



All-Hazards Incident Management Teams Association (AHIMTA) Incident Management Certification System Guide

All-Hazards Incident Management Teams Association
Incident Management
Certification System Guide

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MAINTENANCE

The preparation and revision of the AHIMTA Incident Management Certification System (AIMCS) Guide will be the responsibility of the AHIMTA in conjunction with the:

- 1) Incident Qualifications system Committee (IQS Committee), and the
- 2) Certifications Committee (CC)

The IQS Committee and the CC will review the document bi-annually and provide proposed updates to the IQS Committee to reflect any necessary changes. The IQS Committee will update this guide every two years, unless the Committee votes to update more frequently.

Revision Date	Revised Section

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I. Overview

A. Authority

The development and administration of programs to provide on-scene Incident Management personnel, are critical to any jurisdiction's preparedness to respond to and recover from disasters. Typically, state law and Executive Order, and in fewer cases, county and municipal codes, outline the authority and responsibility to develop, implement, and administer certification programs. Additionally, becoming more prevalent is the need for private sector and nonprofit sector entities to also verify the qualifications of their incident management responders. In many cases, the option to accept a third-party certification is acceptable to jurisdictions, private sector, and nonprofit sector entities.

The AHIMTA has been the premier organization setting standards for Incident Command Positions since it rolled out its Interstate Incident Management Teams Qualification System in 2012. Always at the forefront of excellence in incident management, the association seeks to ensure a high degree of performance standards for all incident management personnel. This is why it only makes sense that AHIMTA has now become an option as a third-party certification solution for jurisdictions to utilize when choosing an entity to verify the qualifications of its incident management personnel.

The national standard for incident management is the adoption and use of the National Incident Management System (NIMS). The adoption of NIMS includes incorporating the principles of NIMS and the Incident Command System into the structure of emergency response preparedness, response, and recovery plans and procedures. AHIMTA will use NIMS and its National Qualification System as the baseline minimum standard, however, to ensure the AHIMTA Incident Management Certification System (AIMCS) is the gold standard of excellence in incident management, the certification requirements will be more stringent and harder to obtain than the baseline National Qualifications System (NQS).

B. Scope

This document contains the processes and procedures that guide AHIMTA in accepting applications for certification, reviewing and verifying those applications, and issuing certifications to applicants who have met the AHIMTA standards found in this document. The certification process is consistent with the most recently published National Incident Management System Guideline for the NQS. By adopting this process, AHIMTA ensures applicants are prepared to perform the responsibilities associated with their specific incident-related positions.

Adherence to and consistency with the NQS are achieved by following NQS concepts and principles of qualifications found in the November 2017 edition of the Guide. Those concepts and principles are further refined in the most recently published All-Hazards Incident Management Teams Association (AHIMTA) Interstate Incident Management Qualifications System (IIMQS) and the AHIMTA Model Qualifications Guide. The FEMA NQS, the AHIMTA IIMQS, and the AHIMTA Model Qualifications Guide share common processes, procedures,

and language and are considered functionally equivalent. The primary differences are the additional direction and details in IIMQS and the AHIMTA Model Qualifications Guide process and procedures that assist entities in developing a qualification guide. Page 1 of the NQS states jurisdictions can use locally developed procedures that follow the NQS guidance:

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

This document shall be referred to as the All-Hazards Incident Management Teams Association Incident Certification System (AIMCS) Guide. The AIMCS contains the processes and procedures to qualify personnel and issue an AHIMTA certification for personnel for NIMS ICS positions typically needed to manage or support an incident or event. The AIMCS is primarily focused on Type 3 qualifications. As the qualifications process, curriculum, and guidance are expanded to include the Type 2 and Type 1 qualifications, the AIMCS should be updated to reflect those changes within six (6) months of the recognition of any additions.

1. Recognition of Other Qualifications Systems

The AIMCS recognizes that some departments and/or entities¹ are using established qualifications standards, such as the PMS 310-1 Wildland Fire Qualification System Guide used by the National Wildfire Coordinating Group (NWCG). Departments or entities that currently use standards established by other qualifications entities are encouraged to transition to the use of AIMCS. Departments that must continue to use either PMS 310-1 qualification standards or other discipline-developed qualifications standards may choose to use them in conjunction with the AIMCS through the use of “endorsements” under development by that discipline, primarily in the functional areas of Operations and Safety. The application, implementation, and use of endorsements will be guided by NIMS doctrine as the use of endorsements are developed.

2. Minimum Standards

- a) The AIMCS represents AHIMTA’s personnel qualifications. By using the AHIMTA gold standards, jurisdictions engaged in inter-state, intrastate, Emergency Management Assistance Compact (EMAC) requests, and national mobilization purposes under the NIMS can be assured that personnel with an AHIMTA certification have achieved greater standards than those prescribed in the FEMA NQS. The positions listed include Command and General Staff and ICS positions identified within several disciplines that are frequently called upon during an incident or preplanned event.

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

- b) Entities that have chosen to adopt or use AIMCS to qualify their personnel should take care to ensure personnel mobilized by the entity meet the established standards in this Guide.
- c) In addition to the positions referenced by the AIMCS, entities may develop and maintain their own unique lists of entity specific ICS positions with qualifications for use within these entities.
- d) Entities may also add to the AIMCS standards to meet their specific needs. However, entities should not impose a higher standard on another entity unless by mutual agreement.
- e) By adopting the latest AIMCS standard for use within their jurisdiction or entity, they understand that the AIMCS may add to or augment the minimum standards or require more restrictive standards for incident personnel to meet specific needs within their purview. However, entities and AHJs should not require those additional or more restrictive standards when requesting incident management assistance from other states, unless actual or anticipated conditions at the scene of an incident or event require a higher level of physical fitness, qualification, or an endorsement for a particular position.
- f) When entities are requesting additional resources from other jurisdictions, the requesting entity is encouraged to request resources that are certified by AHIMTA, so they know they are receiving resources that meet the higher qualification standard.

C. Principles of AIMCS

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

1. Successful performance of the tasks in the appropriate Position Task Book (PTB) is the definitive component of AHIMTA's performance-based qualification system. As the core of the AIMCS, evaluation of a trainee's performance of the PTB competencies is to be rigorously applied – whether through traditional trainee assignments or through the Recognized Prior Learning (RPL) process.
2. The AIMCS uses the AHIMTA PTBs as the performance criteria for its qualifications system. If an individual is seeking qualifications for a position where no AHIMTA PTB exists, then the CC will decide on an appropriate replacement until an AHIMTA PTB has been developed. PTB guidelines are found in Section IX, Position Task Books.
3. The criteria outlined in the AIMCS Position Qualification Requirements (PQRs) are considered the required personnel qualifications for the position.
4. Personnel who are qualified in a position before the implementation of an AIMCS revision may retain their certification. The IQS Committee has the authority to modify certification requirements of positions and to require currently certified individuals to complete additional training or experience if there are significant circumstances that would justify such an addition.

5. Authority and Access: Having an AHIMTA certification is NOT a credential. The AHIMTA certification should be used by entities as a verification of meeting the AHIMTA standard. An entity may have additional standards and only an entity may issue a responder credential. Being credentialed for identity and qualification is not authority for any person to self-deploy. Authorization for deployment may consist of order numbers, EMAC Request for Assistance (REQ-A), or travel authorizations with a stated purpose. Generally, persons that self-deploy without authorization should expect to be turned away from the incident scene. Public safety personnel tasked with controlling access are responsible for denying access to unsafe or controlled areas by persons who are not credentialed or do not have proper authorization to deploy. Attempting to pass an AHIMTA certification as a jurisdictional entity credential or as an authority for being an incident could be grounds for an AHIMTA certification revocation. Personnel receiving an AHIMTA certification are expected to use the certification appropriately and responsibly.

II. Definitions

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

A. Qualifications System-Related Definitions

1. AHIMTA Administrator or IMTA Administrator

The AHIMTA Administrator is the person hired by AHIMTA to manage association business including membership management, AIMCS processes, budget, and daily activities.

1. Appeals Subcommittee

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

2. Authority Having Jurisdiction (AHJ)

The Authority Having Jurisdiction (AHJ) is an organization, office, or individual having statutory responsibility for enforcing the requirements of a code or standard or for approving equipment, materials, and installation or a procedure. Another word that could describe an AHJ could be an entity which could encompass a private sector or nonprofit sector organization as well as a jurisdiction. Other references to AHJ will note a qualifier such as “state,” “local,” or “other local” AHJ, if necessary.

