. All-Hazards Situation Unit Leader (SITL-AH)

#### (1) Prerequisite Qualification(s)

- None. This position can be pursued as an entry level.

#### (2) Required Training

- A. NIMS Core List B
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. E/L-964 All-Hazards Situation Unit Leader (or Equivalent)
- D. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. NWCG Display Processor (S-245)
- B. Management, leadership, and teambuilding training relevant to emergency response
- C. Continuing training requirements as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Planning Section Chief
- Situation Unit Leader (SITL)

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Planning Section Chief Type 3 (PSC3-AH)

#### (9) Currency Interval: 5 Years

**Planning Section**

**D. All-Hazards Demobilization Unit Leader (DMOB-AH)**

**(1) Prerequisite Qualification(s)**

- None. This position can be pursued as an entry level.

**(2) Required Training**

- A. NIMS Core List B
- B. Hazardous Materials Awareness Training

**(3) Recommended Training**

- A. G-191 Incident Command System / Emergency Operations Center Interface
- B. Additional management, leadership, and teambuilding training relevant to emergency response
- C. Continuing training as required by the State
- D. Incident Base Automation software such as e-ISuite
- E. EOC management software such as WebEOC™

**(4) PTB Required**

- Yes

**(5) Minimum Annual Physical Fitness Level**

- Light, or as required for specific discipline

**(6) Incident Competency Requirements**

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

**(7) Positions That Maintain Currency for This Position:**

- Resources Unit Leader
- Documentation Unit Leader
- Planning Section Chief

**(8) This Position Maintains Currency of (if previously qualified):**

- All-Hazards Resources Unit Leader (RESL-AH)
- All-Hazards Documentation Unit Leader (DOCL-AH)
- All-Hazards Planning Section Chief (PSC3-AH)

**(9) Currency Interval: 5 Years**

**Planning Section**

**E. All-Hazards Documentation Unit Leader (DOCL-AH)**

**(1) Prerequisite Qualification(s)**

- None. This position can be pursued as an entry level.

**(2) Required Training**

- A. NIMS Core List B
- B. Hazardous Materials Awareness Training

**(3) Recommended Training**

- A. J-342 NWCG Documentation Unit Leader Job Aid (or Equivalent)
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. Additional management, leadership, and teambuilding training relevant to emergency response
- D. Continuing training as required by the State

**(4) PTB Required**

- Yes

**(5) Minimum Annual Physical Fitness Level**

- Light, or as required for specific discipline

**(6) Incident Competency Requirements**

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

**(7) Positions That Maintain Currency for This Position:**

- Resources Unit Leader
- Demobilization Unit Leader
- Planning Section Chief

**(8) This Position Maintains Currency of (if previously qualified):**

- All-Hazards Resources Unit Leader (RESL-AH)
- All-Hazards Demobilization Unit Leader (DMOB-AH)
- All-Hazards Planning Section Chief (PSC3-AH)

**(9) Currency Interval: 5 Years**

## Logistics Section

### A. All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

#### (1) Prerequisite Qualification(s)

- This position can be pursued Direct Entry, in which case subordinate competencies must be satisfactorily demonstrated in this position's PTB. If an individual is already qualified in one or more of the following subordinate positions, the associated task(s) in the PTB can be considered to have already been completed and can be documented as such:
  - All-Hazards Supply Unit Leader (SUPL-AH)
  - All-Hazards Facilities Unit Leader (FACL-AH)
  - All-Hazards Medical Unit Leader (MEDL-AH)
  - All-Hazards Communications Unit Leader (COML-AH)
  - All-Hazards Food Unit Leader (FDUL-AH)
  - All-Hazards Ground Support Unit Leader (GSUL-AH)

#### (2) Required Training

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Introduction or NWCG Incident Leadership (L381) or Equivalent, including an exercise that meets the criteria identified in Section X
- C. E/L-0967 All-Hazards Logistics Section Chief (or Equivalent)
- D. G-191 Incident Command System / Emergency Operations Center Interface
- E. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. Additional management, leadership, and teambuilding training relevant to emergency response
- B. Continuing training requirements for training, as required by the State
- C. E/L-0970 All-Hazards Supply Unit Leader (or Equivalent)
- D. E/L-0971 All-Hazards Facilities Unit Leader (or Equivalent)
- E. E/L-0969 All-Hazards Communications Unit Leader (or Equivalent)
- F. All-Hazards Ground Support Unit Leader (or Equivalent) when developed
- G. All-Hazards Food Unit Leader (or Equivalent) when developed
- H. All-Hazards Medical Unit Leader (or Equivalent) when developed

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Incident Commander
- Supply Unit Leader
- Facilities Unit Leader
- Logistics Support Branch Director
- Logistics Service Branch Director

- Logistics Section Chief

**(8) This Position Maintains Currency of (if previously qualified):**

- All-Hazards Incident Commander Type 3 (LSC3-AH)
- All-Hazards Communications Unit Leader (COML-AH)
- All-Hazards Medical Unit Leader (MEDL-AH)
- All-Hazards Food Unit Leader (FDUL-AH)
- All-Hazards Logistics Service Branch Director (SVBD-AH)
- All-Hazards Supply Unit Leader (SPUL-AH)
- All-Hazards Facilities Unit Leader (FACL-AH)
- All-Hazards Ground Support Unit Leader (GSUL-AH)
- All-Hazards Logistics Support Branch Director (SUBD-AH)

**(9) Currency Interval: 5 Years**

## Logistics Section

### B. All-Hazards Communications Unit Leader (COML-AH)

#### (1) Prerequisite Qualification(s)

- None. This position can be pursued as an entry level.

#### (2) Required Training

- A. NIMS Core List B
- B. E/L-0969 All-Hazards Communications Unit Leader (there is no Equivalent)
- C. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. NWCG Communications Unit Leader (S-358)
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. O-305 All-Hazards Incident Management Team Introduction or NWCG Incident Leadership (L381) (or Equivalent)

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Communications Unit Leader
- Logistics Section Chief

#### (8) This Position Maintains Currency of (if previously qualified):

- Communications Technician
- Incident Communications Center Manager
- Radio Operator

#### (9) Currency Interval: 5 Years

## Logistics Section

### C. All-Hazards Medical Unit Leader (MEDL-AH)

#### (1) Prerequisite Qualification(s)

- National Registry or State-Certified Emergency Medical Technician – Basic (or Equivalent)

#### (2) Required Training

- A. NIMS Core List B
- B. S-359 NWCG Medical Unit Leader (or Equivalent)
- C. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. G-191 Incident Command System / Emergency Operations Center Interface
- B. Additional management, leadership, and teambuilding training relevant to emergency response
- C. Continuing training as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Medical Unit Leader
- Logistics Section Chief

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

#### (9) Currency Interval: 5 Years



## Logistics Section

### D. All-Hazards Food Unit Leader (FDUL-AH)

#### (1) Prerequisite Qualification(s)

- None. This position can be pursued as an entry level.

#### (2) Required Training

- A. NIMS Core List B
- B. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. NWCG S-357 Food Unit Leader (or Equivalent)
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. Additional management, leadership, and teambuilding training relevant to emergency response
- D. Continuing training as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Food Unit Leader
- Logistics Section Chief

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

#### (9) Currency Interval: 5 Years

## Logistics Section

### E. All-Hazards Supply Unit Leader (SPUL-AH)

#### (1) Prerequisite Qualification(s)

- This position can be pursued Direct Entry, in which case subordinate competencies must be satisfactorily demonstrated in this position's PTB. If an individual is already qualified in one or more of the subordinate positions, the associated task(s) in the Task Book can be considered to have already been completed and can be documented as such:
  - Ordering Manager
  - Receiving/Distribution Manager

#### (2) Required Training

- A. NIMS Core List B
- B. Hazardous Materials Awareness Training
- C. E/L-0970 All-Hazards Supply Unit Leader (or Equivalent)

#### (3) Recommended Training

- A. G-191 Incident Command System / Emergency Operations Center Interface
- B. E-431 Understanding the Emergency Management Assistance Compact Resource Ordering Supply System (ROSS)
- C. Additional management, leadership, and teambuilding training relevant to emergency response
- D. Continuing training as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Supply Unit Leader
- Logistics Section Chief

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

#### (9) Currency Interval: 5 Years

## Logistics Section

### F. All-Hazards Facilities Unit Leader (FACL-AH)

#### (1) Prerequisite Qualification(s)

- This position can be pursued Direct Entry, in which case subordinate competencies must be satisfactorily demonstrated in this position's PTB. If an individual is already qualified in one or more of the subordinate positions, the associated task(s) in the PTB can be considered to have already been completed and can be documented as such:
  - Base and/or Camp Manager

#### (2) Required Training

- A. NIMS Core List B
- B. Hazardous Materials Awareness Training
- C. E/L-0971 All-Hazards Facilities Unit Leader (or Equivalent)

#### (3) Recommended Training

- A. G-191 Incident Command System / Emergency Operations Center Interface
- B. Additional management, leadership, and teambuilding training relevant to emergency response
- C. Continuing training as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Facilities Unit Leader
- Logistics Section Chief

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

#### (9) Currency Interval: 5 Years

## Logistics Section

### G. All-Hazards Ground Support Unit Leader (GSUL-AH)

#### (1) Prerequisite Qualification(s)

- None. This position can be pursued as an entry level.

#### (2) Required Training

- A. NIMS Core List B
- B. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. NWCG S-355 Ground Support Unit Leader (or Equivalent)
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. Additional management, leadership, and teambuilding training relevant to emergency response
- D. Continuing training as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Ground Support Unit Leader
- Equipment Manager
- Logistics Section Chief

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)
- The following positions are not recognized in IIMQS but are used as standard positions in other recognized NIMS ICS systems. All-Hazards Ground Support Unit Leader (GSUL-AH) currency will maintain position certification for these positions if approved by administrators of the other recognized NIMS ICS qualification systems under which the individual is credentialed:
  - Equipment Manager

#### (9) Currency Interval: 5 Years

## Logistics Section

### H. All-Hazards Information Technology Service Unit Leader (ITSL-AH)

#### (1) Prerequisite Qualification(s)

- None. This position can be pursued as an entry level

#### (2) Required Training

- A. NIMS Core List B
- B. Information Technology Service Unit Leader Course

#### (3) Recommended Training

- A. G-191 Incident Command System / Emergency Operations Center Interface
- B. ICS 400
- C. Additional management, leadership, and teambuilding training relevant to emergency response
- D. Continuing training as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Information Technology Service Unit Leader
- Logistics Section Chief

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Logistics Section Chief Type 3 (LSC3-AH)

#### (9) Currency Interval: 5 Years

## Finance/Administration Section

### A. All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

#### (1) Prerequisite Qualification(s)

- This position can be pursued Direct Entry, in which case subordinate competencies must be satisfactorily demonstrated in this position's PTB. If an individual is already qualified in one or more of the following subordinate positions, the associated task(s) in the PTB can be considered to have already been completed and can be documented as such.
  - Time Unit Leader All-Hazards (TIME-AH)
  - Procurement Unit Leader All-Hazards (PROC-AH)
  - Cost Unit Leader All-Hazards (COST-AH)
  - Compensation/Claims Unit Leader All-Hazards (COMP-AH)

#### (2) Required Training

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Introduction or NWCG Incident Leadership (L381) or Equivalent, including an exercise that meets the criteria identified in Section X
- C. E/L-973 All-Hazards Finance/Administration Section Chief (or Equivalent)
- D. G-191 Incident Command System / Emergency Operations Center Interface
- E. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. Additional management, leadership, and teambuilding training relevant to emergency response
- B. Continuing training requirements for training, as required by the State  
E/L-975 All-Hazards Finance/Administration Section Unit Leader (or Equivalent)

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Moderate, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Incident Commander
- Time Unit Leader
- Procurement Unit Leader
- Compensation/Claims Unit Leader

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Incident Commander Type 3 (ICT3-AH)
- All-Hazards Time Unit Leader (TIME-AH)
- All-Hazards Cost Unit Leader (COST-AH)
- All-Hazards Procurement Unit Leader (PROC-AH)
- All-Hazards Compensation/Claims Unit Leader (COMP-AH)

#### (9) Currency Interval: 5 Years

## Finance/Administration Section

### B. All-Hazards Compensation/Claims Unit Leader (COMP-AH)

#### (1) Prerequisite Qualification(s)

- None. This position can be pursued as an entry level.

