Indiana
Incident Management Program

Position Qualification System
(AHIMT – Type 3)

Prepared By:
Indiana Department of Homeland Security
Field Services Division

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Indiana Department of Homeland Security
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APPROVAL AND IMPLEMENTATION

This Position Qualification System is provided as a part of the Indiana Incident Management Program and the District Task Force Initiative. I approved both of those programs in July of 2008 as a means to address several goals found in the Indiana Homeland Security Strategy, National Preparedness Guidelines, and the National Incident Management System (NIMS). These programs are intended to improve the level and use of the Incident Command System (ICS) and on-site incident management capabilities as well as regional collaboration and CBRNE response capabilities.

The Position Qualification System defines Indiana's first performance based credentialling system. With this system, responders will be evaluated on Incident Command System positions and demonstrate their ability to function within the ICS. This type of system is indicative of credentialling initiatives in support of the NIMS.

Furthermore, the implementation of this system creates a backbone from which the creation of Incident Management Teams can be established at all levels of government. The development of Incident Management Teams will provide Indiana with command and management resources that have never before been available in the state. These resources will change the face of incident response during times of disaster as they can be used in a wide array of situations.

Now that we have a system to measure the capabilities of personnel and teams, we can utilize these resources in Logistical Staging Areas, Points of Distribution, Area Commands, Multi-Agency Coordination Centers, and in many other situations. With qualified personnel and teams, Indiana can approach large scale disaster response in a manner never before possible.

It is my hope that this Position Qualification System serves local agencies and jurisdictions as positively as I believe it will impact the state.

_____ _____

Signature Date

IDHS Executive Director

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Record of Changes

Change #	Date of Change	Entered By	Summary of Change

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I. Purpose

This document serves as the qualification and credentialing guidelines for the All Hazard Incident Management Team (Type 3) personnel as defined in the Indiana Incident Management Program, an appendix to the District Response Task Force Initiative.

II. Objectives

1. Develop standards for Indiana All-Hazard Incident Management Teams (Type 3).

2. Establish minimum training and qualification standards for incident management personnel working as part of an AHIMT (Type 3) or on single resource assignment.

3. Define the minimum required training and guide the development of skills and knowledge outside of the formal classroom environment.

4. Retain the foundation of the performance-based qualification system established and implemented in the NWCG qualification system.

III. Guidance

With the publication of this edition of these guidelines, the standards established are the minimum to be met by participating agencies, organizations, and individuals that choose to participate in the Indiana Incident Management Program.

Individuals applying for qualification under these guidelines must have an All-Hazard Incident Management Team sponsor and a public safety agency sponsor. Individuals who have begun the process of qualifying for a position under NWCG guidelines can continue to use those standards.

IV. Position Qualification System

The development of 10 AHIMTs (Type 3) has been mandated by the District Response Task Force Initiative. The AHIMTs will provide local jurisdictions and agencies, Homeland Security District's or various Multi-Agency Coordination Centers (MACC) with an effective response organization to (1) manage resources and information, and (2) provide planning and operational advice to manage and mitigate an incident.

Personnel who are certified in a NWCG position may retain that certification and carry it over into the Indiana system. To qualify in any other State positions, the individual must meet the standards identified herein.

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This system is designed to establish:

- Minimum training standards
- Required skills
- Required knowledge
- Required experience for incident positions.

Minimum standards may be enhanced by the Authority Having Jurisdiction (AHJ) to meet specific needs of an agency or organization.

A. Introduction

Personnel mobilized by the State of Indiana will be required to meet the established qualification standards in this guide.

This guide applies to all Incident Command positions.

B. Description of the System

The Position Qualification System (AHIMT – Type 3) is a "performance based" credentialing system. In this system, the primary criterion for qualification is individual performance as verified by a qualified evaluator using approved standards.

In a performance based system, qualification is based upon demonstrated performance as measured on incidents and events, normal job activities, or in exercises.

1. The components of the Position Qualification System (AHIMT – Type 3) are as follows:

a. Training: Training courses provide the specific knowledge and skills required to perform tasks identified in the Position Task Book. This provides a direct link between training and job performance. Persons desiring to be qualified in a position must complete the following training before applying for a Position Task Book.

- IS-100 Introduction to the Incident Command System
- IS-200 ICS for Single Resources and Initial Action Incidents
- ICS–300 Intermediate ICS for Expanding Incidents
- ICS-400 Advanced ICS, Command and General Staff-Complex Incidents
- IS-700 National Incident Management System, An Introduction
- IS-800b National Response Framework, An Introduction
- H307 All-Hazard Incident Management Team Course
- ICS position specific course for the position desired

b. Application: Once the above training has been completed, candidates may submit an application to the IDHS Certification Section for a Position Task Book. All

course records, training certificates, a summary of response experience, and any other documentation relative to the application will be reviewed by a committee established by the IDHS Field Services Division. Once a candidate is approved by the committee, the IDHS Certifications Section will activate and issue a PTB to the candidate.

c. Performance Evaluation: Position Task Books (PTB) contain critical tasks which are required to perform the job. Subject matter experts have established the tasks in each PTB to allow documentation of a trainee's ability to perform the task. Tasks pertaining to tactical decision-making and safety are flagged and require position performance on an incident or event. Remaining tasks may be evaluated through other means, such as simulation or other emergency and non-emergency work. Successful completion of all required tasks of the position, as determined by qualified evaluators, will be the basis for qualification application. Credentialing for Command and General Staff positions must use Indiana Department of Homeland Security AHIMT (Type 3) PTBs. PTBs can only be signed by Qualified Evaluators. Once PTBs are completed they should be forwarded to IDHS with the proper endorsements.