3. Behavior

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

4. Certification

The process of authoritatively attesting that individuals meet qualifications established for incident management functions and are therefore qualified for specific positions. Certification of personnel ensures personnel possess a minimum level of training, experience, physical and medical fitness, and capability appropriate for a particular position. Note that AIMCS leaves evaluating physical, medical and other forms of fitness compliance to the applicant’s sponsoring entity. AHIMTA will not factor those issues into its certification process.

5. Certification Committee (CC)

The Certification Committee (CC) is a committee established by the AHIMTA; it is responsible for the establishment and management of the process to ensure members meet the AHIMTA standards for NIMS ICS positions. The CC is the committee that reviews certification candidate applications for compliance against the standards and provides their official recommendation regarding certification to the AHIMTA President. See Section IV(B), *Certification Committee*.

6. Certifying Official

The Certifying Official is the official who has the authority for reviewing and evaluating documentation, confirming the completion of relevant position requirements, and determining whether the trainee should be granted certification. For AHIMTA and the AIMCS, the President of AHIMTA is the Certifying Official. The President of AHIMTA has delegated responsibility for certification to the Certification Committee.

7. Credentialing Official

The Credentialing Official is the individual who has authority to sign and issue individual credentials after the approval of the Certifying Official and to maintain records of the qualifications the employees in that organization hold. AHIMTA does not issue credentials. Every entity will have its own methods and positions of who issues credentials. Applicants should check with their employing or sponsoring entity to determine their Credentialing Official.

8. Coach/Trainer

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

9. Competency

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

10. Credentialing

Credentialing is the process of providing documentation that identifies personnel and authenticates and verifies their qualification(s) for a particular ICS position. One commonly used form of credentialing is referred to as an Incident Qualifications Card. AHIMTA does not issue credentials. An AHIMTA Certification may be used as one benchmark an applicant has met to be compliant with the entity requirements needed for a credential in with the entity itself issues.

11. Credentialing Authority

The person or organization that has the authority to credential personnel for a specific entity or organization. This is similar to the Credentialing Official. The Credentialing Authority is what gives the Credentialing Official the authority to credential someone on behalf of that entity. This authority may be granted by state, ordinance, executive order, or in the case of private sector or nonprofit sector entities by charter, by-laws, or policy.

12. Criteria

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

13. Currency

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

14. Decertification

A process whereby an individual's position(s) certification(s) are removed. The consequences of such actions are dependent on the employing or sponsoring entity policies.

15. Direct Entry

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

16. Endorsements

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

17. Entity

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

18. Equivalency

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

Equivalency for AHIMTA standards within AIMCS are determined by the AHIMTA IQS Committee. Entities may determine their own equivalency standards for entity specific issues, but will not be considered by AHIMTA in the certification process of applicants.

19. Evaluator

An Evaluator is an individual responsible for evaluating a trainee using a Position Task Book (PTB). The Evaluator must be qualified in the position they are evaluating or be qualified in a position that supervises that position in the ICS. Evaluators are encouraged to pre-register their qualification status with AHIMTA. Also see #22, *Final Evaluator*.

20. Final Evaluator

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

21. Hazardous Materials Training

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

22. Historical Recognition (HR)

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

23. Homeland Security Exercise and Evaluation Program (HSEEP) Exercise(s)

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

a) Full-Scale Exercise (FSE)

A Full-Scale Exercise (FSE) is typically the most complex and resource-intensive type of exercise. It combines the interactivity of the functional exercise with the field element involving real (not artificial or synthetic) responders working in real time. It involves multiple agencies, organizations, and entities and validates many facets of preparedness. An FSE often includes many players operating under cooperative systems such as the Incident Command System or Unified Command.

b) Functional Exercise (FE)

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

24. Incident Complexity

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

25. Incident Qualification System Committee (IQS Committee)

The Incident Qualification Committee (IQS Committee) has been established by the AHIMTA since its formation in 2010. It has the extensive experience of establishing ICS position qualification standards. It has been delegated the authority to act as the governance entity for the AIMCS. In short, it means the IQS committee is responsible for maintaining this guide. See Section IV(A), *IQS Committee*.

26. Incident Training Specialist

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

27. Interstate Incident Management Qualification System (IIMQS)

The Interstate Incident Management Qualification System (IIMQS) is the standard developed by the AHIMTA for qualifying personnel in ICS positions associated with the Type 3 resource typing level. In the future, Type 2 and Type 1 resource typing levels may be included for mobilization across state borders.

28. NIMS Core Curriculum

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

29. National Wildfire Coordinating Group (NWCG)

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

30. Operational Period

The period of time established for execution of a given set of operation actions as specified by the IC/UC. Operational Periods can be of various lengths depending on the needs of the incident.

31. Participating Agency

Participating Agency is an entity (state, local, tribal, nonprofit, or private organization) that has executed an agreement with a sponsoring agency to participate in an AHIMT.

32. Physical Fitness

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

33. Position Performance Assignment (also called a “Trainee Assignment”)

An assignment on an incident or qualifying exercise of an individual that is working as a trainee with an open Position Task Book in the position for which the individual is working towards certification. The trainee is being actively trained or coached by a Coach/Evaluator in a position during an assignment or is actually performing the task under the supervision of a qualified individual while completing the task identified in the

Position Task Book and while being evaluated for the required experience to become certified. See **Appendix B**, *Position Qualification Requirements*.

34. Position Qualification Requirements (PQRs)

The Position Qualification Requirements (PQRs) are defined as the portion of an ICS Position Description, or an ICS Position Qualification, or an ICS Position Qualification Requirement, that states which Training, Experience, Physical/Medical Fitness, and Currency are necessary for an individual to have to be considered qualified in that position. See **Appendix B**, *Position Qualification Requirements*.

35. Position Task Book (PTB)

A Position Task Book (PTB) describes the minimum competencies, behaviors, and tasks required to qualify or recertify for a position and documents a trainee's performance of given tasks. The use of the AHIMTA PTB is incorporated into the AIMCS. The PTBs are located at: <https://ahimta.wildapricot.org/ptb>.

36. Position Task Book Initiation

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

37. Prerequisite Training

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

38. Prerequisite Qualification

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

39. Qualification

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

40. Qualifying Exercise

An exercise or simulation meeting the requirements contained in Section X, *Qualifying Incident, Event, and Exercise Guidelines*. Personnel filling incident management positions during an exercise meeting the requirements of a Qualifying Exercise may be able to use the exercise opportunity to complete tasks in their PTBs or meet the currency requirement to maintain qualification.

41. Qualifying Incident/Event

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

42. Recertification

A process wherein AHIMTA determines what training, tasks, or experience an individual must perform to requalify or have their certification extended for another term or have their certification reinstated.

43. Recognition of Prior Learning (RPL)

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

44. Recognition of Prior Learning Peer Review Committee (RPLPRC)

The CC fills the role of a Recognition of Prior Learning Peer Review Committee (RPLPRC) until such time that the volume of RPL applications become so onerous that it exceeds the span of control and a committee specific to RPL needs to be established. The CC will review and recommend that an individual has completed the necessary training and experience and qualifies to be certified in a specific ICS position. The CC may defer to one or more SMEs to assist in executing its responsibilities. Just as in the normal position certification process, recommendations will be provided by the CC to the IQS Committee.

45. Recommended Training

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

46. Recommending Official

The Recommending Official is the appropriate member of the CC who is recommending the candidate be certified and is confirming the trainee's completion of the position requirements. The recommendation is made to the members of the IQS Committee.

47. Revocation

The cancellation of a certification.

48. Single Resource

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

49. Task

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

50. Task Code

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

51. Technical Specialists

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

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

52. Trainee (The Individual)

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

53. Training Officer

Within the context of this Guide, the Training Officer is the person who is monitoring the training and qualifications of individuals who are pursuing qualification or are fully qualified. The Training Officer may be from the employing or sponsoring entity or from another entity that has been delegated authority to provide the administrative management of the individual's training and qualifications records.

III. Components of the Qualifications System

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

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

A. Training

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

1. NIMS Core Curriculum

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

2. Position-Specific Training

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

3. Incident Management Training

Training is required for Type 3, 2, and 1 Command and General Staff (C&GS) positions. The complexity of Type 3, 2, and 1 Incidents requires a high level of coordination and collaboration between C&GS members to arrive at and develop effective decisions such as those provided through a combination of drills, tabletops, and functional and full-scale

exercises. Incident management-related training courses are listed in each PQR in **Appendix B, Position Qualification Requirements**.

