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Indiana Incident Management Program

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Guidelines for the Position Qualification System: Supervisor, Manager and Unit Leader (Type 3)

Version 1.0

Prepared By:
Indiana Department of Homeland Security
Field Services Division

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Indiana Department of Homeland Security
Joseph E. Wainscott, Jr., Executive Director
Indiana Government Center South
302 West Washington Street, Room E208
Indianapolis, IN 46204

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I. Purpose

This document serves as the interim qualification and credentialing guidelines for the Indiana Incident Management Program for Supervisor, Manager, and Unit Leader positions in an All Hazard Incident Management Team (Type 3).

This guidance is provided in order for those interested and those already involved in the Indiana Incident Management Program to begin working on their qualification application. This guidance shall serve as an addendum to the Indiana Incident Management Program: Position Qualification System (AHIMT – Type 3) guidance document of June 01, 2010. This guidance defines the minimum standards for Type 3 Division / Group Supervisors, Staging Area Managers, and Unit Leaders in the Indiana Incident Management Program.

This guidance document is not written for the purpose of establishing minimum personnel standards and qualifications to be used as a basis of asserting liability against any of the participating agencies or entities. It contains statements of best practices. In many cases, the best practices contained within this document strive to exceed and improve upon prevailing standard practices, standards and qualifications. This guidance document is not intended to be relied on by any other individual, public or private or any agency which is not a participant in a Mobile Support Unit or a District Task Force. This guidance document is not intended to be used in a court of law to determine an applicable standard of care or minimum qualifications for emergency response personnel under any circumstances.

The sole intent of this guidance is to define and develop human resources deemed by the State as suitable to fill a position on a Type 3 All Hazard Incident Management Team as prescribed by the National Incident Management System. Persons who achieve this qualification may be utilized within their specific position to serve on a Mobile Support Unit and/or to fulfill Emergency Management Assistance Compact requests.

II. Objectives

1. Establish minimum training and qualification standards for Division / Group Supervisors as part of an AHIMT (Type 3) or on single resource assignment.
2. Establish minimum training and qualification standards for Staging Area Managers as part of an AHIMT (Type 3) or on single resource assignment.
3. Establish minimum training and qualification standards for Unit Leaders as part of an AHIMT (Type 3) or on single resource assignment.
4. Define the minimum required training and guide the development of skills and knowledge outside of the formal classroom environment for Type 3 Division / Group Supervisors, Staging Area Managers and Unit Leaders.
5. Define historical recognition criteria for Type 3 Division / Group Supervisors, Staging Area Managers, and Unit Leaders in order for previously qualified personnel to be formally recognized as qualified in their respective position.
6. Retain the foundation of the performance-based qualification system established and implemented in the National Wildfire Coordinating Group (NWCG) qualification system.

III. Guidance

With the publication of this interim 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. The Indiana Incident Management Program is a voluntary program implemented by IDHS in July 2009 that provides guidance and minimum standards for the development of district AHIMTs.

Individuals applying to IDHS for qualification under these guidelines must have an All-Hazard Incident Management Team sponsor and an employer sponsor. This means that individuals must be an official member of an AHIMT that is formed in accordance with the Indiana Incident Management Program. Individuals must be approved to participate on the AHIMT by their employer. 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 qualification system. Any other personnel must meet the identified standards herein to qualify in State positions.

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 within a Mobile Support Unit as part of an AHIMT will be required to meet the established qualification standards in this guide.

This guide applies to all Incident Command System Division / Group Supervisors, Staging Area Managers and Unit Leader positions for an AHIMT (Type 3) team.

172 **B. Description of the System**

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

176
177 In a performance based system, qualification is based upon demonstrated performance as
178 measured on incidents and events, normal job activities, or in exercises.

179
180 1. The components of the Position Qualification System (AHIMT – Type 3) are as
181 follows:

182
183 a. Core ICS Training: Core ICS training courses provide the general knowledge and
184 skills required to perform tasks identified in the position task book. This provides a
185 direct link between training and job performance. Persons desiring to be qualified in a
186 position must complete the following core ICS training courses before applying for a
187 position task book.

- 188
189
 - 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
 - IS-700 National Incident Management System, An Introduction
 - IS-800.b National Response Framework, An Introduction

194
195 b. Specific ICS Training: Specific training courses provide the specialized knowledge and
196 skills required to perform tasks identified in the position task book. This provides a direct
197 link between training and job performance. Individuals desiring to be qualified in a
198 position must complete the following specific ICS training courses before applying for a
199 position task book.

200 **i. Division / Group Supervisor**

- 201
 - E/L 960 All Hazards Division / Group Supervisor Course
 - IS-240.a Leadership & Influence
 - IS-241.a Decision Making and Problem Solving
 - IDHS District Response Task Force Mobilization and Deployment Course

205
206 **ii. Staging Area Manager**

- 207
 - IS-27 Orientation to FEMA Logistics
 - IS-703 NIMS Resource Management

209
210
211 **iii. Resource Unit Leader**

- 212
 - E/L 965 All Hazards Resources Unit Leader Course
 - IS-27 Orientation to FEMA Logistics
 - IS-240.a Leadership & Influence
 - IS-703.a NIMS Resource Management