Important Note: PTBs can only be initiated by the Indiana Department of Homeland Security, Training Division, Certification Section. PTBs and the qualification process can only be initiated after the attendance and completion of required training courses.

c. Endorsement: Each applicant must provide an endorsement from their AHIMT Incident Commander and their Agency Head. In the case of AHIMT Incident Commanders seeking qualification, they must provide an endorsement from their District Response Task Force Commander and their Agency Head. Agency heads that are seeking qualification must provide an endorsement from their supervisory board or senior elected official. Individuals are responsible for providing proof of qualification on an incident.

d. Quality Review: Quality Review is the final piece of the qualification process. It is an audit of the PTB for proper completion and signatures. Upon successful quality review, IDHS will issue the successful candidate with the credential.

2. Responsibilities

Applicants are responsible for completing the required training, documenting proficiency through a completed PTB and providing a Summary of Response Experience and Training Record with an application packet and submitting it to IDHS.

Each agency/District is responsible for selecting trainees, ensuring proper use of position task books, and approval of qualification application by trainees.

Once the PTB has been completed and the agency head and District has provided a letter

of endorsement, the PTB and endorsement letters are forwarded to the IDHS Certification Section which will review the documents for proper completion and signatures. IDHS will then issue a prrof of qualification to the applicant.

C. Qualification

Each individual desiring a qualification in a position must have a sponsoring agency or incident management team. Each agency or team recommending qualification of an individual is responsible for ensuring the qualifications of personnel based upon the requirements of this guide. These qualifications must be documented in the Credentialing Application Package (Appendix C) which is submitted to IDHS.

A key component in the qualification process is the subjective evaluation, by the appropriate official, of an individual's capability to perform in a position. **Completion of required training and experience does not guarantee qualification.** Individual's must submit a letter of endorsement from their Agency Head and District indicating that the applicant has met the capabilities listed in the PTB and has the ability to function in the selected position.

The quality of experience gained in a given position should be closely evaluated when making a determination for advancement to the next higher position, to a different position, or for re-qualification. The quality of experience may relate to the kind, type, or duration of an incident or event in terms of personnel, equipment, the number of assignments, or complexity of operations.

D. Re-qualification

Each individual must apply for requalification before the expiration of their current qualification by submitting a Credentialing Application Package (Appendix C). Failure to reapply within 90 days following the expiration of position qualification will require completion of a new position task book.

Requalification is required every four years. Each agency or team recommending re-qualification of an individual is responsible for ensuring qualifications of personnel based upon the requirements of this guide.

A key component in the requalification process is the subjective evaluation, by the appropriate official, of an individual's capability to perform in a position. **Completion of required training and experience does not guarantee qualification.**

The quality of experience gained in a given position should be closely evaluated when making a determination for advancement to the next higher position, to a different position, or for requalification. The quality of experience may relate to the kind, type, or duration of an incident or event in terms of personnel, equipment, the number of assignments, or complexity of operations.

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Requalification Requirements

- Complete 20 hours of in-service training over 4 years (based upon Appendix D)
- Participate (in position) in at least two incidents or events which lasts longer than one operational period of 12 hours or more and require a written IAP, or;
- Participate (in position) in at least two full scale exercises which requires the development of an IAP in an operational period that lasts longer than six hours.
- Applicants may request a one year extension with justification to IDHS

E. Required Training/Prerequisite Experience

Required training and prerequisite experience is evaluated by a peer review committee defined by the IDHS Field Division. Applicants may elect to appeal the peer review committee decision. The process for appeal is covered in Appendix B. The process for demonstrating the ability to perform the position is the completion of a PTB.

F. Additional Development of Knowledge and Skills Training

Additional training which supports development of knowledge and skills are training courses that can help to support a position performance assignment. The knowledge and skills necessary for successful completion of the tasks in a PTB must be acquired in a variety of ways, including work experience, exercises, incidents, or planned events.

Individuals must acquire the requisite knowledge and skills of a position prior to accepting a AHIMT (Type 3) trainee assignment. It is the responsibility of the agency head to ensure each trainee has the opportunity to acquire the knowledge and skills necessary for position performance.