4. Emergency Operations Center – IMT Interface Training

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

5. Recommended Training (Which Supports Development of Knowledge and Skills)

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

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

6. Leadership Training

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

7. Hazardous Materials Training

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

8. Equivalent Training – Courses and Exercises

The act of awarding equivalency is an AHIMTA-specific responsibility carried out through a cooperative effort of the IQS Committee, CC, and the Education Committee. A more detailed explanation of the guidelines available for determining equivalency is found in Section XI, *Training Course Equivalency*.

B. Experience

In the context of the PQR, experience is defined as the activities a Position Candidate must accomplish, generally within the context of an actual or simulated incident or event, to prepare for and demonstrate proficiency at the tasks identified in a PTB.

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

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

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

C. Physical/Medical Fitness

Physical Fitness refers to the fitness levels responders are required to meet to be considered sufficiently physically fit to deploy to incident and events. AHIMTA will not be evaluating physical fitness as a part of the AIMCS certification process. Upon an award of a certification, AHIMTA will make a recommendation to the certified individual and their sponsoring organization regarding physical fitness and requirement listed in the PQR.

1. Physical Fitness

The AIMCS recommends to the entity that employs or sponsors the responder that is certified by AHIMTA the responsibility for using the Physical Fitness Categories and descriptions to:

- a) Establish standards that approximate the conditions described in the Physical Fitness Categories
- b) Apply appropriate testing methods to validate the levels of physical fitness indicated
- c) Monitor and certify the fitness of their personnel who are certified under the AIMCS
- d) Annually, or when indicated by a change in physical fitness that affects the ability to deploy, re-evaluate the responders ability for mission assignment.

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

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

When developing a method to validate fitness, the testing method should be a measurable evaluation process able to withstand the scrutiny of challenges to its applicability to actual, expected incident conditions for the specific position. Consider reviewing 5 CFR § 339.203 - Physical Requirements as one of the references.

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

2. Physical Fitness Categories

Personnel must meet established physical health and fitness demands for the NIMS ICS position for which they are credentialed for deployment. The fitness levels are categorized as Arduous, Moderate, Light, or None. Note: These should not be confused with the NWCG Work Capacity Test Requirements “Pack Test”, “Field Test” & “Walk Test” that are required in PMS-310-1.

a) Arduous

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

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

b) Moderate

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

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

Individuals usually set their own work pace.

c) Light

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

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

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

d) None

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

3. Physical Fitness Guidelines

AHIMTA recommends the following to entities that will credential individuals certified by AHIMTA.

- a) If an individual is credentialed for multiple positions that have different fitness levels, the highest fitness level shall be required if the position with the most strenuous fitness level is to be certified.
- b) The fitness levels for Technical Specialist positions are determined by their employing or sponsoring organization.
- c) During the physical fitness validation, an employing or sponsoring entity may enable the credentialing of a responder(s) with one or more disabilities. The employing or sponsoring entity and the individual must establish what reasonable accommodations are needed.
 - If the individual can perform his or her job without any reasonable accommodations, the individual should be credentialed and deploy as any other qualified individual.
 - If the individual requires some identified reasonable accommodations, these accommodations must be provided before the individual accepts an assignment. The individual should not deploy until the needed accommodations are provided. The individual needs to understand deployments are often to emergency locations and are temporary in nature, and these locations do not have facilities that are ADA-compliant.

- Reasonable accommodations will often depend on the type of accommodations needed, location of the individual's workplace, and type and length of the incident. It is important to note that when credentialing individuals with disabilities, the need for reasonable accommodations must be addressed before the credentials are issued.

D. Currency

In AIMCS, currency is defined as successful performance on a qualifying incident, event, or exercise in a position or associated position for which an individual is qualified, at least once within the Currency Interval indicated in the Position Qualification Requirements, during a qualifying incident, event, or exercise. AIMCS also requires every certified individual to complete 15 hours of professional or continuing education for each between currency re-certification requirements.

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

IV. Committee Structures and Responsibilities

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

A. IQS Committee

The IQS Committee (IQS Committee) was established by the AHIMTA in 2010.

The IQS Committee is composed of representatives from several agencies and was created to provide overall direction for AHIMTA's all-hazards incident management qualifications standards, including the development and maintenance of AIMCS, AHIMTA's IIMQS, AHIMTA's Model Qualifications Guide, and supporting documents for all-hazards incident management personnel.

Under authority of the charter, the IQS Committee will execute the following duties:

- Develop the AHIMTA qualifications standards
- Review other ICS stakeholder organization documents and provide comment and recommendations, as appropriate
- Review and make a final recommendation that an individual has completed the necessary training and experience and qualifies to be certified in a specific ICS position

1. Membership

Membership on the IQS Committee shall be established in accordance with the AHIMTA Standard Operating Guideline on committee membership.

B. Certification Committee (CC)

The Certification Committee (CC), a committee established by the AHIMTA Board of Directors, is responsible for the establishment and management of the process to ensure personnel meet the AHIMTA standards for NIMS ICS positions established by the IQS Committee and AHIMTA Board of Directors including Recognition of Prior Learning applications.

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

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

1. Membership

Membership on the CC shall be established in accordance with the AHIMTA Standard Operating Guideline on committee membership.

C. Appeals Subcommittee

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

1. Membership

The IQS chair shall appoint a three-member “Appeals Subcommittee” for the purpose of reviewing appeals under this section. The subcommittee shall include at least one individual who is qualified in the position being appealed. Certification Committee members shall not be a part of the Appeals Subcommittee.

D. Committee Leadership

1. Nominations and Elections

- Committees will follow the relevant AHIMTA Standard Operations Guideline for identifying who will serve in committee leadership positions.

2. Committee Operations

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

E. Committee Protocols

1. Chair:

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

2. Vice-chair:

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

3. Secretary

- Is responsible for taking official minutes of the committee activities and meetings

- Distributes agendas, minutes, and other communication items to committees as necessary
- The secretary position may be staffed by either a member of the Committee or an AHIMTA member not selected to serve as a part of the committee but willing to serve in the role of secretary. If an AHIMTA member fills the position, they shall be a non-voting member of the committee

4. All Committees and Members

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

5. Certification Committee (CC)-Specific

- Has the responsibility of and authority for recommending approval or disapproval of an applicant requesting certification
- May defer to qualified incident management personnel or other SMEs to provide depth and expertise, and to assist the committee in executing its responsibilities
- Voting by correspondence or by conference call is permissible if the subject(s) to be discussed, and to be voted on, including accompanying background materials, are provided to the members by the chair

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

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

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

A. Process Overview

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

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

Personnel who wish to have their previously obtained or existing ICS qualifications recognized must complete and submit an AHIMTA *Application for Recognition of Prior Learning* (RPL Application).

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

B. Sequential Steps and Responsibilities

Applicants for the Position

- 1) Complete the application and attach all documentation necessary.
- 2) Return the package to the CC as directed on the application.

Certification Committee (CC)

- 1) The AHIMTA Administrator will complete an application pre-check to ensure all items are included in application packets.
- 2) The AHIMTA Administrator shall ensure all CC members have received all applications.
- 3) CC follows the Applicant Approval Process.
- 4) CC reviews the application for completeness and compliance.
 - o The AHIMTA Administrator returns incomplete or non-compliant applications to requestors.

- 5) The CC reviews application, the criteria for recognition of RPL, and other pertinent documentation provided.
- 6) If the CC determines the applicant does not meet the criteria for RPL, the AHIMTA Administrator documents the decision and returns the application to the applicant with recommendations to resolve the errors and omissions of the application.
- 7) If the CC determines the applicant meets the criteria for RPL, the chair will recommend the applicant be “qualified” and the AHIMTA Administrator will forward the recommendation and application package to the Certifying Official (the AHIMTA President) for final concurrence.
- 8) The Certification Certificate will have two signatures. One will be the CC Chair and the other will be the AHIMTA President.

Certifying Official

- 1) The Certifying Official is the AHIMTA President.
- 2) The Certifying Official signs the certificate.
- 3) The Certifying Official forwards new/updated certificate to the AHIMTA Administrator.
- 4) The Certifying Official files all documentation.