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- 217 **iv. Situation Unit Leader**
- 218 • E/L 964 Situation Unit Leader Course
- 219 • IS-240.a Leadership & Influence
- 220 • IS-242.a Effective Communication
- 221 • IS-271 Anticipating Hazardous Weather and Community Risk
- 222 • IS-821 Critical Infrastructure and Key Resources Support Annex
- 223
- 224 **v. Documentation Unit Leader**
- 225 • IS-130 Exercise Evaluation and Improvement Planning
- 226 • IS-240.a Leadership & Influence
- 227 • IS-403 Introduction to Individual Assistance
- 228 • IS-630 Introduction to the Public Assistance Process
- 229 • IDHS Damage Assessment
- 230
- 231 **vi. Demobilization Unit Leader**
- 232 • IDHS District Response Task Force Mobilization and Deployment
- 233 • IS-27 Orientation to FEMA Logistics
- 234 • IS-240.a Leadership & Influence
- 235
- 236 **vii. Communications Unit Leader**
- 237 • E/L 969 All Hazards Communication Unit Leader
- 238 • IS-802 Emergency Support Function – Communications
- 239
- 240 **viii. Supply Unit Leader**
- 241 • E/L 970 All Hazards Supply Unit Leader
- 242 • IS-26 Guide to Points of Distribution
- 243 • IS-27 Orientation to FEMA Logistics
- 244 • IS-240.a Leadership & Influence
- 245
- 246 **ix. Facilities Unit Leader**
- 247 • E/L All Hazards Facilities Unit Leader Course
- 248 • IS-27 Orientation to FEMA Logistics
- 249 • IS-240.a Leadership & Influence
- 250
- 251 **x. Medical Unit Leader**
- 252 • IS-27 Orientation to FEMA Logistics
- 253 • TEEEX EMS850 Ambulance Strike Team Leader Course
- 254 • IS-240.a Leadership & Influence
- 255
- 256 **xi. Food Unit Leader**
- 257 • IS-27 Orientation to FEMA Logistics
- 258 • IS-240.a Leadership & Influence
- 259 • FDA16: Basics of HACCP: Overview of HACCP
- 260 • FDA 39: Basics of Inspections: Issues and Observations
- 261 • MIC01: Food Microbiological Control 1: Overview of Microbiology

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xii. Ground Support Unit Leader

- IDHS District Response Task Force Mobilization and Deployment Course
- IS-27 Orientation to FEMA Logistics
- IS-240.a Leadership & Influence

xiii. Time Unit Leader

- E/L 975 All Hazard Finance / Administration Unit Leader Course
- IS-107.11 FEMA Travel Rules and Regulations 2011
- IS-240.a Leadership & Influence
- IS-630 Introduction to the Public Assistance Process

xiv. Procurement Unit Leader

- E/L 975 All Hazard Finance / Administration Unit Leader Course
- IS-27 Orientation to FEMA Logistics
- IS-240.a Leadership & Influence
- IS-630 Introduction to the Public Assistance Process

xv. Cost Unit Leader

- E/L 975 All Hazard Finance / Administration Unit Leader Course
- IS-27 Orientation to FEMA Logistics
- IS-107.11 FEMA Travel Rules and Regulations 2011
- IS-240.a Leadership & Influence
- IS-630 Introduction to the Public Assistance Process

xvi. Compensation / Claims Unit Leader

- E/L 975 All Hazard Finance / Administration Unit Leader
- IS-20.11 Diversity Awareness
- IS-21.11 Civil Rights and FEMA Disaster Assistance
- IS-107.11 FEMA Travel Rules and Regulations 2011
- IS-240.a Leadership & Influence
- IS-630 Introduction to the Public Assistance Process

b. Application: Once the above training has been completed, candidates may submit an application to the IDHS Field Services Division 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 Field Services Division will activate and issue a PTB to the candidate.

c. Performance Evaluation: Position Task Books (PTB) contains 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

307 to perform the task. Tasks pertaining to tactical decision-making and safety are
308 flagged and require position performance on an incident or event. Remaining tasks may
309 be evaluated through other means, such as simulation or other emergency and non-
310 emergency work. Successful completion of all required tasks of the position, as
311 determined by qualified evaluators, will be the basis for qualification application.
312 Credentialing for Supervisors, Managers and Unit Leaders must use Indiana
313 Department of Homeland Security AHIMT (Type 3) PTBs. PTBs can only be signed
314 by Qualified Evaluators. Once PTBs are completed they should be forwarded to
315 IDHS with the proper endorsements.
316

317 **Important Note:** PTBs can only be initiated by the Indiana Department of Homeland
318 Security, Field Services Division. PTBs and the qualification process can only be
319 initiated after the attendance and completion of required training courses.

320
321 c. Endorsement: Each applicant must provide an endorsement from
322 their AHIMT Incident Commander and their agency head. Agency heads
323 that are seeking qualification must provide an endorsement from their
324 supervisory board or senior elected official. Individuals are responsible for
325 providing proof of qualification on an incident.

326 d. Quality Review: Quality Review is the final piece of the qualification
327 process. It is an audit of the PTB for proper completion and signatures. Upon
328 successful quality review, IDHS will issue the successful candidate with the
329 credential. The credential provides evidence that the individual possesses the
330 requisite skills, abilities and experience to occupy the designated position in a
331 mobile support unit. The credential may be used by a local unit of government or
332 by a District Response Task Force in its determination of what individual to select
333 to perform in a particular incident response event. In the latter case, the credential
334 is merely one factor, which the local organization may or may not elect to
335 consider.

336 2. Responsibilities

337 Applicants are responsible for completing the required training, documenting proficiency
338 through a completed PTB and providing a Summary of Response Experience and Training
339 Record with an application packet and submitting it to IDHS.
340

341 Each agency/District is responsible for selecting trainees, ensuring proper use of position task
342 books, and approval of qualification application by trainees.
343

344 Once the PTB has been completed and the agency head and district has provided a letter
345 of endorsement, the PTB and endorsement letters are forwarded to the IDHS Field
346 Services Division which will review the documents for proper completion and signatures.
347 IDHS Field Services Division will then issue a proof of qualification to the applicant.
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351 **C. Qualification**

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

357
358 A key component in the qualification process is the subjective evaluation, by the appropriate
359 official, of an individual's capability to perform in a position. **Completion of required
360 training and experience does not guarantee qualification.** Individual's must submit a
361 letter of endorsement from their agency head and district indicating that the applicant
362 has met the capabilities listed in the PTB and has the ability to function in the selected
363 position.

364
365 The quality of experience gained in a given position should be closely evaluated when making
366 a determination for advancement to the next higher position, to a different position, or for re-
367 qualification. The quality of experience may relate to the kind, type, or duration of an incident
368 or event in terms of personnel, equipment, the number of assignments, or complexity of
369 operations.

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372 **D. Re-qualification**

373
374 Each individual must apply for requalification before the expiration of their current qualification
375 by submitting a Credentialing Application Package (Appendix C). Failure to reapply within 90
376 days following the expiration of position qualification will require completion of a new position
377 task book.