#### (2) Required Training

- A. NIMS Core List B
- B. E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- C. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. G-191 Incident Command System / Emergency Operations Center Interface
- B. Additional management, leadership, and teambuilding training relevant to emergency response
- C. Continuing training requirements as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Finance/Administration Section Chief
- Compensation/Claims Unit Leader
- Compensation-for-Injury Specialist
- Claims Specialist

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)
- The following positions are not recognized in IIMQS but are used as standard positions in other recognized NIMS ICS systems. All-Hazards Compensation/Claims Unit Leader (COMP-AH) currency will maintain position certification for these positions if approved by administrators of the other recognized NIMS ICS qualification systems under which the individual is credentialed:
  - Compensation-for-Injury Specialist
  - Claims Specialist

#### (9) Currency Interval: 5 Years

## Finance/Administration Section

### C. All-Hazards Procurement Unit Leader (PROC-AH)

#### (1) Prerequisite Qualification(s)

- None. This position can be pursued as an entry level.

#### (2) Required Training

- A. NIMS Core List B
- B. E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- C. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. G-191 Incident Command System / Emergency Operations Center Interface
- B. Additional management, leadership, and teambuilding training relevant to emergency response
- C. Continuing training requirements as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Finance/Administration Section Chief
- Compensation/Claims Unit Leader
- Compensation-for-Injury Specialist
- Claims Specialist

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)
- The following positions are not recognized in IIMQS but are used as standard positions in other recognized NIMS ICS systems. All-Hazards Compensation/Claims Unit Leader (COMP-AH) currency will maintain position certification for these positions if approved by administrators of the other recognized NIMS ICS qualification systems under which the individual is credentialed:
  - Compensation-for-Injury Specialist
  - Claims Specialist

#### (9) Currency Interval: 5 Years



## Finance/Administration Section

### D. All-Hazards Time Unit Leader (TIME-AH)

#### (1) Prerequisite Qualification(s)

- This position can be pursued direct entry, in which case subordinate competencies must be satisfactorily demonstrated in this position's Task Book. If an individual is already qualified in one or more of the subordinate positions, the associated task(s) in the Task Book can be considered to have already been completed and can be documented as such:
  - Personnel Time Recorder
  - Equipment Time Recorder

#### (2) Required Training

- A. NIMS Core List B
- B. E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- C. Hazardous Materials Awareness Training

#### (3) Recommended Training

- A. G-191 Incident Command System / Emergency Operations Center Interface
- B. EMI IS-293 Mission Assignment Overview
- C. Incident Base Automation software (such as e-ISuite)
- D. EOC management software (such as WebEOC™)
- E. EMI E-431 Understanding the Emergency Management Assistance Compact
- F. Additional management, leadership, and teambuilding training relevant to emergency response
- G. Continuing training requirements as required by the State

#### (4) PTB Required

- Yes

#### (5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

#### (6) Incident Competency Requirements

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### (7) Positions That Maintain Currency for This Position:

- Personnel Time Recorder
- Equipment Time Recorder
- Procurement Unit Leader
- Finance/Administration Section Chief

#### (8) This Position Maintains Currency of (if previously qualified):

- All-Hazards Procurement Unit Leader (PROC-AH)
- All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

#### (9) Currency Interval: 5 Years

## **Finance/Administration Section**

### **E. All-Hazards Cost Unit Leader (COST-AH)**

#### **(1) Prerequisite Qualification(s)**

- None. This position can be pursued as an entry level.

#### **(2) Required Training**

- A. NIMS Core List B
- B. E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- C. Hazardous Materials Awareness Training

#### **(3) Recommended Training**

- A. G-191 Incident Command System / Emergency Operations Center Interface
- B. Incident Base Automation software (such as e-ISuite)
- C. EOC management software (such as WebEOC™)
- D. EMI IS-293 Mission Assignment Overview
- E. EMI E-431 Understanding the Emergency Management Assistance Compact
- F. Additional management, leadership, and teambuilding training relevant to emergency response
- G. Continuing training requirements as required by the State

#### **(4) PTB Required**

- Yes

#### **(5) Minimum Annual Physical Fitness Level**

- Light, or as required for specific discipline

#### **(6) Incident competency requirements**

- Must be performed on Type 3 or higher complexity qualifying incident(s), qualifying event(s), or qualifying exercise(s)

#### **(7) Positions that Maintain Currency for This Position:**

- Cost Unit Leader
- Finance/Administration Section Chief

#### **(8) This Position Maintains Currency of (if previously qualified):**

- All-Hazards Finance/Administration Section Chief Type 3 (FSC3-AH)

#### **(9) Currency Interval: 5 Years**

## Appendix C—CQC Business Rules

To ensure integrity and coordination of the process, the Credentialing and Qualification Committee members developed the following processes and procedures to be used during the operation of the committee.

- The over-riding questions CQC members should ask themselves when evaluating an application.
  1. *“If I had to sign this person off for their qualifications, would I feel comfortable signing?”*
  2. *“If I requested assistance on my incident, would I feel comfortable in them showing up on the incident?”*
- The CQC shall meet quarterly and all apps to be reviewed shall be submitted 30 days prior to team meeting date
- “Roberts Rules of Order” will be followed for all committee meetings
- If a Regional AHIMT position is needed quickly, under the qualification process, an emergency consideration shall be given for the application and CQC will make efforts to complete the review process as soon as possible
- The Regional AHIMT is responsible for verifying that every reviewed application includes the necessary subject matter expertise for the relevant position, including expertise from law enforcement, fire, emergency management, health, or other response and recovery areas, which should be clearly identified on the application
- A quorum of at least 50% of the full committee is required to review an application
- A majority vote of the quorum will determine all voting outcomes
- When a committee member disagrees with and does not support a committee decision, the specific issues held by that member will be explained to the committee
- Committee voting can be accomplished through multiple routes including email, Microsoft Forms, and in-person. All data and records collected will be housed by the TEMA Team Development Manager
- Any incomplete applications received may be returned to the applicant one time for correction before a new application must be submitted
- If the application review determines that the applicant does not meet defined requirements, the CQC Secretary will communicate the committee’s recommendations via form letter and offer follow-up discussion
- Regarding the number of qualifying events, the CQC should look for one (1) incident with at least 2 operational periods of the correct complexity as part of the two (2) experiences required. The additional experience can be another incident, exercise, or event
- A section chief position experience at a qualifying incident or event will not count as experience for a unit leader qualification unless the documentation shows the individual performing in that position or that there was no person filling that position causing the section chief to perform in that position

## ICS Duties and Responsibilities: Logistics Section

- References should be contacted to verify documentation or competency whenever there are unanswered questions or concerns presented by the committee, discussing the applicant's history, experience, abilities, personality, and any other recommendations from the reference
- To avoid the appearance of a conflict of interest, a CQC member will not review their own application, an application from a subordinate, supervisor, or an applicant who is related to the committee member. Any member that is uncomfortable reviewing an application may recuse themselves
- The CQC will only review those positions listed in the Qualifications System Guide. Any additional position will need to be added to the guide before review is completed
- Applications returned as incomplete should be returned to the committee before the next scheduled quarterly deadline, any application received after the scheduled deadline will be reviewed during the next following CQC meeting. Any application needing immediate review will be a decision of the committee on a case-by-case basis
- Individuals relocating to Tennessee from another state will have (1) year to apply for RPL if applicable
- Committee members not able to attend in person or virtually for more than 3 consecutive meetings will be considered non-participative

## Appendix D—TEMC Business Rules

To ensure integrity and coordination of the process, the Training, Education, and Membership Committee members developed the following processes and procedures to be used during the operation of the committee.

- The over-riding questions TEMC members should ask themselves when evaluating an application.
  1. *“If I had to sign this person off for their qualifications, would I feel comfortable signing?”*
  2. *“If I requested assistance on my incident, would I feel comfortable in them showing up on the incident?”*
- The TEMC shall meet quarterly and all apps to be reviewed shall be submitted 30 days prior to team meeting date
- “Roberts Rules of Order” will be followed for all committee meetings
- If a Regional AHIMT position is needed quickly, under the qualification process, an emergency consideration shall be given for the application and the TEMC will make efforts to complete the review process as soon as possible
- The Regional AHIMT is responsible for verifying that every reviewed application includes the necessary subject matter expertise for the relevant position, including expertise from law enforcement, fire, emergency management, health, or other response and recovery areas, which should be clearly identified on the application
- A quorum of at least 50% of the full committee is required to review an application
- A majority vote of the quorum will determine all voting outcomes
- Committee voting can be accomplished through multiple routes including email, Microsoft Forms, and in-person. All data and records collected will be housed by the TEMA Team Development Manager
- References should be contacted to verify documentation or competency whenever there are unanswered questions or concerns presented by the committee, discussing the applicant’s history, experience, abilities, personality, and any other recommendations from the reference
- To avoid the appearance of a conflict of interest, a TEMC member will not review their own application, an application from a subordinate, supervisor, or an applicant who is related to the committee member. Any member that is uncomfortable reviewing an application may recuse themselves
- The TEMC will only review those positions listed in the Qualifications System Guide. Any additional position will need to be added to the guide before review is completed
- Applications returned as incomplete should be returned to the committee before the next scheduled quarterly deadline, any application received after the scheduled deadline will be reviewed during the next following TEMC meeting. Any application needing immediate review will be a decision of the committee on a case-by-case basis

## ICS Duties and Responsibilities: Logistics Section

- Committee members not able to attend in person or virtually for more than 3 consecutive meetings will be considered non-participative
- To support statewide planning efforts the TEMC will coordinate with each Regional Coordinating Committee to ensure active participation in each annual Regional Integrated Preparedness Workshop
- The TEMC will review or facilitate the review of all applicants desiring recognition as an All-Hazards course instructor and/or train-the-trainer. On conclusion of the review the TEMC will provide a formal recommendation to the State Training Officer as Approved, Denied, or Need More Information