AHIMTA

- 1) The Administrator will prepare certificates and Congratulations Letter from the President for signature by the President.
- 2) Once signed by the President, the Administrator will mail the certificates and letters to the now certified responders.
- 3) The administrator will maintain the official record of certified responders and will post it on the AHIMTA website.

VI. Operation of the Qualification Process

A. Process Overview

The processes in this section qualify Incident Management personnel into existing ICS positions *after* the Recognition of Prior Learning (RPL) phase of the AIMCS qualifications program has ended or if applicants are seeking certification in the traditional path and not through the RPL process.

The performance-based approach of AIMCS focuses on a candidate’s performance of specific tasks identified within the Position Task Book (PTB) for that position, while being observed and evaluated by individuals who have been recognized as qualified Evaluators.

The PTB provides a method to document satisfactory completion of tasks during appropriate

qualifying incidents, events, repetitive job activities (not one-time events), qualifying exercises, and/or classroom activities as permitted within the PTB documentation. At least three (three is the minimum) or more qualifying incidents, events, job activities, or qualifying exercises must be shown in the evaluation documentation. (You may only have one event and one qualifying exercise. If more than one qualifying emergency incidents are used, there must be two different types of hazard incidents.)

B. Sequential Steps and Responsibilities

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

- 1) An individual decides to pursue an AIMCS Certification. The individual then seeks the support of their employing or sponsoring entity or AHIMT leadership.
- 2) If the employing entity, sponsoring entity, or AHIMT leadership supports the decision to pursue certification, the trainee may proceed with the process.
- 3) Position Candidate applies for, attends, and completes prerequisite training and attains any prerequisite qualifications. The Position Candidate completes NIMS Core Curriculum specific to their level and attains any prerequisite experience and/or qualification criteria for the position as identified in the appropriate PQR.
- 4) Position Candidate completes the Required Training as identified in the appropriate PQR.
- 5) Once the Position Candidate starts their required training, a PTB for the target position the individual is working towards is initiated by the employing entity, sponsoring entity, or AHIMT leadership. Position Candidates who have initiated PTBs are identified as “Trainees” for the position and are permitted to function as trainees on qualifying incidents and events.
- 6) Position Candidate gains experience and completes PTB. Experience is gained, and performance is evaluated while completing the initiated PTB.
- 7) After the Final Evaluation opportunity, the Final Evaluator should ensure the PTB is completely signed off on and the appropriate documentation in the PTB is completed.
- 8) The trainee assembles their application, incident and event records, and documentation as directed in the application instructions. The Position Candidate should retain a photocopy or electronic scan for their records.
- 9) The application package and payment for the certification is sent to the AHIMTA CC for their review process.
- 10) The AHIMTA Administrator ensures the appropriate member(s) of the CC have received the submitted application packages.
 - a. The CC, with assistance from SMEs if needed, uses the criteria on the Application Review Checklist to review and evaluate the application and all

supporting documents to determine that the Position Trainee has completed all the position qualification criteria delineated in the PQR and is eligible for the new position.

- b. Documents may include training course records and certificates, PTBs, resumes, experience documentation, incident personnel performance ratings, and other materials the CC deems necessary to establish eligibility.
- c. If the documentation meets the criteria on the Application Review Checklist, the CC recommends the applicant be qualified and documents this on the checklist and Application Review Checklist.
- d. If the documentation does not meet the criteria on the Application Review Checklist, the AHIMTA Administrator documents the reason(s) on the Checklist and returns the application package to the applicant with recommendations to resolve the errors or omissions.

11) Following the CC review process, Certifying Official reviews the application package for concurrence.

- a. The CO either recommends or denies the Position Candidate's request for certification.
- b. If the request is denied, the CO completes the denial section of the Application Review Checklist and returns it to the CC for review, discussion, and disposition.
- c. If certification is approved, the AHIMTA Administrator prepares certificates and congratulatory letter for the CO.

12) The CC Chair and the CO signs the certificate and the AHIMTA Administrator sends the certificate to the now certified applicant.

13) The AHIMTA Administrator files/stores the application package for archiving and compliance.

C. Creating a Certification Application

1.) The Applicant Packet

- a. A trainee must apply to AHIMTA with a physical packet. The packet should consist of the following:
 - i. ICS Curriculum Vitae (template should be provided by AHIMTA so all information is provided in the same format for all applicants.) The CV should document the following and include dates of completion:
 - 1. NIMS/ICS basic training
 - 2. O-305 All-Hazards Incident Management Teams course (if applicable)
 - 3. Position specific training (if applicable)
 - 4. EOC IMT Interface course (if applicable)
 - 5. AHIMTA higher standard training
 - 6. Leadership training

7. Hazardous Materials training
8. List each incident documented in the PTB and include the complexity level, number of operational periods, and kind of incident.
 - ii. Completed Position Task Book
 - iii. Letter of Recommendation from the supervisor of the sponsoring organization or applicant's AHIMT.
 - iv. A minimum of three ICS performance evaluations. One for each PTB experience milestone. (ICS 225)
 - v. If the applicant is already qualified in another system, provide their credentials or proof of qualification in that system.
 - vi. Training certificates or an official transcript or a combination of both, to show proof of completion of training.
 - vii. Paid in full receipt for the cost of the qualification.

Application packets should be scanned and sent to Applications@AHIMTA.org.

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

A. Maintenance of Qualifications

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

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

Successfully performing in an ICS position or associated position for which an individual is qualified, during a “qualifying” incident, event, or exercise at least once within the timeframe listed for that position’s PQR contributes to an individual’s currency.

Additionally, in order to maintain professional relevance, applicants must also complete 15 hours of professional development or continuing education per year. The applicant must demonstrate to the CC that the training hours have been completed and the training hours are relevant. In most circumstances, training provided by FEMA, the Center for Domestic Preparedness, the National Fire Academy, National Wildfire Coordination Group, and other government responder-based training will be accepted. In other instances, employer-based training, private schooling, or other training may require an explanation by the applicant that must be accepted by the CC as relevant to the AHIMT qualification. The CC will maintain discretion over training relevancy. (Note: It is not required that training hours be completed each year, but that the total of required hours per the number of years required for currency. For example, the Incident Commander currency is three years. At 15 hours per year, a candidate will need to complete 45 hours before recertification. All 45 hours could be achieved in the third year.)

In order to demonstrate currency, before the time requirement of the applicant’s qualification, the applicant must provide “evidence” to demonstrate successful completion and service in a position maintenance role. This will typically come in the form of ICS-225 forms and IAPs showing the position and the successful completion of the assignment. Other forms of evidence may be considered by the CC.

Recertification applicants must also ensure any new requirements that have been established in the PQR have been completed. If the new requirements are training related, achieving the new requirements may be used toward completing the 15 hour per year continuing education requirement.

In-service training requirements may be satisfied by providing training completion certificates or training transcripts. Once currency is proven and accepted by the CC and accepted by the the AHIMTA President, AHIMTA will issue a currency certificate and letter.

The currency interval stated starts from the last date the individual performs “a” through “c” below. Each time the individual performs “a” through “c,” the time interval starts over.

1. Currency Requirements

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

- a) By successful performance in the position they are qualified for
- b) By successful performance in a position listed in the PQR under number 7, “Positions That Maintain Currency for This Position”
- c) By successful performance in a higher position(s) for which that position is a requirement, providing the individual was previously qualified in that position
- d) Complete 15 hours of professional or continuing education training per year of currency

2. Process for Recertification

Individuals are responsible for tracking their currency for each position they are qualified for. An individual must reapply to the AHIMTA Administrator 60 days prior to the CC meeting within the individual's expiration year by submitting proof of currency recertification application to the AHIMTA. Failure to reapply prior to expiration of their position certification may result in the actions described in Section VII(B)(1).