378
379 Requalification is required every four years. Each agency or team recommending re-
380 qualification of an individual is responsible for ensuring qualifications of personnel based
381 upon the requirements of this guide.

382
383 A key component in the requalification process is the subjective evaluation, by the appropriate
384 official, of an individual's capability to perform in a position. **Completion of required
385 training and experience does not guarantee qualification.**

386
387 The quality of experience gained in a given position should be closely evaluated when making
388 a determination for advancement to the next higher position, to a different position, or for
389 requalification. The quality of experience may relate to the kind, type, or duration of an incident
390 or event in terms of personnel, equipment, the number of assignments, or complexity of
391 operations.

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397 Requalification Requirements

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- 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.

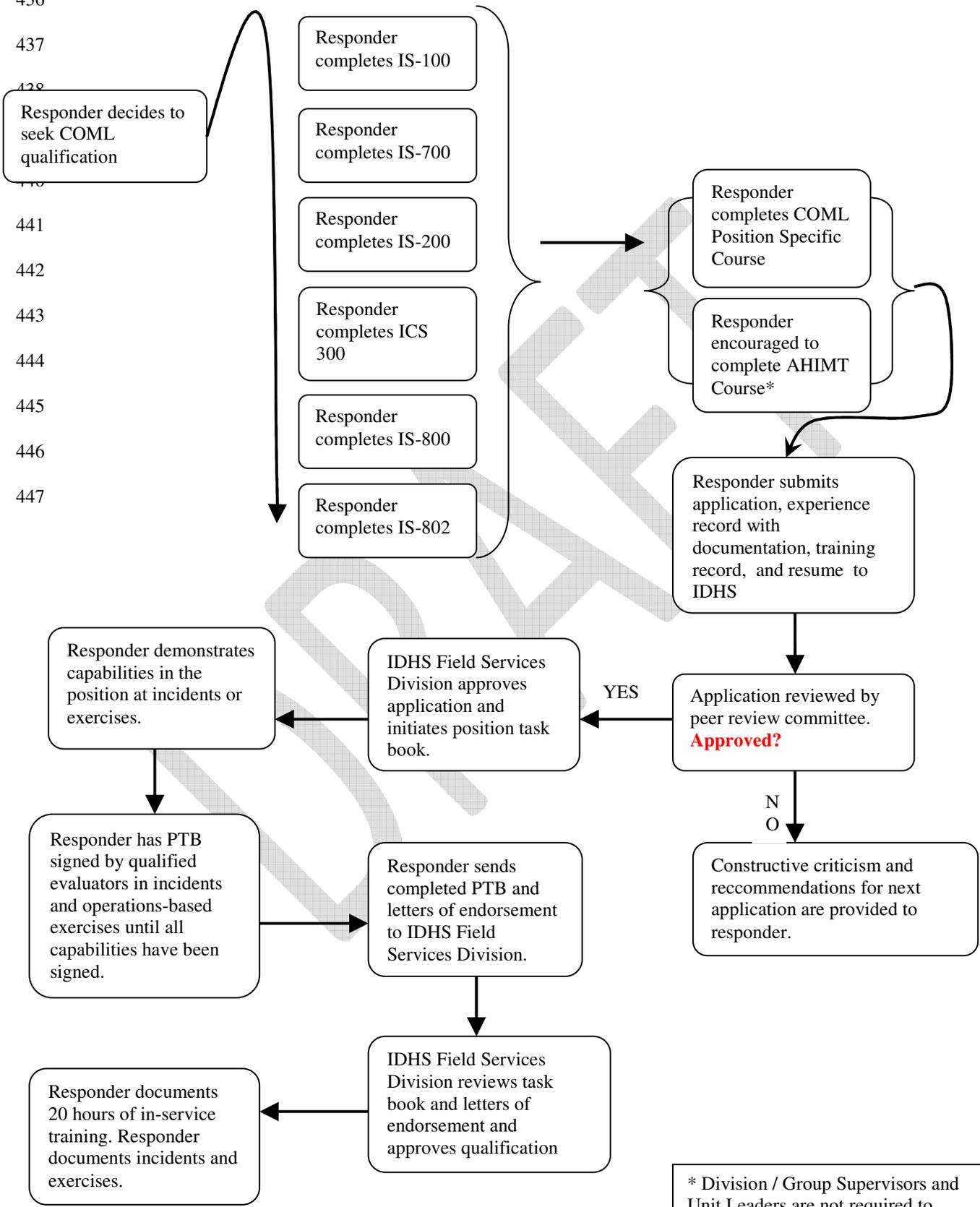
F. Additional Development of Knowledge and Skills Training

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.

V. The Position Qualification Process

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* Division / Group Supervisors and Unit Leaders are not required to complete the AHIMT Course.

Appendix A: Type 3 ICS Position Qualifications for Supervisors, Managers, and Unit Leaders

Division Supervisor (DIVS)

Description: A *Division Supervisor* (Type 3) is responsible for all tactical incident operations for the division, 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 a Division Supervisor (*Type 3*) to participate in the Indiana Incident Management Program Position Qualification System.

Category	Criteria
<p>Training</p> <p>Required Courses or Equivalent</p>	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. 0-305: All Hazard Incident Management Team Course 2. ICS-100: Introduction to ICS 3. ICS-200: Basic ICS 4. ICS-300: Intermediate ICS 5. FEMA IS-700.a: NIMS, An Introduction 6. FEMA IS-800.b: National Response Framework, An Introduction 7. FEMA IS-240.a Leadership & Influence 8. FEMA IS-241.a Decision Making & Problem Solving 9. IDHS District Response Task Force Mobilization & Deployment Course 10. Position-Specific Course for Division Supervisor.
<p>Experience</p>	<p>Significant, on-going experience in strategy and tactics related to the incident scenario (e.g., wild land fire, water rescue, confined space rescue, or HazMat incident) and experience in emergency management.</p>
<p>Medical/Physical Fitness</p>	<p>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.</p>

Staging Area Manager (STAM)

Description: A *Staging Area Manager* (Type 3) is responsible for planning and organizing a staging area for quick and effective deployment of resources while maintaining minimum resource levels and forming resources into strike teams and task forces as necessary.