### **A. Training Vendor Approvals Process**

All private vendors wishing to deliver all-hazards and position specific course material in Tennessee are recommended to complete the following sequential steps:

1. Register as a vendor with the State through the State of Tennessee current Managed Service Provider (MSP)
2. For each instructor the vendor is proposing to use to instruct classes, email the following documentation in Adobe format to [TEMA.Training@tn.gov](mailto:TEMA.Training@tn.gov):
  - The proposed instructor's professional resume
  - A copy of all ICS position qualifications cards or documentation showing the position qualification and the certifying agency
  - A detailed work history
  - A list of at least three (3) professional references
  - A list of each course requested for approval to instruct within the State of Tennessee
3. If the size of the documentation email exceeds 25 Megabytes, submit the documentation in multiple emails so each email does not exceed 25 Megabytes
4. TEMA Training will forward the information received to the TEMC
5. The TEMC will review or facilitate the review of all submissions desiring recognition as an All-Hazards course instructor in the State of Tennessee. References should be contacted to verify documentation or competency, discussing the instructor's history, experience, abilities, personality, and any other recommendations from the reference
6. On conclusion of the review the TEMC will provide a formal recommendation to the State Training Officer as Approved, Denied, or Need More Information

## **B. AHIMT Instructor Approvals Process – Program Affiliated**

All AHIMT Qualified Team Members desiring to deliver all-hazards and position specific course material in Tennessee are recommended to complete the following sequential steps:

1. For each instructor requesting to instruct all-hazards and position specific classes, email the following documentation in Adobe format to TEMA.Training@tn.gov:
  - The proposed instructor’s professional resume
  - A copy of all ICS position qualifications cards or documentation showing the position qualification and the certifying agency
  - A detailed work history
  - A list of at least three (3) professional references
  - A list of each course requested for approval to instruct within the State of Tennessee
2. If the size of the documentation email exceeds 25 Megabytes, submit the documentation in multiple emails so each email does not exceed 25 Megabytes
3. TEMA Training will forward the information received to the TEMC
4. The TEMC will review or facilitate the review of all submissions desiring recognition as an All-Hazards course instructor in the State of Tennessee. References should be contacted to verify documentation or competency, discussing the instructor’s history, experience, abilities, personality, and any other recommendations from the reference
5. On conclusion of the review the TEMC will provide a formal recommendation to the State Training Officer as Approved, Denied, or Need More Information

## Appendix E—Communications Credentialing Sub-Committee

The credentialing of personnel to validate qualifications in key communications roles was established by TEMA in 2007. Training and credentialing are an essential responsibility mandated to TEMA by statute and requirements of Federal funding compliance to ensure the readiness of qualified personnel to daily operations, as well as more complex disaster and catastrophic incident response.

Tennessee Code Annotated (TCA) § 58-2-106, tasks the Tennessee Emergency Management Agency (TEMA) with responsibility to establish the structure, procedures, and chain of command during disaster response and recovery activities. Furthermore, TEMA is tasked with communications planning, coordination of mobilizing emergency management forces, the implementation of continuous training and the creation and administration of programs to facilitate the preparedness for, response to, and recovery from emergencies and disasters.

State agencies and local governments are similarly tasked to participate as part of the emergency management forces of the state and to support the emergency management program of the state by making available both material and personnel resources per TCA § 58-2-110 and 114.

Tennessee adopted the National Incident Management System (NIMS) by Executive Order #23 on June 28, 2005. The adoption of the NIMS includes incorporating the principles of NIMS and the Incident Command System into the structure of emergency preparedness, response, and recovery plans and procedures.

### A. Credentialed Positions

#### All-Hazard Incident Management Team/ Emergency Management Support Team Positions

The Communication Unit Leader and Information Technology Service Unit Leader positions support the Logistics Section of Incident Command System and have been adopted by the Governance Committee as recognized positions under the All-Hazards Incident Management Team (AHIMT) and Emergency Management Support Team (EMST) programs.

### B. Training Process

Collaboration and coordination of training opportunities is vital to the successful recruitment and qualification of individuals to fill the communications positions for normal daily operations and disaster response. The Emergency Management Institute (EMI) and the Cybersecurity and Infrastructure Security Agency (CISA) deliver the various training courses through qualified instructors. The qualified instructors include individuals recognized by the State Training Official (STO) at TEMA along with other CISA approved instructors that may requested from out of state.

The courses for the COML, COMT, ITSL, and AUXC positions are coordinated by TEMA through the STO for EMI deliveries (where applicable). The Statewide Communications Interoperability Coordinator (SWIC) will be the point of contact to notify CISA of the planned training and/or to request outside support of subject matter experts from CISA for course delivery.



## ICS Duties and Responsibilities: Logistics Section

The courses for the INTD and INCM positions are coordinated by the SWIC and will be supported by TEMA as available to ensure a comprehensive delivery of day-to-day operational capabilities and large-scale event disaster response.

All courses should be advertised to a broad audience of current and potential communications professionals to ensure the continuous improvement and sustainment of communications capabilities throughout the state.

### **C. Communications Credentialing Committee**

The Tennessee Communications Credentialing Committee (TCCC) has operated in a forward leaning manner for many years. The committee has operated with a minimum amount of formal policy, while attempting to ensure a stringent standard is maintained to credential communications personnel.

The next step in the formal credentialing process is to move the committee under the Credentialing and Qualifications Committee of the TIMQS as a formal subcommittee made up of the qualified individuals representing the following:

- Statewide Communications Interoperability Coordinator (SWIC), or designee
- TEMA Communications Manager, or designee
- COML or COMT from the East Region local representative\*
- COML or COMT from the Southeast Region local representative\*
- COML or COMT from the Middle Region local representative\*
- COML or COMT from the West Region local representative\*
- TN Department of Military representative
- Auxiliary Communicator representative
- Communications representative from state department other than Military or Safety
- Credentialing and Qualifications Committee Chairperson, or designee (ex officio)

*\*The regional representatives of the Communications Sub-Committee should represent a cross-section of emergency service disciplines (preferably fire, law enforcement, emergency management, and dispatch/ 911)*

The Communications Sub-Committee will follow all criteria and business processes established within the TIMQS and those adopted by the CQC. The COML and ITSL positions will be credentialed as part of the state's AHIMT and EMST program. The COMT, AUXC, INTD, and INCM positions will follow the same path of credentialing. While those positions are not formally listed in the TIMQS document, the training and credentialing of personnel in those positions is vital to the efficient emergency response and preparedness activities of local and state agencies.

## Appendix F—AHIMT Position Descriptions

### INCIDENT COMMANDER and COMMAND STAFF

#### A. Incident Commander (ICT3-AH)

The Incident Commander is responsible for the overall management of the incident or planned event and supervises the ICS positions reporting to him or her. In most cases, on initial response incidents, the command activity is carried out by a single IC. However, Unified Command may be appropriate. The initial IC is usually the person with the highest qualifications and experience from the entity having primary jurisdiction over the kind of incident involved. The IC is responsible for providing direction and guidance to the Command and General Staff. The IC should analyze the overall requirements of the incident/event and determine the most appropriate direction for the management team to follow during the response. This is accomplished by making key decisions, setting priorities, developing incident objectives, developing and/or approving strategies, and assigning work (tasks) to primary staff within the first operational period and ongoing throughout the incident.

The major duties and responsibilities of the Incident Commander are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Where appropriate obtain a Delegation of Authority.
- d) Upon arrival, assess the situation and obtain incident briefing from current IC.
- e) Establish priorities.
- f) Determine the need for Unified Command.
- g) Determine incident objectives and general direction for managing the incident.
- h) Establish an Incident Command Post (ICP).
- i) Establish an appropriate organization.
- j) Brief Command Staff and Section Chiefs.
- k) Coordinate and supervise activities for all Command and General Staff members.
- l) Ensure scene security.
- m) If applicable, consider the incident as a potential crime scene; preserve evidence and coordinate with law enforcement.
- n) Ensure adherence to the planning process and planning cycle.
- o) Ensure appropriate meetings and briefings are scheduled as required.
- p) Approve and authorize the implementation of an Incident Action Plan (IAP).
- q) Ensure that adequate safety measures are in place, including the assignment of a Safety Officer.
- r) Ensure safety receives priority consideration in the analysis of strategic alternatives, the development of the IAP and all incident activities.
- s) Foster an atmosphere free of discrimination, sexual harassment, and other forms of inappropriate behavior.
- t) Coordinate with key stakeholders.
- u) Make appropriate notifications (e.g., hospitals, health department, etc.).
- v) Approve requests for additional resources or for the release of resources.
- w) Keep Agency Administrator informed of incident status.

## ICS Duties and Responsibilities: Logistics Section

- x) Approve the use of trainees, volunteers, and auxiliary personnel.
- y) Ensure all AHIMT members are aware of and maintain the security and confidentiality of all classified, confidential, sensitive, and For Official Use Only documentation, intelligence, or data.
- z) Ensure proper development and releasing of information, which may include establishment and oversight of a Joint Information Center (JIC).

### **B. Safety Officer (SOF3-AH)**

The Safety Officer's function is to develop and recommend measures for ensuring personnel safety and to assess and/or anticipate hazardous situations. The Safety Officer has the authority and obligation to alter, suspend, or terminate all operations outside the scope of the Incident Action Plan that are immediately dangerous to life and health of any personnel.

Only one incident Safety Officer will be assigned for each incident. The Safety Officer may have assistants, as necessary, and the assistants may also represent assisting entities. Assistant Safety Officers may have specific responsibilities, such as air operations, hazardous materials, etc. All Safety Officers should be certified/qualified to the nature of the operations being performed.

The major duties and responsibilities of the Safety Officer are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Assign assistants, as needed.
- d) Establish operating and reporting procedures for Assistant Safety officers.
- e) Identify hazardous situations associated with the incident and coordinate with the Operations Section Chief while developing the Incident Action Plan Safety Analysis (ICS 215A) to mitigate the hazards.
- f) Participate in Tactics and Planning Meetings, as well as other meetings and briefings as required.
- g) Provide safety direction in the Incident Action Plan (IAP) for assigned responders.
- h) Complete the Safety Message/Plan (ICS 208) for inclusion in the IAP.
- i) Approve the Medical Plan (ICS 206).
- j) Ensure the development of a Site Safety Plan as required.
- k) Review and provide input to the traffic plan, if developed.
- l) Ensure the selection of Personal Protective Equipment (PPE) and other equipment meets the needs of the incident.
- m) Ensure that a personnel accountability system is in place for all personnel.
- n) Ensure that working conditions are monitored and work/rest guidelines are adhered to.
- o) Coordinate with the Medical Unit Leader to assign Emergency Medical Services personnel to tactical locations. Review any emergency evacuation guidelines.
- p) Ensure identified resources are in place to meet the behavioral health needs of responders.
- q) Exercise emergency authority to alter, suspend, terminate, and prevent unsafe acts outside of the scope of the IAP and notify the Incident Commander (IC).