Recertification documentation must include one or more of the following:

- a) Incident Action Plan(s) with person's name on the appropriate forms (ICS 202, ICS 203, ICS 204, etc.)
- b) Incident, event, or exercise performance evaluations (such as an ICS 225, Incident Personnel Performance Rating, or equivalent) from qualified Evaluators or supervisors
- c) Professional or continuing education certificates
- d) Proof of completion/achievement of newly established requirements that may have been added to the PQR since the last certification
- e) Narrative of experience within the time required within the PQR. Include supporting information about:
- f) Number of deployments/assignments
 - Number of operational periods for each assignment/deployment
 - Variety of incidents
 - The complexity level (type) of incidents, planned events, exercises during which the individual performed
 - Professional or continuing education completed

AHIMTA realizes that circumstances occur that may inhibit an applicant from requesting recertification within a defined window of time. If an applicant misses the window of 60 days prior to the CC meeting within the individual's expiration year, then AHIMTA grants a six-month grace period from the date of the CC meeting where an applicant can notify AHIMTA of the extenuating circumstances and request an application be accepted for the next CC meeting. The certification of the individual will be considered expired until the recertification

process through the CC has occurred. Should an applicant miss the six month grace period, then the individual will have lost their certification entirely.

B. Loss of Certification

1. Reasons

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

- g) An individual will lose their qualification(s) if they lose currency in the position or fail to follow the process described in Section VII(A), *Maintenance of Certifications*.

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

2. Recertification after Loss of Certification

An individual who desires reinstatement of a certification they lost due to lack of currency must reapply for certification via RPL or through the normal performance-based certification process.

The CC may examine the circumstances and has the discretion to determine if the individual should revert to trainee status for that position and/or:

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

A return to trainee status may have the advantage of introducing the individual to new technology, procedures, and advances in incident and event management. Evaluation of an individual's currency and competency is critical whenever qualifications have been lost.

C. Decertification

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

- a) Has documented poor performance at an incident/event
- b) Demonstrates material non-compliance with this Guide without reasonable justification

- c) Fails to adhere to AHIMT policies or procedures
- d) Performed in a fraudulent manner
- e) Acted in an unsafe manner
- f) Misrepresented attendance or participation in the PTB process
- g) Took insubordinate actions that led to unsafe conditions on the incident
- h) Intentionally misrepresented incident qualifications or currency
- i) Deliberately disregarded identified safe practices without reasonable justification
- j) Acted in a manner, on or off incident, egregious enough that it brings discredit upon the brand name of AHIMTA

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

1. Guidelines for Decertification

Decertification of NIMS ICS qualification generally applies to performance in the NIMS position the person was deployed for or was performing; in most cases it is not intended to affect regular job-related duties. The exception would only be a result of whatever egregious performance brings adverse or harmful attention to the values and reputation of AHIMTA. It is recommended that individuals who are decertified should not be considered as available for assignment in the decertified/non-qualified position(s) outside their local entity. A local AHJ can determine how the individual may perform within their entity irrespective of their AIMCS certification status.

Incident Commanders (ICs), employers, or any other supervisor(s) do not have the authority to decertify the certifications of an individual. A certified person may be demobilized from an incident by the IC. ICs that believe a certified individual should be decertified may provide documented reasons for decertifying an individual to the AHIMTA by forwarding the information to the AHIMTA Administrator. ICs must include a copy of the individual's Incident Personnel Performance Rating Form (ICS 225) in the documentation package and it should be supplemented with a Consideration for Decertification Evaluation Form.

The IQS committee will evaluate each request for consideration of decertification brought to AHIMTA's attention and determine if a decertification investigation is warranted. If so, the IQS Committee Chair will appoint a decertification investigation team to consider the relevant facts and reasons for decertification and provide a recommendation to the IQS Chair.

The IQS Chair will present the Decertification Investigation Team findings and recommendation to the Board of Directors for final review and concurrence. If concurrence is achieved, the recommendation will be sent to the CO and the AHIMTA Administrator. The Administrator will prepare a "Notice of Proposed Decertification" notice for signature by the AHIMTA president.

The Notice of Proposed Decertification shall advise the certified individual of (1) the fact that decertification has been proposed, (2) the specific reasons for the proposed decertification, (3) his or her right to submit a written response to the decertification and reasons therefore, (4) the deadline by which said written response must be received, and (5) the date on which the decertification will take place if the response is not received by the deadline specified. The response may include declarations, documentation and arguments in written format.

The Notice of Proposed Decertification shall be approved by the Board of Directors prior to sending. If the Board of Directors does not approve the Notice of Proposed Decertification, it shall return the draft notice to the IQS Committee with its recommended next steps to be taken, if any.

Upon sending the Notice of Proposed Decertification to the certified individual, the IQS Committee shall declare the certified individual decertified if a written response is not received by the deadline specified. In the event that a written response is received the IQS Committee will schedule a meeting to review the Notice of Proposed Decertification, the the Decertification Investigation Team findings and the response submitted by the certified individual. Upon completion of said review the IQS Committee shall recommend whether the certified individual should be decertified or not to the Board of Directors. If the IQS Committee determines that the certified individual should NOT be decertified, it may recommend actions for maintenance of certification.

2. Recertification after Decertification

The CC will determine the steps required to regain certification on a case-by-case basis for an individual who has been decertified for reasons described above. Recertification may include, as appropriate, training outlined in the PQR and/or training relevant to the reason(s) for decertification. Recertification of a decertified individual should, in most cases, include performance of the duties of the position for at least two operational periods under the supervision of an Evaluator before recertification is granted.

D. Appeals

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

1. Appeals Procedure

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

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

The CC chair will notify the IQS Committee chair of an appeal.

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

The Appeals Subcommittee chair shall render their written decision to the IQS and CC chair within 30 days of receipt of appeal. The decision of the Appeals Subcommittee chair shall be final.

E. Confidentiality

Decertification investigation, adjudication and appeals records shall remain confidential unless otherwise directed by this Guide or the AHIMTA Board of Directors, except that the names of decertified individuals, along with the dates of certification and/or decertification, may be published via the AHIMTA website or similar means.

VIII. Transferring Qualifications

A. Portability

An AHIMTA Certification remains in good standing, regardless if the individual changes employer, sponsoring entity, AHJ, or AHIMT. The certified individual is encouraged to retain a copy of all incidents related position performance documentation when switching entities. A certified individual should take care to know and understand whether their new organization will accept an AHIMTA certification as a part of their credentialing process. Many employers or AHJs may not choose to accept an AHIMTA Certification as a part of their qualification and credentialing process.

Certified individuals should keep AHIMTA updated with their new employment status so that the official AHIMTA certification roster may be kept current.

Unaffiliated individuals should keep AHIMTA updated with current contact information and home location.

IX. Position Task Books

A. Utilization

The AIMCS uses the AHIMTA Position Task Books (PTBs) for use in its qualifications system. The AHIMTA PTB provides a more robust evaluative process, particularly when addressing the knowledge, skills, and abilities that should be evaluated when an individual is working on a Direct Entry position. The AHIMTA PTBs and the evaluation criteria and processes all exceed FEMA NQS guidelines. The PTBs are located at: [All-Hazards Incident Management Teams Association, Inc. - IIMQS Guide and PTBs \(ahimta.org\)](https://www.ahimta.org)

1. Positions Lacking an AHIMTA PTB

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

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

2. Other Position Task Books

AHIMTA prefers the use of AHIMTA Position Task Books. Other task books that have been used may be considered in the use for certification if good cause exists. The other PTB should meet or exceed the needs of position performance evaluation. A request for exemption and evaluation should be made to the CC prior to paying and submitting an application for certification or before initiating a PTB for certification.

If an applicant has been working toward position qualification using an SLTT or other AHJ PTB then they may continue to use that PTB for certification so long as the PTB meets or exceeds the AHIMTA PTB. Books initiated after January 01, 2027 must be AHIMTA PTBs.

B. Phases of the PTB Training Process

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

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

1. Training

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

2. Coaching

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

3. Evaluation

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

4. Final Evaluation

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

C. PTB Process

1. AIMCS Standards

- a) The evaluation process shall remain free from bias and shall not give preferential or discriminatory treatment to any organization or individual.
- b) A trainee cannot work on multiple PTBs for a specific position at the same time. As an example, a trainee cannot work on both a Type 2 Incident Commander PTB and a Type 3 Incident Commander PTB at the same time.
- c) For those ICS positions with multiple complexity levels (types), the individual must qualify at the lowest complexity level before pursuing the next-highest complexity level. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level, then at the Type 2 level.
- d) Except when the RPL process is used for implementation of a new program or newly included ICS position, individuals must complete PTBs for each new position.