Requisite Criteria

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

Category	Criteria
Training Required Courses or Equivalent	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-800.b: National Response Framework, An Introduction 6. FEMA IS-27: Orientation to FEMA Logistics 7. FEMA IS-703: NIMS Resource Management
Experience	<p>Significant, on-going experience in staging area management including terrain management, organizational layout, check-in procedures, and strike team and task force formation. Familiarity with NIMS resource typing and the NWCG Staging Area Manager Job Aid J-236.</p>
Medical/Physical Fitness	<p>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.</p>

Resources Unit Leader (RESL)

Description: A *Resources Unit Leader* (Type 3) is responsible for the collection, evaluation, and dissemination of information about all resources 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 *Resources Unit Leader (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System.

Category	Criteria
Training Required Courses or Equivalent	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-800.b: National Response Framework, An Introduction 6. FEMA IS-240.a: Leadership & Influence 7. FEMA IS-703: NIMS Resource Management 8. FEMA IS-27: Orientation to FEMA Logistics 9. Position-Specific Course for Resources Unit Leader
Experience	Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.
Medical/Physical Fitness	1. 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.

Situation Unit Leader (SITL)

Description: A *Situation Unit Leader* (Type 3) is responsible for the collection, evaluation, and dissemination of situational 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 *Situation Unit Leader* (Type 3) to participate in the Indiana Incident Management Program Position Qualification System.

Category	Criteria
<p>Training</p> <p>Required Courses or Equivalent</p>	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-800.b: National Response Framework, An Introduction 6. FEMA IS-240.a: Leadership & Influence 7. FEMA IS-242.a: Effective Communication 8. FEMA IS-271: Anticipating Hazardous Weather and Community Risk 9. FEMA IS-821: Critical Infrastructure and Key Resources Support Annex 10. Position-Specific Course for Situation Unit Leader
<p>Experience</p>	<p>Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.</p>
<p>Medical/Physical Fitness</p>	<p>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.</p>

Documentation Unit Leader (DOCL)

Description: A *Documentation Unit Leader* (Type 3) is responsible for the collection and organization of incident files, incident information, forms, IAP's, information releases and reports in pursuit of comprehensive documentation of the Incident.

Requisite Criteria

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

Category	Criteria
Training Required Courses or Equivalent	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-800.b: National Response Framework, An Introduction 6. FEMA IS-240.a: Leadership & Influence 7. FEMA IS-242.a: Effective Communication 8. FEMA IS-403: Introduction to Individual Assistance 9. FEMA IS-630: Introduction to the Public Assistance Process 10. IDHS Damage Assessment Course
Experience	Significant, on-going experience related to file organization, incident administration and documentation, FEMA disaster declaration requirements and critical information.
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.

Demobilization Unit Leader (DMOB)

Description: A *Demobilization Unit Leader (Type 3)* is responsible for the collection, evaluation, and dissemination of information regarding demobilization of all resources 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 *Demobilization Unit Leader (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System.

Category	Criteria
Training Required Courses or Equivalent	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-800.b: National Response Framework, An Introduction 6. FEMA IS-27: Orientation to FEMA Logistics 7. FEMA IS-240.a: Leadership & Influence 8. IDHS District Response Task Force Mobilization and Deployment Course
Experience	Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.
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.

Communications Unit Leader (Type 3)

Description: A Communications Unit Leader (COML) (Type 3) is responsible for managing communications equipment and support staff [Communications Technicians (COMT), Radio Operators (RADO)] to provide Incident Command with the best use of available communications resources (radio, telecommunication, digital communications and radio spectrum or wireline resources) to support communications needs of the incident, including knowledge of means to obtain additional necessary resources.

Requisite Criteria

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

Category	Criteria
Training	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700: NIMS, An Introduction 5. FEMA IS-800b: National Response Framework, An Introduction 6. FEMA IS-802: Emergency Support Functions – Communications 7. Successful Completion of the All-Hazards Type III Communications Unit Leader Training Course
Experience	<ol style="list-style-type: none"> 1. Functional experience in Public Safety Communications, i.e. Dispatch, PSAP, communications system management or maintenance, etc. 2. Working knowledge of the Indiana Statewide Project-Hoosier Safe-t 800 MHz Trunking system. 3. Successful previous experience leading people in an emergency situation. 4. Previous experience as a COMT, RADO, communications support person or equivalent in incidents or planned

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	<p>events.</p> <p>5. 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 four (4) years or as dictated by need.</p> <p>6. Fundamental public safety communications technology, supervisor, and personnel management skills.</p> <p>7. Knowledge of local communications and communications systems, frequencies and spectrum, technologies, local topography, system site locations including knowledge of local, regional, and state communications plans, and communications and resource contacts.</p>
<p>Medical/Physical Fitness</p>	<p>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.</p>
<p>Qualification</p>	<p>A performance-based credentialing and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.</p>

Supply Unit Leader (SPUL)

Description: A *Supply Unit Leader* (Type 3) is responsible for providing supplies, and related 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 *Supply Unit Leader (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System.

Category	Criteria
<p>Training</p> <p>Required Courses or Equivalent</p>	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-26: Guide to Points of Distribution 6. FEMA IS-27: Orientation to FEMA Logistics 7. FEMA IS-240.a: Leadership & Influence 8. FEMA IS-800.b: National Response Framework, An Introduction 9. Position-Specific Course for Supply Unit Leader
<p>Experience</p>	<p>Significant, on-going experience related to supplies and material support, as well as experience in emergency management.</p>
<p>Medical/Physical Fitness</p>	<p>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.</p>

Facilities Unit Leader (FACL)

Description: A *Facilities Unit Leader* (Type 3) is responsible for providing facilities, and related 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 *Facilities Unit Leader (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System.

Category	Criteria
Training Required Courses or Equivalent	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-27: Orientation to FEMA Logistics 6. FEMA IS-240.a: Leadership & Influence 7. FEMA IS-800.b: National Response Framework, An Introduction 8. Position-Specific Course for Facilities Unit Leader
Experience	Significant, on-going experience related to facilities, services, and material support, as well as experience in emergency management.
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.