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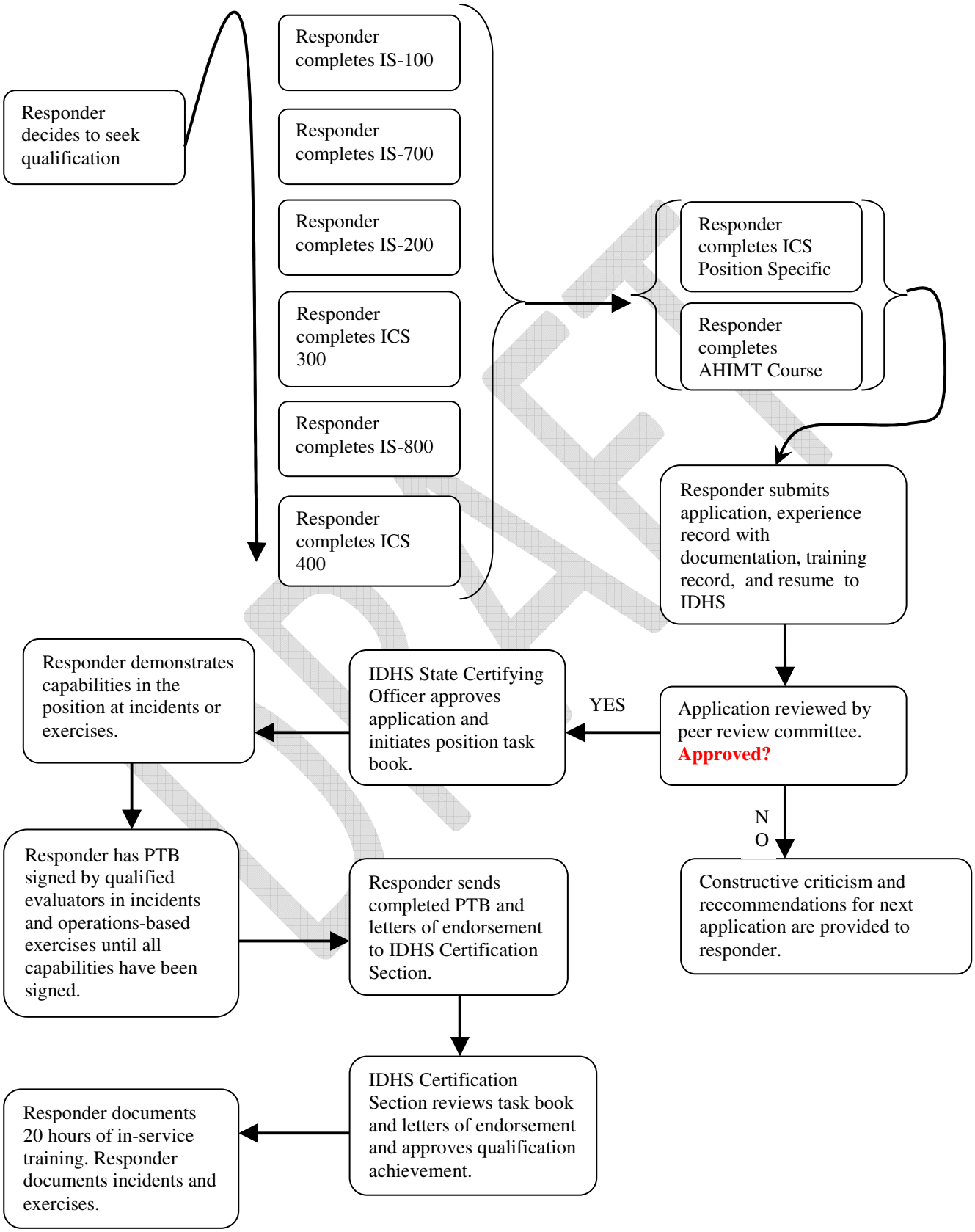
V. The Position Qualification Process



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Appendix A: Type 3 ICS Position Qualifications for Command and General Staff

Incident Commander (IC) (Type 3)

Description: An Incident Commander (IC) (Type 3) has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for an *Incident Commander (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System (AHIMT-Type3).

Category	Criteria
Training	**Completion of the following courses/curricula** 1. Continuing education requirements for training, as required by the AHJ. 2. ICS-100: Introduction to ICS 3. ICS-200: Basic ICS 4. ICS-300: Intermediate ICS 5. ICS-400: Advanced ICS 6. FEMA IS-700: NIMS, An Introduction 7. FEMA IS-800b: National Response Framework, An Introduction 8. NFA Course H400, All-Hazards Incident Commander, or equivalent 9. Planning and management courses as required by the AHJ 10. National Fire Protection Agency (NFPA) 472, Professional Competence of Responders to Hazardous Materials (HazMat) Incidents (Awareness Level), or Occupational Safety and Health Administration (OSHA) 1910.120 HazMat Awareness Level Training or

	equivalent basic instruction on responding to and operating in chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE), mass casualty incident (MCI) 11. EMI Public Information Course 12. Management, leadership, and teambuilding training relevant to emergency response 13. USFA Course O-305, All-Hazards Incident Management Team, or equivalent
Experience	1. Functional experience in Incident Command at the levels or levels of government commensurate with the scope of the incident. 1. Satisfactory performance in other Command and General Staff positions within the ICS organizational structure, or functional experience in other daily Command and General Staff tasks at the level or levels of government commensurate with the scope of a Type 3 incident. 2. Completion of Position Task Books that validate and verify (by Qualified Evaluators) demonstrated ability to perform required skills in exercises and/or actual incidents every 4 years or as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based credentialing and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Public Information Officer (PIO) (Type 3)

Description: A *Public Information Officer* (Type 3) is responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for a *Public Information Officer (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System (AHIMT – Type 3).

Category	Criteria
Education	**Completion of the following courses/curricula:** 1. Knowledge of print, radio, television, and Internet media
Training	**Completion of the following courses/curricula** 1. Continuing education requirements for training, as required by the AHJ. 2. ICS-100: Introduction to ICS 3. ICS-200: Basic ICS 4. ICS-300: Intermediate ICS 5. ICS-400: Advanced ICS 6. FEMA IS-700: NIMS, An Introduction 7. FEMA IS-800b: National Response Framework, An Introduction 8. EMI Course E-388, Advanced Public Information Officers, or NFA course H-406, All-Hazards Public Information Officer, or equivalent 9. Training on scenario-specific operations of concern to the jurisdiction and incident 10. Requalification and verification of requisite training 11. USFA Course O-305, All-Hazards Incident Management Team, or

	equivalent
Experience	Completion of the following courses and/or curricula: 1. Functional experience in media relations at the level or levels of government to commensurate with the scope of the incident. 2. Successful previous experience as a Public Information Officer including functioning as a Public Information Officer in daily operations. 3. Completion of Position Task Books that validate and verify (by Qualified Evaluators) demonstrated ability to perform required skills in exercises and/or actual incidents every 4 years or as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based credentialing and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Liaison Officer (Type 3)

Description: A *Liaison Officer* (Type 3) is responsible for coordinating with cooperating and assisting agencies.