- e) An individual cannot use the same PTB they completed for qualification at one complexity level (e.g., for a Type 3 position) in place of completing a new PTB for the next-highest complexity level (e.g., a Type 2 position).
- f) Successful completion, as determined by a qualified Evaluator, of all tasks required of a position is the basis for the final evaluation and the recommendation that the relevant Certifying Official qualify the trainee.
- g) A trainee cannot complete a PTB on fewer than three qualifying incidents, events, or qualifying exercises. One of the three must be an actual incident meeting the requirements for Task Code I1. See Section IX(D), *PTB Evaluation Task Codes*.
- h) The amount of experience needed and the performance of tasks required to complete a PTB and receive a final evaluation by a qualified Evaluator are directly related to a position's role in managing safe operations and level of involvement with major management decisions. As an example, it is likely that a Status Check-In Recorder Trainee can complete the associated PTB with less incident experience and performance than an Incident Commander Type 3 Trainee will take to complete their PTB.
- i) There may be several bulleted statements listed under a task. The bulleted statements are guidelines or examples for the Evaluator to consider to ensure the intent of the task has been completed. Not all bulleted statements for a task are required to be completed if the overall intent of the task has been satisfied.
- j) The PTB evaluation factors should include provisions to ensure that effective Incident Management personnel possess some combination of the following attributes:
 - “Critical soundness” – where the individual is able to keep themselves and their subordinates effective, efficient, and safe in time-pressured, high-consequence situations.
 - “Management soundness” – where the individual is effective at planning and other Incident Management processes and functions of longer-duration situations that include proceeding through the Planning P and producing a formal written plan.
- k) Proficiency in some tasks may be able to be sufficiently demonstrated in one-operational period situations without the need for a written Incident Action Plan; however, many management skill tasks must be performed in situations that incorporate multiple operational periods and require a written Incident Action Plan (IAP).

D. PTB Evaluation Task Codes

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

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

Definitions for these codes are:

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

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

I2 = Task can be performed in the following situations:

- Incident
- Incident within an Event or Incident that meets the following criteria:
 - Is a critical time-pressured, high-consequence incident managed under the Incident Command System (ICS)
 - May only be one operational period and without a formal written IAP
 - Matches or is higher complexity level than the complexity rating being pursued (see **Appendix A, Incident Complexity**)

O1 = Task can be performed in the following situations:

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

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

- Planned Event
- Exercise
- Training
- Daily Job

R = Rare events

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

E. Coach/Evaluator and Final Evaluator Qualifications

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

1. Coach/Evaluator Qualifications

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

- a) The individual must be sufficiently knowledgeable of the position and capable of recognizing successful completion of the position tasks in the position being coached or evaluated;
- b) It is recommended that the Coach/Evaluator have previously performed successfully as a fully qualified individual on two separate Qualifying Incidents or Qualifying Exercises prior to serving as a Coach/Evaluator.

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

2. Final Evaluator Qualifications

The Final Evaluator is the individual who evaluates the trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed. The Final Evaluator is then responsible for completing the Final Evaluator’s Verification statement inside the front cover of the PTB.

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

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

F. PTB Evaluation Documentation

1. As stated in Section IX(C)(1)(g), a trainee must be evaluated on at least three qualifying experiences (incident, planned event, or exercise). One of the three evaluations must occur on an actual incident that meets the criteria of a "Qualifying Incident," and not a planned event or exercise. The qualifying incident must be of the same complexity or higher complexity level (Type) for which the trainee is pursuing qualification.

2. Standards

- a) The incident used as the qualifying incident must meet the requirements of Task Code I1.
- b) There should be one fully completed incident Evaluation Record in the PTB with accompanying sign-offs completed by the trainee's immediate supervisor on relevant tasks for each trainee experience. If the trainee had multiple supervisors on an extended incident, evaluations from all supervisors are recommended.
- c) It is highly recommended that the trainee's Evaluator complete an ICS 225, Incident Personnel Performance Rating, to document each qualifying incident, planned event, or exercise evaluated.
- d) If a person receives one or more "unacceptable" ratings on the ICS 225, Incident Personnel Performance Rating, the Evaluator should provide a copy of the rating to either the Incident Commander—if on an incident—or the person responsible for supervising the Qualifying Exercise.

G. PTB Completion Timeframes

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

1. Standards

- a) Any individual who has begun the evaluation process is encouraged, but not required, to complete any newly required course(s) for that position.
- b) To qualify in any other or subsequent position, the individual must meet the AIMCS standards identified in the current edition.
- c) A PTB will be valid for three (3) years from the day it is initiated. Upon documentation of the first task in the PTB, the three-year time limit for completion is reset to the newer date.

- d) If the PTB is not completed within three (3) years from the date of the PTB initiation or the first task being evaluated (whichever is more recent), the PTB expires. A new PTB may be initiated. Prior experience documented in the expired PTB may be considered in completion of the new PTB at the discretion of the CC. If a new PTB is initiated, the qualifications standards identified in the current AIMCS must be met.

X. Qualifying Incident, Event, and Exercise Guidelines

A. General

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

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

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

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

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

B. Qualifying Incident Attributes

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

C. Qualifying Event Attributes

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

1. Criteria

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

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

D. Qualifying Exercise Attributes

These guidelines provide consistency and authenticity when a local AHJ uses or recognizes an operations-based exercise, whether functional or full-scale, to evaluate personnel, provide an opportunity for trainees to complete tasks in their PTBs, or maintain qualification Currency for an ICS position identified within this Guide. AHJs are encouraged to use the Homeland Security Exercise and Evaluation Program (HSEEP) guidance along with these guidelines when developing exercises to ensure a quality training and evaluation opportunity.

1. Preparatory Training

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

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

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

2. Exercise Components

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

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

E. After-Action Review and Evaluation

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

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

XI. Training Course Equivalency

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

1. General

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

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

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

2. Methodology

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

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

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

“AHJs hosting non-FEMA NIMS courses are responsible for issuing course completion certificates. FEMA does not evaluate training from other sources to

determine equivalency or similarity to standard NIMS training. AHJs should determine whether these training opportunities meet NIMS curriculum standards; an AHJ may accept or reject a course as equivalent to a FEMA course. Factors an AHJ should consider in determining whether a course or training event meets FEMA standards include the following:

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

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

XII. Important Notice and Disclaimer

The AHIMTA Incident Management Certification System (the “IMC System”) and this Incident Management Certification Guide (the “Guide”) are intended to elevate and improve response to emergency incidents but are not intended to set minimum standards for any particular incident response. The contents of this Guide, including its updates, have been carefully drafted and are based on what is believed to be the most complete, accurate and reliable guidelines and procedures available at the time it was published. That said, the application of incident management principles, guidelines, and procedures, and corresponding certifications will vary depending on the exact specifics for their application. As such, these materials and certifications granted pursuant to these materials should never be relied upon without consultation with appropriate professional advisors and careful consideration of the specific circumstances the situation or incident.

Neither AHIMTA, its officers, directors, leaders, employees, consultants or advisors shall be responsible for the consequences of use of the AIMCS or this guide, nor do they make any promise or guarantee that application of the AIMCS or guide will result in a favorable outcome in any specific situation or incident. The user of this guide and the AIMCS is responsible for any consequence, intended or unintended, deriving from the use or misuse of the information processes, techniques or educational materials related to the AIMCS or this guide. Guide users are strongly advised to confer with appropriate professional advisors, consultants and colleagues when identifying and administering appropriate responses to any given situation or incident.

Further, the holder of any duly certification or credential granted pursuant to the IMC System or this Guide has successfully met the requirements for said designation in accordance with the guidelines and requirements set forth in this Guide. Such certification is an indication of the commitment and qualifications of the holder but should not be relied upon as an indication that the holder of the certification is qualified for any particular appointment or to manage any particular situation or set of circumstances. Further, the granting of any certification pursuant to the IMC System or this Guide does not constitute endorsement, approval or recommendation of the certificate holder for any appointment, position or duties.