## ICS Duties and Responsibilities: Logistics Section

- r) Track and report accidents, injuries, and illnesses.
- s) Investigate or ensure investigation of accidents that have occurred within the incident area.
- t) Ensure the protection of the scene and the preservation of evidence. Brief the IC on safety issues and concerns.
- u) Ensure all contractors and volunteers hired/brought in meet and are aware of appropriate safety/health training levels, and safety/health measures to achieve the response strategies. (A translator may be
- v) needed to achieve this goal.)
- w) Monitor food, potable water, and sanitation service inspections.
- x) Request assistance from Public Health agencies as needed.
- y) Monitor operational period lengths of incident personnel to ensure work/rest guidelines are followed.
- z) Complete a debriefing session with the Incident Commander prior to demobilization.
- aa) Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
- bb) Maintain an Activity Log (ICS 214).

### **C. Public Information Officer (PIO3-AH)**

The Public Information Officer is responsible for developing and releasing Incident Information about the incident/event to the public, incident or event personnel, and other appropriate agencies and organizations. In most cases the Public Information Officer releases Incident Information through the media to notify the public.

Only one Public Information Officer will be assigned for each incident/ event, including incidents operating under UC. The Public Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Entities have different policies and procedures relative to the handling of public information. The major duties and responsibilities of the Public Information Officer, shown below, would generally apply on any incident.

The major duties and responsibilities of the Public Information Officer are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Determine from the Incident Commander (IC) if there are any limits on information release.
- d) Obtain copies of the current Incident Status Summary (ICS 209)
- e) Assign Assistant Public Information Officer(s) as appropriate
- f) Keep informed of the incident development and its management through the planning process
- g) Develop a plan to address any Information-related Incident Objectives.
- h) Develop material for use in media briefings.
- i) Obtain IC approval of media releases.
- j) Inform the media and conduct media briefings.

## ICS Duties and Responsibilities: Logistics Section

- k) Evaluate the need for and recommend the establishment of a Joint Information Center (JIC), as necessary, to coordinate and disseminate accurate, accessible, and timely incident-related information.
- l) Coordinate with or operate within the Joint Information Center (JIC) if established.
- m) Maintain current Incident Information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
- n) Brief IC/UC on public information issues and concerns.
- o) Advise IC/UC on all public information matters.
- p) Manage media and public inquiries. Obtain media information that may be useful to incident planning.
- q) Arrange for tours and other interviews or briefings as required.
- r) Coordinate media flight requests into the incident airspace with the Air Operations Branch Director.
- s) Coordinate emergency public information and warnings.
- t) Monitor media reporting for accuracy.
- u) Ensure that all required agency forms, reports, and documents are completed prior to demobilization
- v) Complete a debriefing session with the Incident Commander prior to demobilization.
- w) Monitor and utilize social media as approved by the IC/UC.
- x) Maintain an Activity Log (ICS 214).

### **D. Liaison Officer (LOFR-AH)**

Incidents or events that are multijurisdictional, or have several entities involved, may require the establishment of the Liaison Officer position on the Command Staff. Only one Liaison Officer will be assigned for each incident, including incidents operating under UC and multijurisdictional incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent multijurisdictional agencies or jurisdictions.

The Liaison Officer is assigned to the incident/event to function as the point of contact to an Agency Representative of an Assisting and/or Cooperating Agency, non-governmental organizations (NGOs), and stakeholders who need greater interaction than provided by the Public Information Officer.

The major duties and responsibilities of the Liaison Officer are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Be a contact point for Agency Representatives (AREP), NGOs, and stakeholders who need greater interaction than provided by the Public Information Officer.
- d) Provide input on limitations and capability of assisting agency(ies) or entity(ies) resources as requested or needed during the Planning Process and Planning Cycle.
- e) Maintain a list of assisting and cooperating Agency Representatives, including name and contact information.
- f) Maintain a list of stakeholders, including name and contact information.
- g) Monitor Incident Check-In List (ICS 211) daily to ensure that all Agency Representatives are identified.

## ICS Duties and Responsibilities: Logistics Section

- h) Monitor incident activities to ensure that stakeholders are identified.
- i) Monitor incident operations to identify current or potential inter-organizational or stakeholder issues.
- j) Brief the IC on agency issues and concerns.
- k) Keep agencies supporting the incident and stakeholders aware of the incident's status.
- l) Conduct Stakeholder and Agency Representatives Meetings or Briefings as indicated
- m) Assist in establishing and coordinating interagency contacts.
- n) Coordinate with Public Information Officer (PIO) to develop and implement Social Media strategy by providing input on social media uses and interface with Stakeholders and the Public.
- o) Respond to request for information and resolve problems.
- p) Complete a debriefing session with the Incident Commander prior to demobilization.
- q) Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
- r) Maintain an Activity Log (ICS 214)

## OPERATIONS SECTION

### E. Operations Section Chief (OSC3-AH)

The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the incident. The Operations Section Chief should possess the knowledge, skills, and abilities appropriate to the nature of the operations being performed. During the initial stages of an incident, the Operations Section Chief will normally be selected from the entity with the most jurisdictional responsibility for the incident.

The Operations Section Chief activates and supervises organizational elements in accordance with the Incident Action Plan (IAP) and directs its execution. The Operations Section Chief also directs the preparation of operational plans, requests, and releases resources, monitors operational progress, makes expedient changes to the IAP as necessary, and reports any such changes to the IC/UC.

A Deputy Operations Section Chief may be assigned using the same guidelines described in "The Use of Deputies in The Operations Section."

The major duties and responsibilities of the Operations Section Chief are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Receive a briefing from the previous Section Chief (if previously staffed).
- d) Evaluate and request sufficient Section supervisory staffing and resources for both current operational requirements and future requirements (taking into consideration the lead time needed to obtain additional staff).
- e) Brief and assign Operations Section personnel in accordance with Incident Action Plan.
- f) Supervise Operations Section field personnel.
- g) Implement the tactical plan for the Operations Section based on the IC/UC incident objectives.
- h) Evaluate on-scene operations and adjust organization, strategies, tactics, and resources (e.g., additional staff, equipment, etc.), as necessary.
- i) Ensure the Resources Unit is advised of changes in the status of resources assigned to the Section.
- j) Coordinate with the Safety Officer to ensure that Operations Section personnel execute work assignments following, and in compliance with, approved safety practices.
- k) Monitor the need for additional resources and request them, as necessary, to support operations.
- l) Assemble/disassemble Task Forces/Strike Teams/Resource Teams assigned to the Operations Section.
- m) Identify/utilize Staging Areas and assign Staging Area Manager(s), as needed.
- n) Evaluate and monitor the current situation for use in next operational period planning.
- o) Communicate incident progress, events, and occurrences to the IC/UC.

## ICS Duties and Responsibilities: Logistics Section

- p) Coordinate and consult with Planning Section Chief, Safety Officer, Logistics Section Chief, and Technical Specialist on implementation of appropriate strategies and selection of tactics to accomplish objectives.
- q) Prepare for and conduct the Tactics Meeting.
- r) Identify kind, type and number of resources required to support selected strategies.
- s) Subdivide work areas into manageable Branches, Divisions, and Groups.
- t) Based on the incident objectives from the IC/UC, develop the Operations Section organization, work assignment, kind/type and quantity of resources needed for the next operational period using the Operational Planning Worksheet (ICS 215).
- u) Provide input for the Incident Action Plan Safety Analysis (ICS 215A) and coordinate planned activities with the Safety Officer to ensure compliance with safety practices.
- v) Identify appropriate Personal Protective Equipment (PPE) options prior to committing personnel.
- w) Participate in the planning process and the development of the tactical portions (ICS 204 and ICS 220) of the IAP.
- x) Assist with development of long-range, strategic, contingency, and demobilization plans.
- y) Develop a recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.
- z) Assist with development, receive, and implement applicable portions of the incident Demobilization Plan.
- aa) Participate in briefings to Incident Management Team members, media, tactical supervisors, visiting dignitaries, and others as requested.
- bb) Maintain an Activity Log (ICS 214).

### **The Use of Deputies in The Operations Section**

Deputies may be used at the Section Chief and Branch Director levels of the Operations Section. A Deputy may be from the same or different entity and should have the same or greater ICS qualifications as the Operations Section Chief/Branch Director they are working for since they should be ready to assume those position duties at any time. Deputies may be used to provide closer oversight and general assistance, or they may be assigned specific areas to balance the workload of the Section Chief/Branch Director. Common uses of the Deputy Operations Section Chief include development and preparation of the Operational Planning Worksheet (ICS 215) and working with the Planning Section (known as a Deputy Operations for Planning or “Planning Operations”), alternative strategy or plan development, and long-range strategic operational plans. A Deputy may possess different discipline-specific knowledge, skills, and abilities than the Operations Section Chief/Branch Director and be able to supplement their knowledge, skills, abilities, and experience. They also may be assigned to supervise specific functional tasks or areas such as Law Enforcement, Firefighting, EMS, Public Works, Public Health, Planning Operations, day/night operations, evacuations, contingency planning, etc., or be assigned geographically to satisfy jurisdictional or travel considerations. If the nature of the operations being performed is such that the Operations Section Chief/Branch Director requires knowledge, skills, or abilities in a specific discipline or subject they do not possess, they should consider requesting a qualified Deputy from the discipline or subject area who possesses the appropriate knowledge, skills, and abilities. If a qualified Deputy is not available, they should consider requesting a Technical Specialist from that discipline or subject area who possesses the



appropriate knowledge, skills, and abilities but does not have the ICS qualifications to be a Deputy.

## **F. Division/Group Supervisor (DIVS-AH)**

The Division/Group Supervisor reports to the Operations Section Chief (or Branch Director when activated). The Supervisor is responsible for the implementation of the assigned portion of the IAP, assignment of resources within the Division/Group, and reporting on the progress of control, mitigation, or management operations and status of resources within the Division (geographic area) or Group (functional area).

The major duties and responsibilities of the Division/Group Supervisor are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Obtain a briefing from the previous Division/Group Supervisor (if previously staffed).
- d) Identify resources assigned to the Division/Group.
- e) Provide the IAP to subordinates, as needed.
- f) Review the Division's/Group's assigned tasks and incident/event activities with subordinates.
- g) Implement the assignment received from the Operations Section Chief (or Branch Director as appropriate) and supervise the assigned resources. Make changes, as appropriate, keeping your supervisor informed.
- h) Brief and assign Division/Group personnel in accordance with Incident Action Plan.
- i) Implement the IAP for the Division/Group.
- j) Supervise Division/Group resources and make changes, as appropriate.
- k) Ensure that the Resources Unit is advised of changes in the status of assigned resources and that your supervisor is aware of the change.
- l) Determine any need for assistance on assigned tasks.
- m) Submit situation and resources status information as directed by the Branch Director or Operations Section Chief.
- n) Coordinate activities with adjacent Divisions/Groups.
- o) Coordinate with Field Observers assigned by the Situation Unit Leader.
- p) Report hazardous situations, special occurrences, or significant events (e.g., accidents, illness) to the immediate supervisor.
- q) Report to Operations Section Chief (or Branch Director if activated) when:
  - The assigned work cannot be completed
  - Additional resources are needed
  - Surplus resources are available
  - Objectives have been met
  - Hazardous situations or significant events occur
- r) Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- s) Resolve logistics problems within the Division or Group.
- t) Maintain accountability of always assigned resources.
- u) Provide safety briefing to subordinates.