Medical Unit Leader (MEDL)

Description: A *Medical Unit Leader* (Type 3) is responsible for providing health/medical for responders during 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 *Medical Unit Leader (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System.

Category	Criteria
Training Required Courses or Equivalent	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. TEEX EMS850 Ambulance Strike Team Leader Course 5. FEMA IS-700.a: NIMS, An Introduction 6. FEMA IS-27: Orientation to FEMA Logistics 7. FEMA IS-240.a: Leadership & Influence 8. FEMA IS-800.b: National Response Framework, An Introduction
Experience	<ol style="list-style-type: none"> 1. Functional experience in providing health/medical/EMS at the level or levels of government commensurate with the scope of the incident. 2. Successful previous experience as in multiple unit Leader positions within the service and support branches of the Logistics Section.
Medical/Physical Fitness	<p>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.</p>

Food Unit Leader (FDUL)

Description: A *Food Unit Leader* (Type 3) is responsible for determining the location of work assignments, as well as number and location of personnel to be fed and determine the method of feeding to best fit each incident.

Requisite Criteria

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

Category	Criteria
<p>Training</p> <p>Required Courses or Equivalent</p>	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-800.b: National Response Framework, An Introduction 6. FEMA IS-240.a: Leadership & Influence 7. FEMA IS-27: Orientation to FEMA Logistics 8. FDA16: Basics of HACCP: Overview of HACCP 9. FDA39: Basics of Inspections: Issues and Observations 10. MIC01: Food Microbiological Control 1: Overview of Microbiology
<p>Experience</p>	<p>Significant, on-going experience related to food management, handling, safety and nutrition.</p>
<p>Medical/Physical Fitness</p>	<p>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.</p>

Ground Support Unit Leader (GSUL)

Description: A *Ground Support Unit Leader* (Type 3) is responsible for the development and coordination of transportation plans and arranging for the fueling, maintenance, and repair of ground transportation.

Requisite Criteria

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

Category	Criteria
<p>Training</p> <p>Required Courses or Equivalent</p>	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-800.b: National Response Framework, An Introduction 6. FEMA IS-240.a: Leadership & Influence 7. FEMA IS-27: Orientation to FEMA Logistics 8. IDHS District Response Task Force Mobilization and Deployment Course
<p>Experience</p>	<p>Significant, on-going experience related to emergency planning, logistics, equipment maintenance, and transportation planning and management.</p>
<p>Medical/Physical Fitness</p>	<p>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.</p>

Time Unit Leader (TIME)

Description: A *Time Unit Leader* (Type 3) is responsible administrative functions such as documenting personnel and equipment time for all resources during an incident.

Requisite Criteria

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

Category	Criteria
<p>Training</p> <p>Required Courses or Equivalent</p>	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-107.11: FEMA Travel Rules and Regulations 2011 6. FEMA IS-240.a: Leadership & Influence 7. FEMA IS-630: Introduction to the Public Assistance Process 8. FEMA IS-800.b: National Response Framework, An Introduction 9. Position-Specific Course for Finance / Administration Unit Leaders
<p>Experience</p>	<p>Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management.</p>
<p>Medical/Physical Fitness</p>	<p>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.</p>

Procurement Unit Leader (PROC)

Description: A *Procurement Unit Leader (Type 3)* is responsible for purchasing or procuring resources needed during an incident.

Requisite Criteria

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

Category	Criteria
<p>Training</p> <p>Required Courses or Equivalent</p>	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-800.b: National Response Framework, An Introduction 6. FEMA IS-27: Orientation to FEMA Logistics 7. FEMA IS-240.a: Leadership & Influence 8. FEMA IS-630: Introduction to the Public Assistance Process 9. Position-Specific Course for Finance / Administration Unit Leaders
<p>Experience</p>	<p>Significant, ongoing experience related to finance, administration, cost analysis, purchasing, procurement and experience in emergency management.</p>
<p>Medical/Physical Fitness</p>	<p>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.</p>

Cost Unit Leader (COST)

Description: A *Cost Unit Leader* (Type 3) is responsible for all financial, administrative, and cost analysis for money spent during an incident.

Requisite Criteria

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

Category	Criteria
<p>Training</p> <p>Required Courses or Equivalent</p>	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-800.b: National Response Framework, An Introduction 6. FEMA IS-27: Orientation to FEMA Logistics 7. FEMA IS-107.11: FEMA Travel Rules and Regulations 2011 8. FEMA IS-240.a: Leadership & Influence 9. FEMA IS-630: Introduction to the Public Assistance Process 10. Position-Specific Course for Finance / Administration Unit Leaders
<p>Experience</p>	<p>Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management.</p>
<p>Medical/Physical Fitness</p>	<p>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.</p>

Compensation Unit Leader (COMP)

Description: A *Compensation Unit Leader (Type 3)* is responsible for all financial, administrative, and cost analysis for compensation and claims during an incident.

Requisite Criteria

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

Category	Criteria
<p>Training</p> <p>Required Courses or Equivalent</p>	<p>Completion of the following courses/curricula</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. FEMA IS-700.a: NIMS, An Introduction 5. FEMA IS-800.b: National Response Framework, An Introduction 6. FEMA IS-20.11: Diversity Awareness 7. FEMA IS-21.11: Civil Rights & FEMA Disaster Assistance 8. FEMA IS-107.11: FEMA Travel Rules and Regulations 2011 9. FEMA IS-240.a: Leadership & Influence 10. FEMA IS-630: Introduction to the Public Assistance Process 11. Position-Specific Course for Finance / Administration Unit Leaders
<p>Experience</p>	<p>Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management.</p>
<p>Medical/Physical Fitness</p>	<p>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.</p>

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 30 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 Field Service Division. 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 30 days of convening. The applicant shall be provided with constructive criticism on what is needed by the committee for the applicant to be approved.

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 90 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 90 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.

Requalification 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.