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for a *Liaison Officer (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System (AHIMT – Type 3).

Category	Criteria
Training	**Completion of the following courses/curricula** 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800b: National Response Framework, An Introduction 7. NFA Course H-480, All-Hazards Liaison Officer, or equivalent 8. USFA Course O-305, All-Hazards Incident Management Team, or equivalent 9. Continuing education requirements for training as required by AHJ 10. Requalification and verification of requisite training 5. Training on scenario-specific operations of concern to the jurisdiction and incident.
Experience	2. Functional experience in interagency coordination at the level or levels of government commensurate with the scope of the incident. 3. Successful previous experience as a Liaison Officer, including working

	with cooperating and assisting agencies or equivalent experience in interagency coordination during daily operations. 4. Completion of Position Task Books that validate and verify (by Qualified Evaluators) demonstrated ability to perform required skills in exercises and/or actual incidents every 4 years or as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based credentialing and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Safety Officer (Type 3)

Description: A *Safety Officer* (Type 3) is responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for a *Safety Officer (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System (AHIMT - Type 3).

Category	Criteria
Education	Possess sufficient formal education in relevant professions and emergency management to ensure safety of responders.
Training	**Completion of the following courses/curricula** 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800b: National Response Framework, An Introduction 7. NFA Course H-404, All-Hazards Safety Officer, or equivalent 8. OSHA 1910.120 and/or 1910.134, Respiratory Protection 9. Training on scenario-specific operations of concern to the jurisdiction 10. NFPA 472, Professional Competence of Responders to HazMat Incidents (Operations Level) or OSHA 1910.120, HazMat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI

	11. Recertification and verification of requisite training 12. USA Course O-305, All-Hazards Incident Management Team, or equivalent 13. Continuing education requirements for training as required by AHJ
Experience	1. Functional experience in safety at the level or levels of government commensurate with the scope of the incident. 2. Successful, previous experience filling positions within the Operations Section or supervisory positions at the tactical level. 3. Completion of Position Task Books that validate and verify (by Qualified Evaluators) demonstrated ability to perform required skills in exercises and/or actual incidents every 4 years as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based credentialing and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Operations Section Chief (OSC) (Type 3)

Description: An *Operations Section Chief* (Type 3) is responsible for all tactical incident operations, including the activation and supervisor of ICS organizational elements in accordance with and in execution of the Incident Action Plan (IAP).

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for an Operations Section Chief *(Type 3)* to participate in the Indiana Incident Management Program Position Qualification System (AHIMT – Type 3).

Category	Criteria
Training	**Completion of the following courses/curricula** 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800b: National Response Framework, An Introduction 7. NFA Course H-430, All-Hazards Operations Section Chief, or equivalent 8. OSHA 1910.120 and/or 1910.134, Respiratory Protection 9. NFPA 472, Professional Competence or Responders to HazMat Incidents (Operations Level) or OSHA 1910.120, HazMat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI 10. Scenario-specific training as required by the AHJ 11. Recertification and verification of requisite training 12. USFA Course O-305, All-Hazards Incident Management Team, or

	equivalent 13. Continuing education requirements for training as required by AHJ
Experience	1. Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident. 2. Successful, previous experience as a Branch Director or Division/Group Supervisor within the Operations Section or supervisory positions at the tactical level. 3. Completion of Position Task Books that validate and verify (by Qualified Evaluators) demonstrated ability to perform required skills in exercises and/or actual incidents every three (4) years or as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based credentialing and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Planning Section Chief (PSC) (Type 3)

Description: A *Planning Section Chief* (Type 3) is responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP).

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for a *Planning Section Chief (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System (AHIMT – Type 3).

Category	Criteria
Training	**Completion of the following courses/curricula** 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800b: National Response Framework, An Introduction 7. NFA Course H-440, All-Hazards Planning Section Chief, or equivalent 8. Requalification and verification of requisite training 9. USFA Course O-305, All-Hazards Incident Management Team, or equivalent 10. Continuing education requirements for training as required by AHJ
Experience	Completion of the following courses and/or curricula: 1. Functional experience in planning at the level or levels of government commensurate with the scope of the incident 2. Successful previous experience filling Unit positions within the

	Planning Section or functional planning experience at the level or levels of government commensurate with the scope of a Type 3 incident. 3. Completion of Position Task Books that validate and verify (by Qualified Evaluator) demonstrated ability to perform required skills in exercises and/or actual incidents every three (4) years as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based credentialing and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Logistics Section Chief (LSC) (Type 3)

Description: A *Logistics Section Chief* (Type 3) is responsible for providing facilities, services, and material support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for a *Logistics Section Chief (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System (AHIMT – Type 3).

Category	Criteria
Training	**Completion of the following courses/curricula** 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800b: National Response Framework, An Introduction 7. Continuing education requirements for training as required by AHJ. 8. NFA Course H-450, All-Hazards Logistics Section Chief, or equivalent 9. EMI non-resident course G-276, Resource Management, or equivalent 10. NFPA 472, Professional Competence of Responders to HazMat Incidents (Awareness Level), or OSHA 1910.120, HazMat Awareness Level Training or equivalent basic instruction on responding to and operating in a CBRNE MCI 11. USFA Course O-305, All-Hazards Incident Management Team, or equivalent

	12. Requalification and verification of requisite training
Experience	1. Functional experience in logistics at the level or levels of government commensurate with the scope of the incident. 2. Successful previous experience as a Logistics Section service branch director and support branch director and/or in multiple unit leader positions within the service and support branches or functional logistics experience at the level or levels of government commensurate with the scope of a Type 3 incident. 3. Completion of Position Task Books that validate and verify (by Qualified Evaluators) demonstrated ability to perform required skills in exercises and/or actual incidents every three (4) years or as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based credentialing and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Finance/Administration Section Chief (FSC) (Type 3)

Description: A *Finance/Administration Section Chief* (Type 3) is responsible for all financial, administrative, and cost analysis aspects of an incident.