## ICS Duties and Responsibilities: Logistics Section

- v) Participate in the development of Division/Group plans for the next operational period, as requested.
- w) Consider demobilization well in advance.
- x) Debrief, as directed, at the end of each operational period.
- y) Maintain an Activity Log (ICS 214).

### **G. Task Force Leader (TFLD-AH)**

The Task Force Leader reports to a Branch Director or Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team/Resource Team, Task Force, or Unit. The Leader reports work progress, resource status, and other important information, and maintains work records on assigned personnel.

The major duties and responsibilities of the Strike Team/Resource Team/Task Force/ Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Obtain a briefing from tactical supervisors from the previous operational period (as appropriate).
- d) Review assignments with subordinates and assign tasks.
- e) Monitor work progress and make changes when necessary.
- f) Keep supervisor informed of progress and any changes.
- g) Report hazardous situations, special occurrences, or significant events to immediate supervisor.
- h) Travel to and from active assignment area with assigned resources.
- i) Coordinate activities with adjacent Strike Teams/Resource Teams, Task Forces, Units, and Single Resources.
- j) Ensure that the Resources Unit is advised of changes in status of assigned resources and that your supervisor is aware of the change.
- k) Coordinate with the Field Observers that are in your work area.
- l) Maintain accountability of assigned resources.
- m) Resolve logistics problems within the Division or Group.
- n) Retain control of assigned resources while in available or out-of-service status.
- o) Submit situation and resource status information through chain of command, as appropriate.
- p) Debrief, as directed, at the end of each operational period.
- q) Maintain an Activity Log (ICS 214).

## **H. Staging Area Manager (STAM-AH)**

The Staging Area Manager is under the direction of the Operations Section Chief (primarily) Branch Director (if activated and appropriate) or IC/UC (if the Operations Section Chief position is not filled) and is responsible for managing all activities within a Staging Area.

The major duties and responsibilities of the Staging Area Manager are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Proceed to Staging Area.
- d) Obtain a briefing from previous Staging Area Manager or another appropriate supervisor.
- e) Establish Staging Area layout.
- f) Determine any support needs for equipment, food distribution, sanitation, and security.
- g) Establish check-in function, as appropriate, and coordinate with the Resources Unit.
- h) Brief resources in staging.
- i) Ensure security of staged resources.
- j) Post areas for identification and traffic control.
- k) Request maintenance service for equipment at Staging Area, as appropriate.
- l) Respond to requests for resource assignments. (Note: This may be direct from the Operations Section Chief or via the Incident Communications Center.)
- m) Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- n) Determine from the Operations Section Chief the required minimum resource levels to be kept in staging.
- o) Advise the Operations Section Chief or IC/UC (if no Operations Section Chief is designated) when reserve levels reach minimums.
- p) Maintain and provide status to Resources Unit of all resources in Staging Area.
- q) Maintain the Staging Area in an orderly condition.
- r) Demobilize the Staging Area in accordance with the incident/event Demobilization Plan.
- s) Debrief with Operations Section Chief or as directed at the end of each operational period.
- t) Maintain an Activity Log (ICS 214).

## **I. Air Operations Branch Director (AOBD-AH)**

The Air Operations Branch Director is ground-based and is primarily responsible for preparing the Air Operations Summary (ICS 220) and the air operations portion of the IAP, and for providing logistical support and direction to incident aircraft and personnel. Through coordination with the Communications Unit leader (if activated), FAA and local authorities, the Air Operations Branch Director ensures the Incident Communications Plan includes aircraft-specific frequencies including air-to-air, air-to-ground, and emergency channels or frequencies.

## ICS Duties and Responsibilities: Logistics Section

The Air Operations Summary (ICS 220) serves the same purpose as the Assignment List (ICS 204) for other operational resources by assigning and managing aviation resources on the incident. The Air Operations Summary (ICS 220) may or may not be completed, depending on the needs of the incident. Individual aircrews retain primary responsibility to ensure their aircraft are operated in accordance with their own agency's restrictions, guidelines, and directives. It is also the responsibility of individual aircrews to keep the Air Operations Branch Director informed of their agency's restrictions, guidelines, and directives that may affect their ability to execute incident assignments. After the IAP is approved, the Air Operations Branch Director is responsible for overseeing the tactical and logistical assignments of the Air Operations Branch.

In coordination with the Logistics Section, the Air Operations Branch Director is responsible for providing logistical support to aircraft and personnel operating on the incident. A Deputy may be assigned using the same guidelines described in "The Use of Deputy Positions Within the Operations Section."

The major duties and responsibilities of the Air Operations Branch Director are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Organize preliminary air operations.
- d) Coordinate airspace use with the Federal Aviation Administration. Request declaration (or cancellation) of temporary flight restrictions in accordance with applicable Federal Aviation Regulations.
- e) If needed, attend the Tactics Meeting and Planning Meeting to exchange information for completing the Air Operations Summary (ICS 220) and to confirm the number, kind, and type of aircraft needed for the next operational period.
- f) Participate in preparation of the IAP through the Operations Section Chief. Ensure that the air operations portion of the IAP takes into consideration the air traffic coordination requirements of assigned aircraft.
- g) Coordinate with the Communications Unit Leader to designate air tactical and support frequencies.
- h) Ensure dependable communication between Air Operations Branch and air units.
- i) Perform operational planning for air operations including emergency evacuation procedures of injured responders.
- j) Prepare and provide Air Operations Summary (ICS 220), provide incident maps and copies of the IAP to the Air Support Group and Fixed-Wing Bases.
- k) Brief assigned resources and supervise all air operations activities associated with the incident.
- l) Staff Air Operations Branch, as necessary.
- m) Evaluate Heli base and Heli spot locations.
- n) Establish procedures for emergency reassignment of aircraft.
- o) Coordinate approved flights of non-incident aircraft in the temporary flight restriction.
- p) Initiate airspace deconfliction.
- q) Coordinate with appropriate Command Center(s) through normal channels on incident air operations activities.
- r) Consider requests for logistical use of incident aircraft.

## ICS Duties and Responsibilities: Logistics Section

- s) Report to the Operations Section Chief on air operations activities.
- t) Report any special incidents/accidents.
- u) Develop an Aviation Site Safety Plan in concert with Safety Officer.
- v) Arrange for an accident investigation team, when warranted.
- w) Debrief Operations Section Chief, as directed, at the end of each operational period.
- x) Maintain an Activity Log (ICS 214).

## PLANNING SECTION

### J. Planning Section Chief (PSC3-AH)

The Planning Section Chief, a member of the General Staff, is responsible for the collection, evaluation, dissemination, and use of Incident Information, resource status, and projections and forecasts of the incident dynamics and their effects. The Planning Section Chief is responsible for facilitating the Planning Process and Planning Cycle, and for production of the written Incident Action Plan. The Planning Section Chief is also responsible for ensuring the safety and welfare of all Section personnel.

The Incident Information collected and processed by the Planning Section is needed to do the following:

1. Understand the current situation and develop a common operating picture.
2. Predict the probable course of incident events and effects.
3. Prepare strategies and plans, as well as alternative strategies and plans, for the incident.
4. Submit required incident status reports.

A Deputy Planning Section Chief may be assigned using the same guidelines described in "The Use of Deputy Positions Within the Planning Section."

The major duties and responsibilities of the Planning Section Chief are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Determine the organization of the Planning Section.
- d) Facilitate meetings and briefings.
- e) Supervise the tracking of incident/event personnel and resources through the Resources Unit.
- f) Reassign out-of-service personnel already on-site to ICS organizational positions, as appropriate.
- g) Establish special information-collection activities as necessary (e.g., weather, environmental, hazardous materials, etc.).
- h) Collect, process, and display Incident Information and appropriate intelligence products.
- i) Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources, Situation).
- j) Establish documentation requirements and time schedules for all ICS organizational elements for use in preparing the IAP.
- k) Supervise preparation of the Incident Action Plan (IAP).
- l) Provide input, feedback, and advice to AHIMT members preparing their products for the IAP.
- m) Incorporate plans (e.g., Traffic, Medical, Communications, and Site Safety) into the IAP.
- n) Develop other incident supporting plans (e.g., salvage, transition, security).
- o) Ensure that any special environmental or critical infrastructure protection needs are included in the Incident Action Plan.

## ICS Duties and Responsibilities: Logistics Section

- p) Ensure the accuracy of all Incident Information and intelligence being produced by Planning Section Units.
- q) If requested, assemble and disassemble Strike Teams/Resource Teams, and Task Forces not assigned to Operations.
- r) Assemble information on alternative strategies and coordinate with Operations.
- s) Provide periodic predictions on incident potential.
- t) Report any significant changes in incident/event status to IC/UC and appropriate personnel.
- u) Ensure all Units within the section that handle data or intelligence are aware of and maintain a document security plan to manage the confidentiality and security of any classified, confidential, sensitive, and FOUO documentation, intelligence, data, or Incident Information.
- v) Oversee maintenance of accurate and up-to-date incident documentation and system.
- w) Oversee preparation and implementation of the incident/event Demobilization Plan.
- x) Prepare recommendations for the release of resources (for the approval of the IC/UC).
- y) Maintain an Activity Log (ICS 214).

### **The Use of Deputy Positions Within the Planning Section**

Deputies may be used at the Section Chief level of the Planning Section. A Deputy may be from the same or different entity and should have the same or greater ICS qualifications as the Planning Section Chief they are working for since they should be ready to assume those position duties at any time. Deputies may be used to provide closer oversight and general assistance, or they may be assigned specific areas to balance the workload of the Section Chief. Common uses of the Deputy Planning Section Chief include long-range planning, alternative strategy or plan development, and relief for off-shift.

### **K. Resources Unit Leader (RESL-AH)**

The Resources Unit Leader reports to the Planning Section Chief and is responsible for maintaining the status of all assigned resources and personnel at an incident and maintenance of a master list of all resources and personnel assigned to the incident. This is achieved by overseeing the check-in of all resources and maintaining a status-keeping system indicating current location and status of all resources.

The major duties and responsibilities of the Resources Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Establish the check-in function at incident/event locations.
- e) Verify all resources have checked in.
- f) Obtain required work materials, including Check-In Lists (ICS 211), Resource Status Cards (ICS 219), and status display boards.
- g) Establish communications with the Communications Center and Ground Support Unit.