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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

Requalification

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 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

EXPERIENCE RECORD

RECORD OF EXPERIENCE FOR THE POSITION (LAST 3 YEARS)

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

Hurricane Jack	New Orleans, LA	08/11/10	OSC	Hurricane	4
I 65 Spring Rains	Franklin, IN	06/08/08	LOFR	Flood	7
July 4 th Celebration	Indianapolis, IN	07/04/07	SOFR	Special Event	3

Appendix C: Training Record

RECORD OF TRAINING COURSES FOR THE POSITION

(TRAINING COURSE)	(LOCATION)	(DATES)
L-952 Safety Officer	College Station, TX	01/11-15/99
ICS-400 Advanced ICS	Indianapolis, IN	12/11-14/98
O-305 AHIMT Course	Jeffersonville, IN	10/5-6/1997
ICS-300 Intermediate ICS	Bloomington, IN	06/26-30/96
IS-200 Single Resource Incidents	EMI - Online Course	05/05/96

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)

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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

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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

Division / Group Supervisor

1. Historically recognized Division / Group Supervisors must have a minimum of 6 years operational field experience at a tactical level with an emergency management discipline (i.e. Fire, EMS, Law Enforcement, Emergency Management, Public Works, Public Health, etc).
2. Historically recognized Division / Group Supervisors must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Division / Group Supervisors must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-701.a: Multi-Agency Coordination Systems
 - d. IS-703: NIMS Resource Management
4. Historically recognized Division / Group Supervisors must have been in a Command or General Staff Position on a Type 4 incident that went beyond an initial operations period within the last 4 years.
5. To be historically recognized, applicants must have previously completed the functions of a Division / Group Supervisor. Applicants must demonstrate or provide proof that they served in such a role.
6. To be historically recognized, applicants 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 in a public safety discipline
 - b. A Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Member of an Indiana law enforcement agency in a rank higher than Patrol Officer
 - f. EMS Primary Instructor
 - g. Indiana Fire Officer II or above
 - h. Indiana Fire Instructor III
 - i. Successful completion of the ICS-449 Train the Trainer Course
7. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Staging Area Manager

1. Historically recognized Staging Area Managers must have a minimum of 4 years operational field experience at a tactical level with an emergency management discipline (i.e. Fire, EMS, Law Enforcement, Emergency Management, Public Works, Public Health, etc).
2. Historically recognized Staging Area Managers must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Staging Area Managers must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-26: Guide to Points of Distribution
 - d. IS-240.a: Leadership & Influence
 - e. IS-241.a: Decision Making & Problem Solving
 - f. IS-701.a: Multi-Agency Coordination Systems
 - g. IS-807: ESF#7 Logistics Management and Resource Support Annex
 - h. IDHS District Response Task Force Mobilization and Deployment Course
4. Historically recognized Staging Area Managers must have been in a Command or General Staff Position on a Type 4 incident that went beyond an initial operations period within the last 4 years.
5. To be historically recognized, applicants must have previously completed the functions of a Staging Area Manager, but may not have been formally designated as a Staging Area Manager (i.e. an emergency management coordinator may have served the functions of a Staging Area Manager at an incident but was never formally designated as such). Applicants must demonstrate or provide proof that they served in such a role.
6. To be historically recognized, applicants 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 in a public safety discipline
 - b. A Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Member of an Indiana law enforcement agency in a rank higher than Patrol Officer
 - f. EMS Primary Instructor
 - g. Indiana Fire Officer II or above
 - h. Indiana Fire Instructor III
 - i. Successful completion of the ICS-449 Train the Trainer Course
7. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Resource Unit Leader

1. Historically recognized Resource Unit Leaders must have a minimum of 6 years operational field experience at a tactical level with an emergency management discipline (i.e. Fire, EMS, Law Enforcement, Emergency Management, Public Works, Public Health, etc) or six years of work experience in a logistical field.
2. Historically recognized Resource Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Resource Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-241.a: Decision Making & Problem Solving
 - d. IS-701.a: Multi-Agency Coordination Systems
 - e. IS-807: ESF#7 Logistics Management and Resource Support Annex
 - f. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have been in a Command or General Staff Position on a Type 4 incident that went beyond an initial operations period within the last 4 years.
5. To be historically recognized, applicants must have previously completed the functions of a Planning Section Chief or Resource Unit Leader, but may not have been formally designated as such (i.e. an emergency management coordinator may have served the functions of a Planning 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. To be historically recognized, applicants 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 in a public safety discipline
 - b. A Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Member of an Indiana law enforcement agency in a rank higher than Patrol Officer
 - f. EMS Primary Instructor
 - g. Indiana Fire Officer II or above
 - h. Indiana Fire Instructor III
 - i. Successful completion of the ICS-449 Train the Trainer Course
7. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Situation Unit Leader

1. Historically recognized Situation Unit Leaders must have a minimum of 6 years operational field experience at a tactical level with an emergency management discipline (i.e. Fire, EMS, Law Enforcement, Emergency Management, Public Works, Public Health, etc).
2. Historically recognized Situation Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Situation Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-241.a: Decision Making & Problem Solving
 - d. IS-242.a Effective Communication
 - e. IS-701.a: Multi-Agency Coordination Systems
 - f. IS-703.a: NIMS Resource Management
 - g. IS-704: NIMS Communication and Information Management
 - h. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have been in a Command or General Staff Position on a Type 4 incident that went beyond an initial operations period within the last 4 years.
5. To be historically recognized, applicants must have previously completed the functions of a Planning Section Chief or Situation Unit Leader, but may not have been formally designated as such (i.e. an emergency management coordinator may have served the functions of a Planning 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. To be historically recognized, applicants 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 Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Member of an Indiana law enforcement agency in a rank higher than Patrol Officer
 - f. EMS Primary Instructor
 - g. Indiana Fire Officer II or above
 - h. Indiana Fire Instructor III
 - i. Successful completion of the ICS-449 Train the Trainer Course
7. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Documentation Unit Leader

1. Historically recognized Documentation Unit Leaders must have a minimum of 4 years administrative and management experience.
2. Historically recognized Documentation Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Documentation Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-241.a: Decision Making & Problem Solving
 - d. IS-242.a Effective Communication
 - e. IS-631: Public Assistance Operations
 - f. IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program
 - g. IS-704: NIMS Communication and Information Management
 - h. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have previously completed the functions of a Planning Section Chief or Documentation Unit Leader, but may not have been formally designated as such (i.e. an emergency management coordinator may have served the functions of a Planning 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.
5. To be historically recognized, applicants 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 in an administrative, business, or public safety discipline
 - b. A Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Successful completion of the ICS-449 Train the Trainer Course
7. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Demobilization Unit Leader