XIII. List of Abbreviations

AHIMT	All-Hazards Incident Management Team
AHIMTA	All-Hazards Incident Management Teams Association
AHJ	Authority Having Jurisdiction
CBRN	Chemical, Biological, Radiological, and Nuclear
CDP	Center for Domestic Preparedness
CI	Critical Infrastructure
CIKR	Critical Infrastructure and Key Resources
CC	Certification Committee
CO	Certifying Official
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FERO	Federal Emergency Response Official
FIPS	Federal Information Processing Standard
FSE	Full-Scale Exercise
IQS Committee	Governance Committee
HazMat	Hazardous Material
HR	Historical Recognition
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IIMQS	Interstate Incident Management Qualifications System
IC	Incident Commander
ICS	Incident Command System
IMAT	Incident Management Assistance Team
IMT	Incident Management Team
IQCS	Incident Qualification and Certification System
IQS	Incident Qualification System
IROC	Interagency Resource Ordering Capability
IST	Incident Support Team
MRP	Mission-Ready Package
NGO	Non-Governmental Organization
NHTSA	National Highway Traffic Safety Administration
NIC	National Integration Center
NIMO	National Incident Management Organization
NIMS	National Incident Management System
NQS	National Qualification System
NRF	National Response Framework
NTES	National Training and Education System

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

Appendix A—Incident Complexity

A. Incident Complexity Level Tables

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

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

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

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

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

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

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

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

Incident Complexity Level: Incident Effect Indicators Summary

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

XIV. Appendix B—Position Qualification Requirements

This section contains the Position Qualification Requirements for Incident Management position titles under the AIMCS. These qualification requirements exceed those found in the FEMA NQS. Individuals who meet these qualifications may be considered to be credentialed by their AHJ if their AHJ accepts an AHIMTA certification under AIMCS and their identity, physical/medical fitness, and authorization for deployment are also verified.

A. Qualification Criteria

The categories of criteria listed are defined as follows:

<ul style="list-style-type: none"> • Training 	Instruction and/or activities that enhance an individual's core knowledge, increase skill set and proficiency, and strengthen and augment abilities. Coursework is considered to be a primary means by which personnel can adequately prepare for successful position performance evaluation.
<ul style="list-style-type: none"> • Experience 	The activities an individual must accomplish, generally within the context of actual or simulated incidents or events, to prepare for and demonstrate proficiency at the tasks identified in a position's Position Task Book (PTB).
<ul style="list-style-type: none"> • Recommended Physical/Medical Fitness (Not evaluated by AHIMTA) 	Physical and medical considerations that, when applied, help to ensure safe performance in potentially hazardous environments.
<ul style="list-style-type: none"> • Currency 	Currency is maintained by functioning in the ICS position or related position during a qualifying incident, event, or exercise (simulation) within the timeframe listed in the position PQR.

B. Equivalency

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

C. Direct Entry Positions at the Type 3 Level

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

Most positions that permit Direct Entry include tasks of ICS subordinate position(s) integrated into the PTB. The trainee must demonstrate satisfactory performance of these tasks. This coincides with the ICS principle stating that when a subordinate ICS position is

not filled, that ICS position's supervisor assumes all the functional responsibilities of the unfilled subordinate position.

Not all PTBs identify specific tasks associated with all the subordinate positions. When evaluating a candidate for a Direct-Entry position, the ICS principle must be taken into consideration. It is critical to the credibility of AIMCS that individuals who are qualified into mid- or upper-level positions can perform the duties and responsibilities of the subordinate positions.

D. Technical Specialists

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

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

E. NIMS Core Training Courses

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

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

IS-700	IS-700 IS-200 ICS-300 IS-800	IS-200 ICS-300 IS-700 IS-800 ICS-400
IS-240 IS-241 This block includes the AHIMTA requirements that exceed FEMA NQS standards	IS-240 IS-241 IS-242 IS-703 IS-2200 This block includes the AHIMTA requirements that exceed FEMA NQS standards	IS-11 IS-42 IS-111 IS-240 IS-241 IS-242 IS-271 IS-632 IS-703 IS-2200 IS-2900 IS-2901 This block includes the AHIMTA requirements that exceed FEMA NQS standards

F. Individual Position Qualifications

All asterisked (*) items exceed FEMA NQS Standards.

Command Staff

A. AHIMTA Incident Commander Type 3 (ICT3-AH)

(1) Prerequisite Qualification(s)

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

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

(2) Required Training

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Course
- C. E/L-950 All-Hazards Incident Commander (or Equivalent)
- D. G-191 Incident Command System / Emergency Operations Center Interface
- E. ***40 Hours of leadership training**
- F. Hazardous Materials Awareness Training (With current annual refresher)

- G. Hazardous Materials Operations level + 24 hours OSHA CFR 1910.120(q)(6)(v) (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Moderate, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: 3 Years

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

Qualified as (at least one of the following):

- SLTT All-Hazards Safety Officer Type 3 (SOF3-AH) (Consider RPL Application)
- All-Hazards Division/Group Supervisor (DIVS-AH)
- NWCG Incident Commander type 4 (ICT4)
- DOI All-Hazards Team Leader (ARTL, LEOL, SRTL, SWFL, TRTL)
- NFPA 1021 Fire Department Officer II

(2) Required Training

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Course
- C. E/L-954 All-Hazards Safety Officer (or Equivalent)
- D. G-191 Incident Command System / Emergency Operations Center Interface
- E. ***20 hours of leadership training**
- F. Hazardous Materials Awareness-Level Training (with current annual refresher)
- G. ***Hazardous Materials Operations level + 24 hours OSHA CFR 1910.120(q)(6)(v) (With Current Annual Refresher)**

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Moderate, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: 2 Years

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

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

(2) Required Training

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Course
- C. E/L-952 All-Hazards Public Information Officer (or Equivalent)
- D. G-191 Incident Command System / Emergency Operations Center Interface
- E. **20 hours of leadership training*
- F. **IS-29 Public Information Officer Awareness*
- G. **IS-42 Social Media in Emergency Management*
- H. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Moderate, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

- Public Information Officer Field (PIOF)

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

- None

(9) Currency Interval: 3 Years

Command Staff**D. AHIMTA Liaison Officer (LOFR3-AH)****(1) Prerequisite Qualification(s)**

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

(2) Required Training

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Course
- C. E/L-954 All-Hazards Liaison Officer (or Equivalent)
- D. G-191 EOC/IMT Interface or Equivalent
- E. ***20 hours of leadership training**
- F. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

- Agency Representative (AREP)
- Liaison Officer

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

- None

(9) Currency Interval: 3 Years

Operations Section

A. AHIMTA Operations Section Chief Type 3 (OSC3-AH)

(1) Prerequisite Qualification(s)

- SLTT All-Hazards Operations Section Chief Type 3 (OSC3-AH) (Consider RPL Application)

Or

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

(2) Required Training

- NIMS Core List C
- O-305 All-Hazards Incident Management Team Course
- E /L-958 All-Hazards Operations Section Chief (or Equivalent)
- E/L-960 All-Hazards Division/Group Supervisor (or Equivalent)**
- E.
- G-191 Incident Command System / Emergency Operations Center Interface
- *20 Hours of leadership training**
- Hazardous Materials Awareness Training (With current annual refresher)
- *Hazardous Materials Operations level + 24 hours OSHA CFR 1910.120(q)(6)(v) (With current annual refresher)**

(3) Recommended Training

- E/L-984 All-Hazards Strike Team/Task Force Leader (or Equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by your State Staging Area Manager Course

- Yes

(5) Minimum Annual Physical Fitness Level

- Moderate, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

- All-Hazards Incident Commander Type 3 (ICT3-AH)

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

(9) Currency Interval: *4 Years

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

- SLTT All-Hazards Division/Group Supervisor (DIVS-AH) (Consider RPL Application)

or

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

(2) Required Training

- A. NIMS Core List B
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. E/L-960 All-Hazards Division/Group Supervisor (or Equivalent)
- D. ****E/L-984 All-Hazards Strike Team/Task Force Leader (or Equivalent)***
- E. ****10 Hours of leadership training***
- F. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Moderate, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: **4 Years*

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

- SLTT All-Hazards Task Force Leader (TFLD-AH) (Consider RPL Application)

or

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

(2) Required Training

- A. NIMS Core List B
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. E/L-984 Strike Team/Task Force Leader (or Equivalent)
- D. ***4 hours of leadership training**
- E. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Arduous, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: *4 Years (**There is no NQS PQR for a generic TFLD)***

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

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

(2) Required Training

- A. NIMS Core List B
- B. **Staging Area Manager Course (Texas A&M, USFS, or Equivalent)*
- C. **4 hours of leadership training*
- D. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

- Single Resource Boss
- Staging Area Manager

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

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

(9) Currency Interval: *4 Years (**There is no NQS PQR for a generic TFLD)***

Planning Section

A. AHIMTA Planning Section Chief Type 3 (PSC3-AH)

(1) Prerequisite Qualification(s)