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for a *Finance/Administration Section Chief (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System (AHIMT – Type 3).

Category	Criteria
Education	Knowledge of a full range of specialized financial management, cost accounting, and related professions.
Training	**Completion of the following courses/curricula** 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800b: National Response Framework, An Introduction 7. Continuing education requirements for training as required by AHJ 8. NFA Course H-460, All-Hazards Finance/Administration Section Chief 9. USFA Course O-305, All-Hazards Incident Management Team, or equivalent 10. Requalification and verification of requisite training
Experience	1. Functional experience in finance/administration at the level or levels of government to commensurate with the scope of the incident. 2. Successful previous experience filling unit positions within the

	Finance/Administration Section or functional Financial or administration experience at the level or levels of government commensurate with the scope of a Type 3 incident. 3. Completion of Position Task Books that validate and verify (by Qualified Evaluators) demonstrated ability to perform required skills in exercises and/or actual incidents every three (4) years or as dictated by need
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based credentialing and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Appendix B: Peer Review Process Overview

PEER REVIEW COMMITTEE GOAL
To enhance the professional credibility of position qualification earned through the Indiana Incident Management Program Position Qualification System (AHIMT – Type 3).

COMMITTEE ROLE
To perform an audit of all application documentation for position qualifications. This may include course records, certificates, Experience Record, correspondence, and other communications relative to individual requests for position qualification.

The Peer Review Committee is authorized to determine if the applicant meets the qualification requirements.

COMMITTEE MEMBERSHIP
A committee consisting of five members shall be established by the IDHS Field Division. The committee chair may add members as needed to facilitate the review process. Committee members must meet the requirements of Qualified Evaluators or have received a credential in a Command or General Staff position.

A simple majority of the committee membership shall be a quorum. Qualification is approved by a majority vote of the quorum present.

MEETINGS
The committee shall convene as needed and when called by the IDHS Field Division.

COMMITTEE PROTOCOL
The Peer Review Committee will receive and review all documentation packages to determine qualification eligibility. The applicant will be notified in writing of the Committee's decision within 15 days of convening by the IDHS Field Division.

The Peer Review Committee evaluates the applicant's application and supporting documentation and will determine if the applicant is suitable for the ICS position. The committee may request additional information. The committee shall have the responsibility and authority for recommending the issuance of a PTB to the applicant to the IDHS Certification Section. The successful applicant will be issued a PTB and be considered a Provisional Credential recipient.

Disapprovals
If an applicant is found by the committee to not be suitable for the position, the applicant will be notified of such within 15 days of conveneing. The applicant shall be provided with constructive criticism on what is needed by the committee for the applicant to be spproved.

APPEALS
Appeals relative to denial of eligibility for qualification may be made by utilizing the following procedures:

Appeals shall be in writing by the individual who recommended qualification. The appeal must be submitted to the IDHS Field Division no later than 60 days after notification of initial review and denial. Appeals must contain, at a minimum, a description of the reason/circumstances leading to the appeal, supporting documentation, and the desired outcome.

The IDHS Field Division shall convene a three member "Appeals Committee" for the purpose of reviewing appeals under this section. All appeals committee members must be on the Qualified Evaluators list and at least one member must be credentialed in the same position as the position being requested by the appealee.

The Appeals Committee shall render a decision in writing to the applicant within 60 days of receipt of appeal. The decision of the Appeals Committee shall be final.

Appendix C: Credentialing Application Package Instructions

REQUIREMENTS

- All applicants **MUST** meet current requirements using the Indiana Incident Management Program Position Qualification System (AHIMT-Type 3).
- Endorsing Official(s) **MUST** verify requirements are true and correct, utilizing the Application Form.
- Endorsing official(s) **MUST** verify previous 3 years of experience for the position for which the applicant is applying, utilizing the Experience Record.
- All applicants **MUST** record pertinent training courses for the applied for position, utilizing the Training Record.

HOW TO APPLY

SEPARATE APPLICATIONS MUST BE SUBMITTED FOR EACH POSITION FOR WHICH AN APPLICANT DESIRES TO APPLY.

Initial Application consists of:

1. Completed Application Form with all appropriate signatures.
2. A cover letter from the applicant that defines the position that the applicant is applying.
3. Completed Experience Record that demonstrates the knowledge, skills and abilities for the applied for position. (Include proof of experience such as Incident Action Plans, Award Citations, etc)
4. Completed Training Record with attached copies of course completion certificates.
5. A letter of endorsement from your agency head on Department letterhead, describing the applicant's specific background as it relates to the occupational experience requirement.
6. A letter of endorsement from your District AHIMT Incident Commander or District Response Task Force Commander endorsing you as a potential team member and describing your background and characteristics as it pertains to AHIMT membership.

Recertification Application consists of:

1. Completed Application Form with all appropriate signatures.
2. Updated Training Record with attached copies of course completion certificates that documents in-service hours.
3. Updated Experience Record that demonstrates the knowledge, skills and abilities for the applied for position.

