TO: All District Administrative Coordinators
    All District Coordinators
    All District Fiscal Agents
    All District Planning Council Members
    All District Planning Oversight Committee Members
    All District Response Task Force Commanders
    All Emergency Management Directors

From: Randal A. Collins
      District Services Branch Director, Field Division
      Indiana Department of Homeland Security

Subject: Guidelines for the Position Qualification System (All Hazard Incident Management Team, Type 3)

Purpose
The purpose of this Information Bulletin is to announce and disseminate the Guidelines for the Position Qualification System for All Hazard Incident Management Team (Type 3). This document serves as the qualification and credentialing guidelines for the All Hazard Incident Management Team (Type 3) personnel as defined in the Indiana Incident Management Program, an appendix to the District Response Task Force Initiative.

The intent of this guidance is to define and develop human resources deemed by the State as suitable to fill specific positions 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.

Position Task Books
This document outlines the process in which to apply for, receive, and complete a position task book for command and general staff positions and certain unit leader positions on an All Hazard Incident Management Team (Type 3).
Position and Qualified Evaluator Historical Recognition

This document outlines the process in which experienced personnel may apply for historical recognition and receive a qualification without completing a position task book. Historical recognition applications will be accepted until June 01, 2012.

Requalification and In-Service Training Requirements

This document outlines the requalification process and the required ongoing training requirements required to re-qualify within a specific position every four years.

Document Dissemination

The Guidelines for the Position Qualification System (AHIMT – Type 3) is attached to this information bulletin email and is posted on the IDHS District Programs website under Indiana Incident Management Program at www.in.gov/dhs/districtprograms.htm

Questions

Any questions pertaining to this information bulletin, the Guidelines for the Position Qualification System (AHIMT-Type 3), the Indiana Incident Management Program or the District Response Task Force Initiative may be submitted to Randal Collins, District Services Branch Director, Rcollins@dhs.in.gov, 317-238-1762.