## ICS Duties and Responsibilities: Logistics Section

- h) Attend meetings and briefings, as required by the Planning Section Chief.
- i) Participate in the tactics meeting and assist the Operations Section Chief in completing the Operational Planning Worksheet (ICS 215).
- j) Participate in the planning meeting as directed by the PSC.
- k) Provide resource status data as requested.
- l) Maintain Resource Status Card Sorter (T-Card Rack) and approved automated systems for tracking resources assigned to the incident.
- m) Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment).
- n) Prepare Organization Assignment List (ICS 203) and Incident Organization Chart (ICS 207).
- o) Prepare appropriate parts of Assignment List (ICS 204).
- p) Assemble the IAP.
- q) Maintain and post the status and location of all resources.
- r) Maintain master roster of all resources checked in at the incident.
- s) Continually identify resources that are surplus to the needs of the incident.
- t) Maintain an Activity Log (ICS 214).

### **L. Situation Unit Leader (SITL-AH)**

The Situation Unit Leader is responsible for collecting, processing, organizing, and displaying incident/event information relating to the growth, mitigation, or intelligence activities taking place on the incident. The Situation Unit Leader may prepare future projections of incident growth, maps, and intelligence information.

The major duties and responsibilities of the Situation Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Request and direct Display Processor(s) (DPRO) and/or Field Observers (FOBS) as needed.
- e) Begin collection and analysis of incident data as soon as possible.
- f) Prepare, post, or disseminate resource and situation status information as required, including special requests.
- g) Prepare predictions periodically or as requested by the Planning Section Chief.
- h) Prepare the Incident Status Summary (ICS 209).
- i) Provide photographic services, charts, image overlays, and maps, as required.
- j) Collect, process, organize and disseminate Incident Information relating to status of current operations, incident growth, mitigation, or intelligence activities taking place on the incident.
- k) Conduct situation briefings at meetings and briefings, as required by the Planning Section Chief.
- l) Develop and maintain master chart(s)/map(s) of the incident.
- m) Maintain chart/map of incident in the common area of the Incident Command Post for all responders to view and for briefing purposes.
- n) Maintain Situation Unit Records.



- o) Maintain incident/event history on chart(s)/map(s) and narrative for the duration of the incident/event.
- p) Maintain an Activity Log (ICS 214).

### **M. Field Observer (FOBS-AH)**

The Field Observer is responsible for collecting situation information from personal observations on the incident/event and providing this information to the Situation Unit Leader.

The major duties and responsibilities of the Field Observer are as follows.

- a) Review Common ICS position Responsibilities.
- b) Determine:
  - Location of assignment
  - Type of information required
  - Priorities
  - Time limits for completion
  - Method of communication
  - Method of transportation
- c) Obtain a copy of the IAP for the Operational Periods.
- d) Perform Field Observer responsibilities including, but not limited to, the following:
  - Perimeters of incident
  - Locations of trouble spots
  - Weather conditions
  - Hazards, including escape routes and safe areas
  - Progress of operations resources
- e) Gather intelligence that will lead to accurate predictions.
- f) Be prepared to identify all facility locations (e.g., Heli spots, Division and Branch boundaries).
- g) Check in and out with the appropriate Overhead and/or Division/Group Supervisor when entering and leaving their work area.
- h) Report information to the Situation Unit Leader by established procedures.
- i) Assist in preparing chart(s)/map(s) for use in the Situation Unit, ICP, and IAP to ensure accuracy.
- j) Report immediately any condition observed that may cause danger and a safety hazard to personnel.
- k) Debrief as directed when relieved.
- l) Maintain an Activity Log (ICS 214).

## **N. Demobilization Unit Leader (DMOB-AH)**

The Demobilization Unit Leader reports to the Planning Section Chief and is responsible for developing and implementing the incident/event Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all entities require, or have, specific demobilization instructions.

The major duties and responsibilities of the Demobilization Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Review incident/event resource records to determine likely size and extent of the demobilization effort and request personnel, workspace, and supplies as needed.
- e) Obtain IC/UC Demobilization objectives and priorities.
- f) Evaluate logistics and transportation capabilities to support demobilization.
- g) Coordinate demobilization with Agency Representatives.
- h) Monitor the ongoing Operations Section resource needs.
- i) Identify surplus resources and probable release time.
- j) Establish communications with off-incident facilities, as necessary.
- k) Develop an incident/event Demobilization Plan that should include:
  - General information section
  - Responsibilities section
  - Release priorities
  - Release procedures
  - Directory (e.g., maps, instructions, etc.).
- l) Develop incident checkout function for all units.
- m) Ensure Demobilization Plan is reviewed by Command and General Staff and approved by IC/UC.
- n) Distribute Demobilization Plan (both onsite and offsite)
- o) Provide status reports to appropriate requestors.
- p) Ensure that all Sections/Units understand their specific demobilization responsibilities.
- q) Supervise execution of the incident/event Demobilization Plan.
- r) Brief the Planning Section Chief on demobilization progress.
- s) Maintain an Activity Log (ICS 214).

## **O. Documentation Unit Leader (DOCL-AH)**

The Documentation Unit Leader reports to the Planning Section Chief and is responsible for the establishment and maintenance of an accurate, up-to-date incident documentation system, provides duplication services for the incident, and securely stores incident files for legal, analytical, and historical purposes. The Documentation Unit Leader also ensures that the duplication, documentation, and dissemination of the IAP and other planning documentation activities do not inadvertently jeopardize Investigation/Intelligence activities or violate document security procedures.

## ICS Duties and Responsibilities: Logistics Section

The Documentation Unit Leader may need to maintain classified, access controlled, sensitive, and/or restricted paper or electronic data under secure conditions and develop a plan to maintain its integrity.

The major duties and responsibilities of the Documentation Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Set up work area; begin organization of incident files.
- e) Establish duplication service; respond to requests.
- f) Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- g) Organize incident documentation system for both electronic and hardcopy files in accordance with the Agency Administrator's guidance, or records retention guidance provided by the AA.
- h) Ensure electronically stored information meets legal documentation, security, and archival requirements of the AA.
- i) File all official forms and reports.
- j) Maintain, safeguard, and securely store incident records.
- k) Maintain classified data and/or access-controlled sensitive or restricted data that is classified, declassified, or downgraded, for use by the intended audience.
- l) Provide incident documentation, under document security guidelines, as requested.
- m) Organize files for submitting final incident documentation package.
- n) Maintain an Activity Log (ICS 214).

## **P. Technical Specialists (THSP-AH)**

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section or be assigned wherever their services are required.

The major duties and responsibilities of the Technical Specialists are as follows.

- a) Review Common ICS position Responsibilities.
- b) Provide technical expertise and advice to Command and General Staff, as needed.
- c) Determine coordination procedures with other sections, units, and local agencies.
- d) Attend meetings and briefings, as appropriate, to clarify and help to resolve technical issues within area of expertise.
- e) Brief incident personnel, as requested.
- f) Maintain an Activity Log (ICS 214).

Other duties and responsibilities that might apply to the Technical Specialists are as follows.

- a) Establish work area and acquire work materials.
- b) Obtain personal protective clothing (PPE) as appropriate.

## ICS Duties and Responsibilities: Logistics Section

- c) Provide technical expertise during the development of the IAP and other support plans.
- d) Work with the Safety Officer to mitigate unsafe practices.
- e) Maintain a document security plan to manage the security and confidentiality of all classified, confidential, sensitive, and FOUO documentation, intelligence, data, or information.
- f) Work closely with the Liaison Officer to help facilitate understanding among stakeholders and special interest groups.
- g) Participate in contingency and long-range planning processes, as requested.
- h) Be available to attend press briefings to clarify technical issues.
- i) Research technical issues and provide findings to decision makers.
- j) Troubleshoot technical problems and provide advice on resolution.
- k) Review specialized plans and clarify meaning.

The Incident Commander or Unified Command may choose to appoint Technical Specialists as command advisors and choose to assign them to any position within the ICS organization based on incident/event need. For example,

- A Legal Counsel to advise on legal matters such as emergency declarations, evacuation and quarantine orders, and rights and restrictions pertaining to media access.
- A Medical Advisor to provide guidance and recommendations regarding areas such as medical care, acute care, long term care, behavioral services, mass casualties, vector control, epidemiology, or mass prophylaxis.
- A Science and Technology Advisor to monitor incident operations and advise on the integration of science and technology into planning and decision making.

Other Technical Specialists could include the following:

- Environmental Health Specialist
- Public Health Specialist
- Weather Observer
- Special Needs Advisor
- Human Resource Specialist
- Bridge Safety Specialist
- Volunteer Coordinator/Specialist
- Geographic Information System Specialist
- Incident Training Specialist
- Incident Meteorologist, IMET
- Law Enforcement
- Critical Incident Stress Management Specialist/Coordinator
- Family Assistance Specialist/Coordinator
- Lessons Learned Collector/Analyst
- Hazardous Materials Technical Reference Specialist

## LOGISTICS SECTION

### Q. Logistics Section Chief (LSC3-AH)

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The Logistics Section Chief participates in the development and implementation of the Incident Action Plan (IAP) and activates and supervises the Branches and Units within the Logistics Section. A Deputy Logistics Section Chief or Deputy Branch Director may be assigned using the same guidelines described in “The Use of Deputy Positions Within the Logistics Section.”

The major duties and responsibilities of the Logistics Section Chief are as follows.

Note: The SMEs for the Logistics Section were the only SMEs at the section level who stated that they always reviewed the ICS-214, Activity Logs, provided by their subordinates.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities
- c) Plan, organize, and activate the Logistics Section.
- d) Assemble and brief Logistics Branch Directors and Unit Leaders, as required.
- e) Assign work locations and preliminary work tasks to Section personnel.
- f) Notify the Resources Unit of the Logistics Section Units activated, including names and locations of assigned personnel.
- g) Ensure the general welfare and safety of Logistics Section personnel.
- h) Request setup, and/or validate ordering processes and agency ordering point, as appropriate, to support incident.
- i) Advise IC/UC and other Section Chiefs on resource availability to support incident needs.
- j) In conjunction with IC/UC, develop and advise all Sections of the Incident Management Team regarding resource approval and the requesting process.
- k) Identify current service and support capabilities, evaluate, and supply the immediate service and support need for the planned and expected operations.
- l) Participate in the Tactics Meeting, review Operational Planning Worksheet (ICS 215), and estimate Section needs for upcoming operational period.
- m) Identify and evaluate the long-term future service and support requirements for the long-term planned expected operations.
- n) Participate in the preparation of the IAP.
- o) Prepare or provide input to and review the Incident Radio Communications Plan (ICS 205), Medical Plan (ICS 206), and Traffic Plan.
- p) Identify Logistical resource needs for incident contingencies.
- q) Coordinate and process requests for additional resources.
- r) Provide Logistics Section input to be included in the Demobilization Plan.
- s) Receive, review, and implement applicable portions of the incident Demobilization Plan.
- t) Develop recommended list of Section resources to be demobilized and initiate recommendation for release, when appropriate.
- u) Review Activity Logs (ICS 214) provided by Unit Leaders.

- v) Maintain an Activity Log (ICS 214).