4. A letter of recommendation on Department letterhead and signed by the Agency Head, describing the applicant's specific background as it relates to the occupational experience requirement.

Submission Procedures

Applicants seeking a Position Task Book should submit completed application packets to the IDHS Field Services Division. Application packets will only be accepted in electronic format and may be emailed to

Applicants may also put the files on a disk or flash drive and mail the packet to:

Indiana Department of Homeland Security
ATTN: Field Services Division / ICS Position Application
302 West Washington
IGCS – Rm E208
Indianapolis, IN 46204

Appendix C: Credentialing Application

APPLICATION FORM

Initial ☐ Recertification ☐

POSITION FOR WHICH YOU ARE APPLYING_____
(Note: Separate applications must be submitted for each position applied for)

NAME_____

AGENCY_____

AHIMT_____DISTRICT_____

ADDRESS_____

_____

PHONE NUMBER_____CELL PHONE_____

E-MAIL ADDRESS _____

RANK AND/OR WORKING TITLE_____

_____ _____
APPLICANT'S SIGNATURE DATE

==========
I verify that the applicant meets all the certification and qualification requirements, as stated in the Indiana Incident Management Program Position Qualification System (AHIMT – Type 3) dated January 2010.

_____
VERIFYING OFFICIAL AND TITLE DATE

Appendix C: Experience Record

RECORD OF EXPERIENCE FOR THE POSITION (LAST 3 YEARS)

(INCIDENT NAME) (LOCATION) (DATE) (POSITION) (INCIDENT KIND) (# DAYS)

EXPERIENCE RECORD

RECORD OF EXPERIENCE FOR THE POSITION (LAST 3 YEARS)

(INCIDENT NAME)	(LOCATION)	(DATE)	(POSITION)	(INCIDENT KIND)	(# OF DAYS)
Hurricane Jack	SRF, CA	2000	DIVS	Hurricane	4
I 35 Spring Rains	CES, MT	2000	DIVS	Flood	7
July 4th Celebration	LCF/MT	2000	DIVS	Special Event	7

EXAMPLE FORMAT

Appendix C: Training Record

RECORD OF TRAINING COURSES FOR THE POSITION

(TRAINING COURSE)	(LOCATION)	(DATES)

RAINING

RECORD OF TRAINING COURSES FOR THE POSITION

(TRAINING COURSE)	(LOCATION)	(DATES)
O-404 Safety Officer	COLLEGE STATION	01/11-15/99
I-400 Advanced ICS	CDF/CZU	12/11-14/98
S-349 Resources Unit Leader	CAIWA	10/5-6/1997
S-234 Ignition Ops	CAIWTP, Sebastapol, CA	06/26-30/96
S-336 Fire Suppression Tactics	CAIWTP, Sebastapol, CA	05/01-05/96

SAMPLE FORMAT

Appendix D: In-service Training Courses

Twenty total hours over four years of any of the following courses are approved as acceptable in-service training courses. At least 10 hours must be completed through in-resident training. The remaining hours may be done via independent study /web-based courses.

AWR-103	WMD Crime Scene Management for Emergency Responders
AWR-1 12-W	Public Works for WMD Incidents: Basic Concepts
AWR-151	Understanding the Dangers of Agroterrorism
AWR-1 52	Principles of Preparedness for AgroTerrorism and Food Systems Disasters
AWR-154	Principles of NIMS, Team Building and Risk Communication
AWR-1 55	Principles of Frontline Response to Agroterrorism and Food Systems Disasters
AWR-156	Principles of Planning and Implementing Recovery
AWR-1 79	Avian Influenza Response
AWR-1 79-1	Avian Influenza Response Master Trainer
AWR-180	Foreign Animal Disease Response (FADR)
AWR-180-1	Foreign Animal Disease Response (FADR) (Train-the-Trainer)
AWR-183	Jail Evacuation, Planning, and Implementation
AWR-184	Managing the Incident: A Leadership Guide to WMD Events
AWR-1 85	Frontline Responder Training Course - Protecting Soft Targets
AWR-1 92-W	Effects of Weapons of Mass Destruction on Mass Sheltering (Web-Based)
AWR-1 94-W	Effects of Weapons of Mass Destruction on Bulk Distribution (Web-Based)
PER-200	Managing Civil Actions in Threat Incidents (MCATI): Basic Course
PER-201	Weapons of Mass Destruction HazMat Evidence Collection
PER-202	Managing Civil Actions in Threat Incidents (MCATI): Protester Devices
PER-21 1	Emergency Medical Services (EMS): Operations and Planning for WMD Incidents
PER-21 2	WMD/Terrorism Incident Defensive Operations for Emergency Responders
PER-21 2-1	WMD/Terrorism Incident Defensive Operations for Emergency Responders, Train-the-Trainer
PER-220	Emergency Response to Domestic Biological Incidents
PER-221	Weapons of Mass Destruction Tactical Operations
PER-222-1	Weapons of Mass Destruction Tactical Operations, Train-the-Trainer
PER-222	Public Safety WMD Response-Sampling Techniques and Guidelines
PER-225	Law Enforcement Response to Weapons of Mass Destruction Incidents, Operations Level
PER-225-1	Law Enforcement Response to Weapons of Mass Destruction Incidents, Operations Level, Train-the-Trainer
PER-226	Advanced Chemical and Biological Integrated Response Course (ACBIRC)-Technician Level
PER-227	Advanced WMD Tactical Operations
PER-228	Advanced Forensic Investigations for Hazardous Events
PER-230	Incident Response to Terrorist Bombings
PER-230-1	Incident Response to Terrorist Bombing-Operations, Train-the-Trainer
PER-231	Prevention of and Response to Suicide Bombing Incidents
PER-231-1	Prevention of and Response to Suicide Bombing Incidents, Train-the-Trainer
PER-241	Radiological/Nuclear Course for Hazardous Materials (HazMat) Technicians
PER-250	Emergency Response to Terrorism: Operations
PER-251	Emergency Response to Terrorism: Operations, Train-the-Trainer
PER-260	WMD Technical Emergency Response Training (Live Agent)
PER-261	WMD Hazardous Materials Technician Training (Live Agent)
PER-263	Respiratory Protection Program
PER-264	WMD Law Enforcement Protective Measures (LEPM)
PER-264-1	WMD Law Enforcement Protective Measures (LEPM), Train-the-Trainer
PER-265	WMD Law Enforcement Response Actions MTT