1. Historically recognized Demobilization Unit Leaders must have a minimum of 6 years operational field experience at a tactical level with an emergency management discipline (i.e. Fire, EMS, Law Enforcement, Emergency Management, Public Works, Public Health, etc) or 6 years of work experience in a logistical field.
2. Historically recognized Demobilization Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Demobilization Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-101.a Deployment Basics
 - d. IS-241.a: Decision Making & Problem Solving
 - e. IS-701.a: Multi-Agency Coordination Systems
 - f. IS-703.a: NIMS Resource Management
 - g. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have been in a Command or General Staff Position on a Type 4 incident that went beyond an initial operations period within the last 4 years.
5. To be historically recognized, applicants must have previously completed the functions of a Planning Section Chief or Demobilization Unit Leader, but may not have been formally designated as such (i.e. an emergency management coordinator may have served the functions of a Planning 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. To be historically recognized, applicants 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 Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Member of an Indiana law enforcement agency in a rank higher than Patrol Officer
 - f. EMS Primary Instructor
 - g. Indiana Fire Officer II or above
 - h. Indiana Fire Instructor III
 - i. Successful completion of the ICS-449 Train the Trainer Course
7. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Communications Unit Leader

1. Qualified Communications Unit Leader (COML) evaluators for position task books must have a minimum of 4 years experience with an emergency management communications discipline (i.e. Public Safety Dispatch, PSAP, Emergency Management Communications, Amateur Radio Emergency Service (ARES), Radio Amateur Civil Emergency Service (RACES), etc).
2. 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-802, Emergency Support Functions - Communications
 - d. ICS-100 and ICS-200
 - e. ICS-300
 - f. NIMS Certified All Hazards Type III COML Course
3. Qualified evaluators must have participated in developing an Incident Action Plan, i.e. ICS 217A & 205 or the equivalent, at two emergency incidents, for two planned events or one of each. The incidents or events must have lasted longer than two operational periods of 12 hours or more and must have occurred within the last 6 years.
4. Qualified evaluators may have completed the functions of positions listed above in paragraph 3, but may not have been formally designated as a COML (i.e. A Fire Dispatcher may have served the functions of a COML at an incident but was never formally designated as such). Applicants must demonstrate or provide proof that they served in such a role.
5. 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 communications discipline.
 - b. A Bachelor's Degree in any field of study.
 - c. Successful completion of the COM-L Train the Trainer Course.
 - d. Five years experience as a supervisor or a management position.
 - e. A Federal Communications License as a General Radiotelephone Operator License, Amateur Radio, General or Extra Class, or equivalent.
6. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Supply Unit Leader

1. Historically recognized Supply Unit Leaders must have a minimum of 6 years operational field experience at a tactical level with an emergency management discipline (i.e. Fire, EMS, Law Enforcement, Emergency Management, Public Works, Public Health, etc) or 4 years of work experience in a logistical field.
2. Historically recognized Supply Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Supply Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-241.a: Decision Making & Problem Solving
 - d. IS-701.a: Multi-Agency Coordination Systems
 - e. IS-703.a: NIMS Resource Management
 - f. IS-807: ESF#7 Logistics Management and Resource Support Annex
 - g. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have previously completed the functions of a Logistics Section Chief or Supply Unit Leader, but may not have been formally designated as such (i.e. an emergency management coordinator may have served the functions of a 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.
5. To be historically recognized, applicants 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 or logistical discipline
 - b. A Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Member of an Indiana law enforcement agency in a rank higher than Patrol Officer
 - f. EMS Primary Instructor
 - g. Indiana Fire Officer II or above
 - h. Indiana Fire Instructor III
 - i. Successful completion of the ICS-449 Train the Trainer Course
6. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Facilities Unit Leader

1. Historically recognized Facilities Unit Leaders must have a minimum of 6 years operational field experience at a tactical level with an emergency management discipline (i.e. Fire, EMS, Law Enforcement, Emergency Management, Public Works, Public Health, etc) or 4 years of experience in a logistical or facilities management field.
2. Historically recognized Facilities Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Facilities Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-35.11: FEMA Safety Orientation 2011
 - d. IS-241.a: Decision Making & Problem Solving
 - e. IS-701.a: Multi-Agency Coordination Systems
 - f. IS-703.a: NIMS Resource Management
 - g. IS-906: Workplace Security Awareness
 - h. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have previously completed the functions of a Logistics Section Chief or Facilities Unit Leader, but may not have been formally designated as such (i.e. an emergency management coordinator may have served the functions of a 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.
5. To be historically recognized, applicants 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 in a public safety, logistics, or facilities management discipline
 - b. A Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Member of an Indiana law enforcement agency in a rank higher than Patrol Officer
 - f. EMS Primary Instructor
 - g. Indiana Fire Officer II or above
 - h. Indiana Fire Instructor III
 - i. Successful completion of the ICS-449 Train the Trainer Course
6. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Medical Unit Leader

1. Historically recognized Medical Unit Leaders must have a minimum of 6 years of work experience in a medical treatment discipline (i.e. EMS, Nurse, Doctor, etc).
2. Historically recognized Medical Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Medical Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-241.a: Decision Making & Problem Solving
 - d. IS-701.a: Multi-Agency Coordination Systems
 - e. IS-703.a: NIMS Resource Management
 - f. IS-808: ESF#8 Public Health and Medical Services
 - g. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have been in a Command or General Staff Position on a Type 4 incident that went beyond an initial operations period within the last 4 years.
5. To be historically recognized, applicants must have previously completed the functions of a Logistics Section Chief or Medical Unit Leader, but may not have been formally designated as such (i.e. an paramedic may have served the functions of a 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. To be historically recognized, applicants 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 healthcare discipline
 - b. Certified as a paramedic
 - c. EMS Primary Instructor
 - d. Indiana Fire Officer II or above
 - e. Indiana Fire Instructor III
 - f. Successful completion of the ICS-449 Train the Trainer Course
7. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Food Unit Leader