### **The Use of Deputies in The Logistics Section**

Deputies may be used at the Section Chief and Branch level of the Logistics Section. A Deputy may be from the same or different entity and should have the same or greater ICS qualifications as the Logistics Section Chief or Branch Director they are working for since they should be ready to assume those position duties at any time. Deputies may be used to provide closer oversight and general assistance, or they may be assigned specific areas to balance the workload of the Section Chief or Branch Director. Common uses of the Deputy Logistics Section Chief or a Deputy at the Branch level include management of geographically dispersed facilities, significant logistical support for very large or complex incidents during military deployment on the incident, and relief for off-shift.

### **R. Communications Unit Leader (COML-AH)**

The Communications Unit Leader reports to the Logistics Section Chief or the Service Branch Director (if established) and is responsible for developing plans for the effective use of incident communications equipment and facilities; installation and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and maintenance and repair of communications equipment.

The major duties and responsibilities of the Communications Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Determine Unit personnel needs and make recommendation to the Service Branch Director or the Logistics Section Chief.
- e) Participate in Logistics Section and/or Service Branch planning activities.
- f) Prepare and implement the Incident Radio Communications Plan (ICS 205).
- g) Establish, as appropriate, an Incident Communications Center and Message Center. Assign an Incident Communications Manager, if needed.
- h) Establish appropriate communications distribution/maintenance locations within Incident Base/Camp(s).
- i) Ensure communications systems and equipment are installed, tested, and repaired as needed.
- j) Establish communications equipment accountability.
- k) Distribute, document, and account for all portable radio equipment from cache. Document any losses and/or repairs as required.
- l) Provide technical information, as required, on the following:
  - a. Adequacy of communications systems currently in operation
  - b. Geographic limitation on communications systems
  - c. Equipment capabilities/limitations
  - d. Quantity and kind of equipment available
  - e. Anticipated problems in the use of communications equipment
- m) Documenting all radio channel resource assignments

## ICS Duties and Responsibilities: Logistics Section

- n) Assigning voice radio channels
- o) Producing the Incident Radio Communications Plan (ICS 205) for the most complex incidents
- p) Establishing voice networks for command, tactical, support and air units
- q) Setting up on-scene telephony
- r) Providing any necessary off-incident communications links
- s) Installing and testing communications equipment
- t) Supervising and operating the Incident Communications Center (ICC)
- u) Distributing and recovering communications equipment assigned to incident personnel
- v) Maintaining and repairing communications equipment onsite; and
- w) Maintaining coordination with information and communications technology (ICT) service providers.
- x) Plans and manages the technical and operational aspects of meeting the communications needs of an incident or event
- y) Supervises unit personnel and is responsible for performance of subordinate position duties that are not filled or delegated
- z) Participates in incident action planning meetings
- aa) Prepares the Incident Radio Communications Plan (ICS Form 205);
- bb) Establishes and supports communication capabilities
- cc) Establishes an ICC
- dd) Requests communications personnel, equipment, supplies and services; and
- ee) Coordinates with information technology service unit leader (ITSL) to maintain systems capabilities and performance.
- ff) Supervise Communications Unit activities.
- gg) Maintain records on all communications equipment, as appropriate.
- hh) Recover equipment from Units being demobilized.
- ii) Maintain an Activity Log (ICS 214).

### **Communications Support Positions**

In addition to the AHIMT/ EMST credentialed positions, the following positions are necessary to provide a comprehensive support for incident responses.

#### **Communications Technician (COMT)**

The responsibilities of the COMT include:

- a) Provides guidance and support to the COML in developing the Communications Plan
- b) Assesses and determines radio system coverage requirements or capabilities
- c) Installs, tests, and troubleshoots communications equipment and systems
- d) Programs or verifies programming of radio equipment
- e) Maintains and repairs equipment
- f) Manages cache equipment, batteries, and gateways
- g) Distributes and tracks equipment
- h) Resolves interference issues; and
- i) Trains users on equipment.

## ICS Duties and Responsibilities: Logistics Section

### Incident Tactical Dispatcher (INTD)

The responsibilities of the INTD include:

- a) Operates in an ICC and leverages their multi-tasking, communication, accountability, and documentation skills of successful telecommunicators to provide public safety communications expertise and support at planned events and extended incidents
- b) Manages for all radio traffic, telephone call processing, data communications and various forms of documentation tasked to the ICC; and
- c) Supports the ICC as a single resource or as part of an incident tactical dispatch team.

### Incident Communications Center Manager (INCM)

The responsibilities of the INCM include:

- a) Manages an Incident Communications Center (ICC)
- b) Supervises incident tactical dispatcher (INTD) and radio operator (RADO) positions in the ICC; and
- c) Provides support and assistance to the COML.

### Auxiliary Communicator (AUXC)

The responsibilities of the AUXC include:

- a) Installs appropriate/approved auxiliary communications equipment per discussion with the COML or INCM
- b) Tests all components of auxiliary communications equipment to ensure systems are operational
- c) Operates auxiliary communications equipment for voice and data communications
- d) Establishes auxiliary communications area(s) of operation; and
- e) Interacts and coordinates with appropriate auxiliary communications operational personnel.

## **S. Medical Unit Leader (MEDL-AH)**

The Medical Unit Leader reports to the Logistics Section Chief (or Service Branch Director when activated). The Medical Unit Leader is primarily responsible for the development and implementation of the Medical Plan; ensuring the provision of timely emergency medical care and overseeing health aspects of response personnel; obtaining appropriate medical treatment and transportation for injured and ill response personnel; coordinating with other functions to resolve health and safety issues; and preparation of reports and records that may contain sensitive or confidential health information. (Note: Emergency medical care for incident victims, such as in the case of a mass casualty incident, is provided by the Operations Section. The Medical Unit function is focused only on response personnel).

The major duties and responsibilities of the Medical Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.



## ICS Duties and Responsibilities: Logistics Section

- d) Participate in Logistics Section/Service Branch planning activities.
- e) Establish and staff the Medical Unit.
- f) Prepare the Medical Plan (ICS 206).
- g) Provide any relevant health and medical input into the planning process for strategy development.
- h) Coordinate with the Safety Officer, Operations, hazardous materials specialists, and others on proper personnel protection procedures for response personnel.
- i) Develop transportation routes and methods for injured response personnel.
- j) Ensure tracking of incident personnel patients as they move from origin to care facilities until return or disposition.
- k) Ensure continuity of medical care for response personnel, to include providing documentation to home/parent unit and jurisdiction.
- l) Monitor health aspects and trends of response personnel, including excessive incident stress.
- m) Establish the Responder Rehabilitation function, as appropriate.
- n) Prepare procedures for major medical emergencies.
- o) Declare major medical emergencies as appropriate.
- p) Respond to requests for medical aid, medical transportation, and medical supplies for response personnel.
- q) In conjunction with the Finance/Administration Section, prepare and submit necessary authorizations, reports, and administrative documentation related to injuries, compensation, or death of response personnel.
- r) Coordinate personnel and mortuary affairs for response personnel fatalities.
- s) Provide for security and proper disposition of incident medical records.
- t) Maintain an Activity Log (ICS 214).

### **T. Food Unit Leader (FDUL-AH)**

The Food Unit Leader reports to the Logistics Section Chief (or Service Branch Director when activated) and is responsible for supplying the food and hydration needs of incident personnel. The Food Unit typically does not transport food and hydration to personnel located at remote ICS facilities (e.g., Camps, Staging Areas) or to personnel unable to leave tactical field assignments, but will arrange for its transportation through Logistics.

The major duties and responsibilities of the Food Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Participate in Logistics Section and/or Service Branch planning activities.
- e) Determine incident food and water requirements.
- f) Determine the method of food distribution to best fit each facility or situation.
- g) Obtain necessary equipment and supplies and establish cooking facilities.
- h) Ensure that well-balanced menus are provided.
- i) Order sufficient food and potable water from the Supply Unit.
- j) Maintain an inventory of food and water.
- k) Maintain food service areas, ensuring that all appropriate health, sanitation, and safety measures, including food handler certification, are being followed.

## ICS Duties and Responsibilities: Logistics Section

- l) Supervise Food Unit personnel, as appropriate.
- m) Maintain an Activity Log (ICS 214).

### **U. Supply Unit Leader (SPUL-AH)**

The Supply Unit Leader reports to the Logistics Section Chief (or the Support Branch Director if established) and is primarily responsible for ordering personnel, equipment, and supplies; receiving, storing, and distributing all supplies for the incident; maintaining an inventory of supplies; and storing, disbursing, and servicing non-expendable supplies and equipment.

The major duties and responsibilities of the Supply Unit Leader areas follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Participate in Logistics Section/Support Branch planning activities.
- e) q e. Determine the type and number of supplies, tactical resources, and personnel ordered and en route to include reporting of status and location.
- f) Review the IAP for information pertinent to the operation of the Supply Unit.
- g) Develop and implement safety and security requirements for the Supply Unit.
- h) Order, receive, distribute, and store supplies and equipment.
- i) Receive and respond to requests for personnel, supplies, and equipment.
- j) Maintain inventory of supplies/equipment.
- k) Service all field-serviceable reusable equipment.
- l) Determine and arrange for the proper accounting and disposal of expendable supplies and any hazardous waste.
- m) Submit reports to the Support Branch Director.
- n) Maintain an Activity Log (ICS 214).

### **V. Facilities Unit Leader (FACL-AH)**

The Facilities Unit Leader reports to the Logistics Section Chief, or the Support Branch Director (if established), and is primarily responsible for the setup, maintenance, and demobilization of incident/event facilities (Incident Base, Camp(s), Incident Command Post (ICP), Staging Areas, and Heli-bases), as well as for security services required to protect incident facilities. The Facilities Unit Leader provides sleeping and sanitation facilities for incident personnel and manages Incident Base and Camp(s) operations. Each facility may be assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility.

The major duties and responsibilities of the Facilities Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Receive and review a copy of each IAP.
- e) Participate in Logistics Section/Support Branch planning activities.

## ICS Duties and Responsibilities: Logistics Section

- f) Identify and recommend locations for incident command post, base, and other facilities as needed and in conjunction with finance/admin section.
- g) Inspect facilities prior to use or occupation, document conditions and pre-existing damage.
- h) Determine requirements for each facility, including the ICP.
- i) Prepare layouts of incident/event facilities.
- j) Notify Unit Leaders of facility layout.
- k) Activate incident/event facilities.
- l) Provide Base/Camp Managers and personnel to operate facilities, as necessary.
- m) Provide sleeping facilities, as necessary.
- n) Provide incident facility security services, as necessary.
- o) Provide sanitation and shower service, as necessary.
- p) Provide facility maintenance services (sanitation, lighting, cleanup, trash removal, etc.).
- q) Inspect all facilities for damage and potential claims.
- r) Demobilize incident/event facilities.
- s) Maintain facility records.
- t) Maintain an Activity Log (ICS 214).

### **W. Ground Support Unit Leader (GSUL-AH)**

The Ground Support Unit Leader reports to the Logistics Section Chief, or the Support Branch Director (if established), and is primarily responsible for ensuring maintenance and repair of primary tactical equipment, vehicles, mobile ground support equipment, and fueling services; transportation of personnel, supplies, food, and equipment in support of incident/event operations; and recording all ground equipment usage time, including contract equipment assigned to the incident.