PER-266	Instructor Training Certification Process (ITCC)
PER-267	Emergency Medical Services
PER-268	WMD Incident Complexities –Responder
PER-270	Agriculture Emergency Response Training (AgERT)
PER-271	WMD Incident Complexities-Clinician
PER-272	WMD Emergency Responder Hazardous Material Technician
PER-280	Emergency Response: Strengthening Cooperative Efforts Among Public and Private Sector Entities
MGT-301	Command and the WMD Response
MGT-31 0	WMD Threat and Risk Assessment (T&RA) (Local Jurisdiction)
MGT-312	Senior Officials Workshop for All-Hazards Preparedness
MGT-313	Incident Management/Unified Command (IM/UC) for CBRNE and Terrorism Incidents
MGT-314	Enhanced Incident Management/Unified Command (E IM/UC)
MGT-31 5	Enhanced Threat and Risk Assessment (ETRA) (Local Jurisdiction)
MGT-31 7	Public Works: Preparing for and Responding to WMD/Terrorism Incidents (Previously PER-210)
MGT-321	WMD Tactical Commanders
MGT-322	Preparedness and Response to Agricultural Terrorism
MGT-322-1	Preparedness and Response to Agricultural Terrorism, Train-the-Trainer
MGT-323	Instructor Development Workshop: A Professional Development Program
MGT-330	Homeland Security Exercise and Evaluation Program (HSEEP) Mobile Training
MGT-330-1	Homeland Security Exercise and Evaluation Program (HSEEP) Mobile Training, Train-the-Trainer
MGT-331	Preparing the State: Implementing Continuity of Operations Planning
MGT-331-1	Preparing the State: Implementing Continuity of Operations Planning, Train-the-Trainer
MGT-332	Agriculture and Food Vulnerability Assessment Training
MGT-360	Weapons of Mass Destruction Incident Command
MGT-380	WMD Homeland Security Initiative: An Executive Level Program for Sheriffs
MGT-381	Business Continuity and Emergency Management
WCPI	Western Community Policing Institute: Scenario-Based Executive Leadership Training
IDHS	ICS / EOC Interface
IDHS	EOC Management and Operations
IDHS	Comprehensive Emergency Management Planning
IDHS	Management for Emergency Managers
IDHS	Damage Assessment
IDHS	Resource Management
IDHS	Leadership and Influence
IDHS	Decision-making and Problem Solving
IDHS	Effective Communication
IDHS	Basic Public Information Officer
IDHS	Flood Fight Operations
IDHS	Mass Fatalities Incident Management
IDHS	Debris Management
IDHS	Instructional/Presentation Skills
IDHS	Legal Issues in Emergency Management
IS-3	Radiological Emergency Management
IS-10	Animals in Disaster, Module A: Awareness and Preparedness
IS-15	Special Event Contingency Planning for Public Safety Agencies
IS-26	Guide to Points of Distribution
IS-102	Deployment Basics for FEMA Response Partners
IS-111	Livestock in Disaster
IS-197.EM	Special Needs Planning Considerations for Emergency Management
IS-197.SP	Special Needs Planning for Service and Support Providers
IS-230.a	Fundamentals of Emergency Management

IS-235	Emergency Planning
IS-240	Leadership and Influence
IS-241	Decision-making and Problem Solving
IS-242	Effective Communication
IS-250	ESF 15 External Affairs: A New Approach to Emergency Communication and Information Distribution
IS-253	Coordinating Environmental and Historic Preservation Compliance
IS-271	Anticipating Hazardous Weather and Community Risk
IS-301	Radiological Emergency Response
IS-520	Introduction to Continuity of Operations Planning for Pandemic Influenzas
IS-547.a	Introduction to Continuity of Operations
IS-630	Introduction to the Public Assistance Process
IS-631	Public Assistance Operations I
IS-632	Introduction to Debris Operations in FEMA's Public Assistance Program
IS-701	NIMS Multiagency Coordination Systems
IS-702	NIMS Public Information Systems
IS-703	NIMS Resource Management
IS-704	NIMS Communications and Information Management
IS-706	NIMS Intrastate Mutual Aid, An Introduction
IS-775	EOC Management and Operations
IS-801	ESF # 1 Transportation
IS-802	ESF # 2 Communications
IS-803	ESF # 3 Public Works and Engineering
IS-804	ESF # 4 Firefighting
IS-805	ESF # 5 Emergency Management
IS-806	ESF # 6 Mass Care, Emergency Assistance, Housing, and Human Services
IS-807	ESF # 7 Logistics Management and Resource Support Annex
IS-808	ESF # 8 Public Health and Medical Services
IS-809	ESF # 9 Search and Rescue
IS-810	ESF # 10 Oil and Hazardous Materials Response Annex
IS-811	ESF # 11 Agriculture and Natural Resources Annex
IS-812	ESF # 12 Energy
IS-813	ESF # 13 Public Safety and Security Annex
IS-814	ESF # 14 Long Term Community Recovery
IS-821	Critical Infrastructure and Key Resources Support Annex
IS-836	Nuclear / Radiological Incident Annex
IS-860	National Infrastructure Protection Plan
IS-870	Dms Sector: Crisis Management
IS-1900	NDMS Federal Coordinating Center Operations Course
R107	Fire Service Communication
Q157	EMS Operations at Mass Casualty Incidents
	Incident Command: Capabilities, Planning and Response Actions
MGT 344	Advanced Incident Management
*	Any formal course at the Emergency Management Institute
*	Any formal course at the National Fire Academy