1. Historically recognized Food Unit Leaders must have a minimum of 6 years experience within an emergency management discipline (i.e. Fire, EMS, Law Enforcement, Emergency Management, Public Works, Public Health, etc) or 4 years of experience in a food service management field.
2. Historically recognized Food Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Food Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-241.a: Decision Making & Problem Solving
 - d. IS-701.a: Multi-Agency Coordination Systems
 - e. IS-703.a: NIMS Resource Management
 - f. FDA17: Basics of HACCP: Prerequisite Programs and Preliminary Steps
 - g. FDA18: Basics of HACCP: The Principles
 - h. FDA36: Public Health Principles
 - f. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have previously completed the functions of a Logistics Section Chief or Food Unit Leader, but may not have been formally designated as such (i.e. an American Red Cross worker may have served the functions of a Food Unit Leader at an incident but was never formally designated as such). Applicants must demonstrate or provide proof that they served in such a role.
5. To be historically recognized, applicants 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 in a public safety or food service management discipline
 - b. Certified Food Handler by the Indiana State Department of Health
6. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Ground Support Unit Leader

1. Historically recognized Ground Support Unit Leaders must have a minimum of 6 years operational field experience at a tactical level with an emergency management discipline (i.e. Fire, EMS, Law Enforcement, Emergency Management, Public Works, Public Health, etc) or 6 years of experience in a logistical or transportation field.
2. Historically recognized Ground Support Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Ground Support Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-241.a: Decision Making & Problem Solving
 - d. IS-701.a: Multi-Agency Coordination Systems
 - e. IS-703.a: NIMS Resource Management
 - f. IS-807: ESF#7 Logistics Management and Resource Support Annex
 - g. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have previously completed the functions of a Logistics Section Chief or Supply Unit Leader, but may not have been formally designated as such (i.e. an emergency management coordinator may have served the functions of a 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.
5. To be historically recognized, applicants 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 in a public safety, logistical, or transportation discipline
 - b. A Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Have a Commercial Drivers License
 - f. Successful completion of the ICS-449 Train the Trainer Course
6. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Time Unit Leader

1. Historically recognized Time Unit Leaders must have a minimum of 4 years administrative and management experience.
2. Historically recognized Time Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Time Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-241.a: Decision Making & Problem Solving
 - d. IS-631: Public Assistance Operations
 - e. IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program
 - f. IS-701: NIMS Multi-agency Coordination Systems
 - g. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have previously completed the functions of a Finance / Administration Section Chief or Time Unit Leader, but may not have been formally designated as such (i.e. an emergency management coordinator may have served the functions of a Finance / Administration 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.
5. To be historically recognized, applicants 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 in a Human Resource, Accounting, or Business Management field
 - b. A Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Successful completion of the ICS-449 Train the Trainer Course
6. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Procurement Unit Leader

1. Historically recognized Procurement Unit Leaders must have a minimum of 4 years administrative and management experience.
2. Historically recognized Procurement Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Procurement Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-241.a: Decision Making & Problem Solving
 - d. IS-631: Public Assistance Operations
 - e. IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program
 - f. IS-701: NIMS Multi-agency Coordination Systems
 - g. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have previously completed the functions of a Finance / Administration Section Chief or Procurement Unit Leader, but may not have been formally designated as such (i.e. an emergency management coordinator may have served the functions of a Finance / Administration 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.
5. To be historically recognized, applicants 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 in a Human Resource, Accounting, or Business Management field
 - b. A Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Successful completion of the ICS-449 Train the Trainer Course
6. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Cost Unit Leader

1. Historically recognized Cost Unit Leaders must have a minimum of 4 years administrative and management experience.
2. Historically recognized Cost Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Cost Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-241.a: Decision Making & Problem Solving
 - d. IS-631: Public Assistance Operations
 - e. IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program
 - f. IS-701: NIMS Multi-agency Coordination Systems
 - g. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have previously completed the functions of a Finance / Administration Section Chief or Cost Unit Leader, but may not have been formally designated as such (i.e. an emergency management coordinator may have served the functions of a Finance / Administration 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.
5. To be historically recognized, applicants 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 in a Human Resource, Accounting, or Business Management field
 - b. A Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Successful completion of the ICS-449 Train the Trainer Course
6. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Compensation / Claims Unit Leader

1. Historically recognized Compensation / Claims Unit Leaders must have a minimum of 4 years administrative and management experience.
2. Historically recognized Compensation / Claims Unit Leaders must have successfully completed the required training for to be awarded a position task book.
3. Historically recognized Compensation / Claims Unit Leaders must have successfully completed the following in addition to the minimum training qualifications:
 - a. ICS-400: Advanced ICS
 - b. O-305: All Hazard Incident Management Team Course or the Command and General Staff for Local IMTs
 - c. IS-241.a: Decision Making & Problem Solving
 - d. IS-631: Public Assistance Operations
 - e. IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program
 - f. IS-701: NIMS Multi-agency Coordination Systems
 - g. IDHS District Response Task Force Mobilization and Deployment Course
4. To be historically recognized, applicants must have previously completed the functions of a Finance / Administration Section Chief or Compensation / Claims Unit Leader, but may not have been formally designated as such (i.e. an emergency management coordinator may have served the functions of a Finance / Administration 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.
5. To be historically recognized, applicants 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 in a Human Resource, Accounting, or Business Management field
 - b. A Bachelors degree in any discipline
 - c. Emergency Management Institute's (EMI) Professional Development Series
 - d. International Association of Emergency Managers, Associate Emergency Manager
 - e. Successful completion of the ICS-449 Train the Trainer Course
6. Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

Appendix F. 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
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 Qualifying Officer (SQO) – The District Services Branch Director of the IDHS Field Services Division. 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 SQO.
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.

Appendix G. Online Training Websites

FEMA Independent Study

<http://training.fema.gov/IS/crslist.asp>

Food & Drug Administration

<http://www.fda.gov/Training/ForStateLocalTribalRegulators/ucm119016.htm>

Indiana Department of Homeland Security

<http://indianafirstresponder.org/>