The major duties and responsibilities of the Ground Support Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Participate in Logistics and/or Support Branch Section planning activities.
- e) Develop and implement the Traffic Plan.
- f) Support out-of-service resources.
- g) Notify the Resources Unit of all status changes on support and transportation vehicles.
- h) Arrange for and activate fueling, maintenance, and repair of ground resources and document the provision of such services.
- i) Maintain *Support Vehicle/Equipment Inventory* (ICS 218) and transportation vehicles.
- j) Mark and correct road system safety hazards.
- k) Ensure driver familiarity with conditions. Coordinate with the Safety Officer and Agency Representatives.
- l) Provide transportation services in accordance with requests from the Logistics Section Chief or Support Branch Director.
- m) Maintain information on rented equipment.
- n) Requisition maintenance and repair supplies (fuel, spare parts, etc.).

## ICS Duties and Responsibilities: Logistics Section

- o) Maintain incident travel and access roads.
- p) When required, ensure vehicles are decontaminated prior to demobilization.
- q) Submit reports to Logistics Section Chief (or Support Branch Director if activated) as directed.
- r) Maintain an Activity Log (ICS 214).

### **X. Information Technology Service Unit Leader (ITSL-AH)**

The IT Service Unit Leader reports to the Logistics Section Chief (or Service Branch Director when activated). The IT Service Unit Leader is responsible for establishing and managing secure data network systems and equipment in support of the AHIMT.

The major duties and responsibilities of the Medical Unit Leader are as follows.

- a) Documenting all data network requirements
- b) Documenting systems and equipment deployed
- c) Developing the incident information technology (IT) Plan
- d) Identifying disruptions to communications paths or IT resources
- e) Supervising and operating the ICT Unified Help Desk
- f) Distributing and recovering data network equipment assigned to incident personnel
- g) Maintaining and repairing data communications equipment onsite
- h) Establishing and monitoring data networks for command, tactical, situational awareness, and support units
- i) Coordinating with data owners and responders on data storage, access, and maintenance during duration of incident; and
- j) Coordinating on passwords and security access as directed during the duration of the incident.
- k) Plans and manages the technical and operational aspects of meeting the data and application needs of an incident or event
- l) Supervises unit personnel
- m) Performs subordinate positions duties that are not filled or delegated
- n) Participates in incident action planning meetings
- o) Prepares the Information Technology Plan
- p) Establishes and supports on-scene IT infrastructure and application capabilities
- q) Establishes the Unified Help Desk
- r) Coordinates support with the IT departments of all responding agencies; and
- s) Orders or requests personnel, supplies and equipment.
- t) Provide reports to the Logistics Section Chief.
- u) Maintain an *Activity Log* (ICS 214).

## FINANCE/ADMINISTRATION SECTION

### Y. Finance/Administration Section Chief (FSC3-AH)

The Finance/Administration Section Chief, a member of the General Staff, is responsible for all financial, administrative, and cost analysis aspects of the incident/event and for supervising members of the Finance/Administration Section. Deputy Finance/Administration Section Chief(s) may be assigned using the same guidelines described in “The Use of Deputies in the Finance/Administration Section.”

The major duties and responsibilities of the Finance/Administration Section Chief are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities
- c) Participate in incident Planning Meetings and briefings, as required.
- d) Review operational plans and provide alternatives where financially appropriate.
- e) Manage all financial aspects of an incident.
- f) Provide financial and cost analysis information, as requested.
- g) Gather pertinent information from briefings with responsible agencies.
- h) Develop Section-specific procedures and staff, as appropriate.
- i) Meet with Agency Representatives, as needed.
- j) Maintain daily contact with Agency(s) Administrator/Executive on Finance/Administration matters, as required.
- k) Ensure that all personnel time records, pay documents, and other requested documents, records and reports are accurately completed and transmitted to home agencies, according to policy.
- l) Provide financial input to demobilization planning.
- m) Ensure that all obligation documents initiated at the incident/event are properly prepared and completed.
- n) Brief agency administrative personnel on all incident/event-related financial issues needing attention or follow up prior to leaving incident.
- o) Develop recommended list of Section resources to be demobilized and initial recommendation for release when appropriate.
- p) Receive, review, and implement applicable portions of the incident Demobilization Plan.
- q) Maintain an *Activity Log* (ICS 214)

### The Use of Deputies in The Finance/Administration Section

Deputies may be used at the Section Chief level of the Finance/Administration Section. A Deputy may be from the same or different entity and should have the same or greater ICS qualifications as the Finance/Administration Section Chief they are working for since they should be ready to assume those position duties at any time. Deputies may be used to provide closer oversight and general assistance, or they may be assigned specific areas to balance the workload of the Section Chief.

## **Z. Compensation/Claims Unit Leader (COMP-AH)**

The Compensation/Claims Unit Leader reports to the Finance/Administration Section Chief and is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims-related activities for an incident.

Major duties and responsibilities of the Compensation/Claims Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Establish contact with the incident/event Medical Unit Leader, Safety Officer, and Liaison Officer (or Agency Representative if no Liaison Officer is assigned).
- e) Determine the need for Compensation for Injury and Claims Specialists, and order personnel as needed.
- f) Establish a Compensation for Injury work area within or as close as possible to the Medical Unit.
- g) Review *Medical Plan* (ICS 206).
- h) Ensure that Claims Specialists have adequate workspace and supplies.
- i) Review and coordinate procedures for handling claims with the Procurement Unit.
- j) Brief the Claims Specialists on incident/event activity.
- k) Review logs and forms produced by the Claims Specialists to ensure that they are complete, that entries are timely and accurate, and that documents are following agency requirements and policies.
- l) Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.
- m) Keep the Finance/Administration Section Chief briefed on Unit status and activity.
- n) Demobilize Unit in accordance with the incident/event Demobilization Plan.
- o) Maintain an *Activity Log* (ICS 214).

## **AA. Procurement Unit Leader (PROC-AH)**

The Procurement Unit Leader reports to the Finance/Administration Section Chief and is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

The major duties and responsibilities of the Procurement Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Review incident/event needs and any special procedures with Unit Leaders, as needed.
- e) Coordinate with local jurisdiction on plans and supply sources.
- f) Obtain the incident/event Procurement Plan.
- g) Prepare and authorize contracts, building, and land-use agreements.
- h) Draft Memorandums of Understanding, as necessary.
- i) Establish contracts and agreements with supply vendors.

## ICS Duties and Responsibilities: Logistics Section

- j) Provide for coordination between the Ordering Manager and all other procurement organizations supporting the incident.
- k) Ensure that a system is in place that meets agency property management requirements.
- l) Ensure proper accounting for all new property.
- m) Ensure all procurement logs and forms are completed according to policy.
- n) Interpret contracts and agreements; resolve disputes within delegated authority.
- o) Coordinate with the Compensation/Claims Unit for processing claims.
- p) Complete final processing of contracts and send documents for payment.
- q) Coordinate cost data in contracts with the Cost Unit Leader.
- r) Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.
- s) Maintain an Activity Log (ICS 214).

### **BB. Time Unit Leader (TIME-AH)**

The Time Unit Leader reports to the Finance/Administration Section Chief and is responsible for equipment and personnel time recording.

The major duties and responsibilities of the Time Unit Leader are as follows.

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Determine incident/event requirements for time recording function.
- e) Contact appropriate agency personnel/representatives.
- f) Ensure that daily personnel time recording and equipment time recording documents are prepared and in compliance with agency(ies) policy.
- g) Establish Time Unit objectives.
- h) Maintain separate logs for overtime hours.
- i) Submit cost estimate data forms to the Cost Unit, as required.
- j) Maintain records security.
- k) Ensure that all records are current and complete prior to demobilization.
- l) Obtain the Demobilization Plan and ensure that all Equipment and Personnel Time Recorders are adequately briefed on the Demobilization Plan.
- m) Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.
- n) Brief the Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.
- o) Maintain an *Activity Log* (ICS 214).

**CC. Cost Unit Leader (COST-AH)**

The Cost Unit Leader reports to the Finance/Administration Section Chief and is responsible for collecting all cost data, performing cost-effectiveness analyses, and providing cost estimates and cost-saving recommendations for the incident.

The major duties and responsibilities of the Cost Unit Leader are as follows

- a) Review Common ICS position Responsibilities.
- b) Review Common ICS Leadership Responsibilities.
- c) Review ICS Unit Leader Responsibilities.
- d) Coordinate with agency headquarters on cost-reporting procedures.
- e) Collect and record all cost data.
- f) Develop incident/event cost summaries.
- g) Prepare resources-use cost estimates for the Planning Section.
- h) Make cost-savings recommendations to the Finance/Administration Section Chief.
- i) Ensure all cost documents are accurately prepared.
- j) Maintain cumulative incident/event cost records.
- k) Complete records prior to demobilization.
- l) Provide reports to the Finance/Administration Section Chief.
- m) Maintain an *Activity Log* (ICS 214).



## QUALIFICATION AND TRAINING SUPPORT

### **DD. Training Specialist (TNSP-AH)**

The Training Specialist reports to the assigned Regional Coordinating Committee during day-to-day team operations and when attached to an operational AHIMT reports to the Planning Section Chief. The Training Specialist is responsible for coordinating trainee qualification opportunities on Type 1, 2, and 3 incidents, events, or exercises.

The major duties and responsibilities of the Training Specialist are as follows.

- a) Share knowledge of the training/qualification system and processes
- b) Establish and maintain positive interpersonal and interagency working relationships
- c) Identify trainees from various sources, including incident-assigned, host agency, and geographic area Priority Trainee Program
- d) Evaluate the incident for training potential. Discuss training with Command and General Staff and other incident personnel
- e) Initiate and maintain the Training Assignment List
- f) Maintain the active Coach/Evaluator List
- g) Identify trainees and evaluators who are willing and available to participate in the trainee program
- h) Ensure the trainee has an initiated Position Task Book (PTB)
- i) Share current information about status of incident trainees
- j) Facilitate individual trainee interviews. Interview trainees, coaches, and evaluators; first individually, then together
- k) Verify trainee qualifications, prepare trainee data forms, and develop goals and tasks
- l) Monitor the quality and effectiveness of the training assignments and schedule progress reviews for trainees
- m) Conduct the final incident trainee interview
- n) Communicate and Coordinate
- o) Meets regularly with both trainee and trainer to evaluate and ensure proper progress with an assignment
- p) Coordinate with sections and units involved with the trainee program
- q) Identify potential conflicts and resolve, if possible.
- r) Prepare and maintain Training Specialist Forms (Incident Trainee Data Form, ICS-225, Home Unit Letter)
- s) Ensure that Position Task Books and Evaluation Records are properly completed by evaluators

### **The Use of Training Specialists**

Each Regional AHIMT is highly encouraged to identify a Training Specialist from their active roster. The Training Specialist must be actively engaged and involved in Regional Coordinating Committee and team efforts to promote trainee coaching and evaluation.