Other Courses may be accepted. Students should contact the IDHS Field Services Division prior to taking other courses to request admissibility of receiving in-service credit hours for their requalification. When contacting IDHS, students should provide a course number, course description, length, and provider.

Appendix E: Historical Recognition of Qualified Evaluators

1. Qualified evaluators for position task books must have a minimum of 8 years operational field experience at the command or general staff level with an emergency management discipline (i.e. Fire, EMS, Law Enforcement, Emergency Management, Public Works, Public Health, etc).

2. Qualified evaluators must have a minimum of 3 years experience delivering emergency management type training (including exercises that test team and individual performance) to emergency response personnel.

3. Qualified evaluators must have successfully completed:

a. IS-700a, *National Incident Management System, an Introduction*;
b. IS-800b, Introduction to the National Response Framework
c. IS-701, *Multi-Agency Coordination Systems* (MACS);
d. ICS-100 and ICS-200 and
e. ICS-300 and ICS-400 or equivalent
f. ICS position specific course (or equivalent) in area they desire to evaluate
g. HSEEP course or equivalent

5. Qualified evaluators must have participated in developing an Incident Action Plan as a part of the Command and/or General Staff at two emergency incidents or for a planned event. The incident or event must have lasted longer than two operational periods of 12 hours or more and must have occurred within the last 6 years.

6. Qualified evaluators may have completed the functions of positions listed above in paragraph 5, but may not have been formally designated as an Officer or Chief (i.e. An Emergency Management Coordinator may have served the functions of a Liaison Officer or Logistics Section Chief at an incident but was never formally designated as such). Applicants must demonstrate or provide proof that they served in such a role.

6. Qualified evaluators must provide documentation that supports their successful completion of formal training and experience to include at least one of the following:

a. An Associate Degree (or above) in a public safety discipline
b. A Master's degree in any discipline
b. Emergency Management Institute's (EMI) Master Trainer or Exercise Practitioner Program
c. International Association of Emergency Managers, Certified Emergency Manager
d. Indiana Law Enforcement Academy Instructor Certificate
e. EMS Primary Instructor
f. Indiana Fire Officer III or above
g. Indiana Fire Instructor III
h. Successful completion of the ICS-449 Train the Trainer Course

Appendix F: Crosswalks and Training Recognition

(To be evaluated at a later date)

Appendix G. Explanation of Terms

A. Acronyms

AHIMT	All-Hazard Incident Management Team
AHJ	Authority Having Jurisdiction
DHS	Department of Homeland Security
DIVS	Division Supervisor
DPC	District Planning Council
DPOC	District Planning Oversight Committee
DRTF	District Response Task Force
FSC	Finance Section Chief
IC	Incident Commander
ICS	Incident Command System
IMT	Incident Management Team
LOFR	Liaison Officer
LSC	Logistics Section Chief
MACC	Multi-Agency Coordination Center
NIMS	National Incident Management System
NRF	National Response Framework
NRP	National Response Plan
NWCG	National Wildfire Coordination Group
OSC	Operations Section Chief
PIO	Public Information Officer
PSC	Planning Section Chief
PTB	Position Task Book
QE	Qualified Evaluator
SCO	State Certifying Officer
SOFR	Safety Officer
TNSP	Technical Specialist
USFA	United States Fire Administration

B. Definitions

1. Full Credential – The credential issued to an individual that has completed all required training, demonstrated proficiency as documented in the position task book, and been recommended by their agency head or Authority Having Jurisdiction (AHJ).

2. Incident Complexity – Incident complexity is identified by Types 5 - 1, with 5 being simplest and 1 being the most complex. For example, a Type 5 incident is characterized by relatively few resources, is of short duration, and has few complicating factors. A Type 1 incident has large numbers of resources and may last for several operational periods and has many complicating factors. Refer to the NIMS document for a full definition.

3. Provisional Credential – A credential issued to an individual that has completed all required training but has not demonstrated proficiency as documented in the position task book, nor have they been recommended by their agency head or Authority Having Jurisdiction (AHJ).

4. Qualified Evaluator – The individual that can document and complete evaluation records contained in position task books. The evaluator must be credentialed in the position they are evaluating and be approved to evaluate by the Indiana Department of Homeland Security, Field Services Division. The Field Services Division will maintain a list of qualified evaluators.

5. State Certifying Officer (SCO) – The section chief of the IDHS Certification Section. This individual is the only individual that can initiate a Position Task Book for an applicant. Position Task Books do not become valid until signed by the SCO.

6. Technical Specialist (TNSP) – A person participating as a member of an Incident Management Team that contributes technical knowledge and skill.

7. Trainee Credential - A credential issued to an individual that has not yet completed Provisional or full credential requirements.