- SLTT All-Hazards Planning Section Chief (PSC3-AH) (Consider RPL Application)

or

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

(2) Required Training

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Course
- C. **E/L-962 All-Hazards Planning Section Chief (or Equivalent)*
- D. **E/L-965 All-Hazards Resources Unit Leader (or Equivalent)(if direct entry)*
- E. **E/L-964 All-Hazards Situation Unit Leader (or Equivalent)(if direct entry)*
- F. G-191 Incident Command System / Emergency Operations Center Interface
- G. **IS-201 Forms Used for the Development of the Incident Action Plan*
- H. **20 Hours of leadership training*
- I. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

- Incident Commander
- Planning Section Chief

- Resources Unit Leader
- Situation Unit Leader
- Documentation Unit Leader
- Volunteer Coordination Unit Leader
- Intelligence/Investigation Unit Leader

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

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

(9) Currency Interval: **4 Years*

Planning Section

B. AHIMTA Resources Unit Leader (RESL-AH)

(1) Prerequisite Qualification(s)

- SLTT All-Hazards Resources Unit Leader (RESL-AH) (Consider RPL Application)

or

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

(2) Required Training

- A. NIMS Core List B
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. E/L-965 All-Hazards Resources Unit Leader (or Equivalent)
- D. **IS-201 Forms Used for the Development of the Incident Action Plan*
- E. **8 Hours of leadership training*
- F. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: **4 Years*

Planning Section**C. AHIMTA Situation Unit Leader (SITL-AH)****(1) Prerequisite Qualification(s)**

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

(2) Required Training

- A. NIMS Core List B
- B. G-191 Incident Command System / Emergency Operations Center Interface
- C. E/L-964 All-Hazards Situation Unit Leader (or Equivalent)
- D. **IS-201 Forms Used for the Development of the Incident Action Plan*
- E. **8 hours of leadership training*
- F. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

- Planning Section Chief
- Situation Unit Leader (SITL)

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

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

(9) Currency Interval: *4 Years

Planning Section**D. AHIMTA Demobilization Unit Leader (DMOB-AH)****(1) Prerequisite Qualification(s)**

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

(2) Required Training

- A. NIMS Core List B
- B. **E/L-965 All-Hazards Resources Unit Leader (or Equivalent)*
- C. **G-191 Incident Command System / Emergency Operations Center Interface*
- D. **IS-201 Forms Used for the Development of the Incident Action Plan*
- E. **8 hours of leadership training*
- F. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: *4 Years

Planning Section

E. AHIMTA Documentation Unit Leader (DOCL-AH)

(1) Prerequisite Qualification(s)

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

(2) Required Training

- A. NIMS Core List B
- B. **G-191 Incident Command System / Emergency Operations Center Interface*
- C. **8 hours leadership training*
- D. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

- A. J-342 NWCG Documentation Unit Leader Job Aid (or Equivalent)
- B. Additional management, leadership, and teambuilding training relevant to emergency response
- C. Continuing training as required by your State

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: **4 Years*

Logistics Section

A. AHIMTA Logistics Section Chief Type 3 (LSC3-AH)

(1) Prerequisite Qualification(s)

- SLTT All-Hazards Logistics Section Chief (PSC3-AH) (Consider RPL Application)

or

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

(2) Required Training

- NIMS Core List C
- O-305 All-Hazards Incident Management Team Course
- E/L-0967 All-Hazards Logistics Section Chief (or Equivalent)
- *E/L-0970 All-Hazards Supply Unit Leader (or Equivalent)(if direct entry)***
- *E/L-0971 All-Hazards Facilities Unit Leader (or Equivalent)(if direct entry)***
- *E/L-0969 All-Hazards Communications Unit Leader (or Equivalent)(if direct entry)***
- G-191 Incident Command System / Emergency Operations Center Interface
- *20 hours of leadership training***
- Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: *4 Years

Logistics Section

B. AHIMTA Communications Unit Leader (COML-AH)

(1) Prerequisite Qualification(s)

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

(2) Required Training

- A. NIMS Core List B
- B. E/L-0969 All-Hazards Communications Unit Leader (there is no Equivalent)
- C. **G-191 Incident Command System / Emergency Operations Center Interface*
- D. **8 Hours of leadership training*
- E. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

- A. NWCG Communications Unit Leader (S-358)
- B. O-305 All-Hazards Incident Management Team Introduction or NWCG Incident Leadership (L381) (or Equivalent)
- C. Continuing training requirements for training, as required by your State

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

- Communications Unit Leader
- Logistics Section Chief

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

- Communications Technician
- Incident Communications Center Manager
- Radio Operator

(9) Currency Interval: **4 Years*

Logistics Section

C. AHIMTA Medical Unit Leader (MEDL-AH)

(1) Prerequisite Qualification(s)

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

(2) Required Training

- A. NIMS Core List B
- B. S-359 NWCG Medical Unit Leader (or Equivalent)
- C. **G-191 Incident Command System / Emergency Operations Center Interface*
- D. **8 hours of leadership training*
- E. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

- Medical Unit Leader
- Logistics Section Chief

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

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

(9) Currency Interval: *4 Years

Logistics Section

D. AHIMTA Food Unit Leader (FDUL-AH)

(1) Prerequisite Qualification(s)

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

(2) Required Training

- A. NIMS Core List B
- B. **G-191 Incident Command System / Emergency Operations Center Interface*
- C. *8 hours of leadership training*
- D. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

- A. NWCG S-357 Food Unit Leader (or Equivalent)
- B. Additional management, leadership, and teambuilding training relevant to emergency response
- C. Continuing training as required by your State

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

- Food Unit Leader
- Logistics Section Chief

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

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

(9) Currency Interval: **4 Years*

Logistics Section**E. AHIMTA Supply Unit Leader (SPUL-AH)****(1) Prerequisite Qualification(s)**

- SLTT All-Hazards Supply Unit Leader (COML-AH) (Consider RPL Application)
- Or
- This position can be pursued Direct Entry, in which case subordinate competencies must be satisfactorily demonstrated in this position's PTB. If an individual is already qualified in one or more of the subordinate positions, the associated task(s) in the PTB can be considered to have already been completed and can be documented as such:
 - Ordering Manager
 - Receiving/Distribution Manager

(2) Required Training

- A. NIMS Core List B
- B. E/L-0970 All-Hazards Supply Unit Leader (or Equivalent)
- C. ***G-191 Incident Command System / Emergency Operations Center Interface**
- D. ***8 hours of leadership training**
- E. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

- A. E-431 Understanding the Emergency Management Assistance Compact
- B. Incident Resource Ordering and Credentialing System
- C. Additional management, leadership, and teambuilding training relevant to emergency response
- D. Continuing training as required by your State

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

- Supply Unit Leader
- Logistics Section Chief

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

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

(9) Currency Interval: *4 Years

Logistics Section

F. AHIMTA Facilities Unit Leader (FACL-AH)

(1) Prerequisite Qualification(s)

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

(2) Required Training

- A. NIMS Core List B
- B. E/L-0971 All-Hazards Facilities Unit Leader (or Equivalent)
- C. ***G-191 Incident Command System / Emergency Operations Center Interface**
- D. ***8 hours of leadership training**
- E. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

- Facilities Unit Leader
- Logistics Section Chief

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

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

(9) Currency Interval: ***4 Years**

Logistics Section**G. AHIMTA Ground Support Unit Leader (GSUL-AH)****(1) Prerequisite Qualification(s)**

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

(2) Required Training

- A. NIMS Core List B
- B. **G-191 Incident Command System / Emergency Operations Center Interface*
- C. *8 hours of leadership training*
- D. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

- A. NWCG S-355 Ground Support Unit Leader (or Equivalent)
- B. Additional management, leadership, and teambuilding training relevant to emergency response
- C. Continuing training as required by your State

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: *4 Years

Finance/Administration Section

B. AHIMTA Finance/Administration Section Chief Type 3 (FSC3-AH)

(1) Prerequisite Qualification(s)

- SLTT All-Hazards Finance/Administration Section Chief (FSC3-AH) (Consider RPL Application)
or
- This position can be pursued Direct Entry, in which case subordinate competencies must be satisfactorily demonstrated in this position's PTB. If an individual is already qualified in one or more of the following subordinate positions, the associated task(s) in the PTB can be considered to have already been completed and can be documented as such.
 - Time Unit Leader All-Hazards (TIME-AH)
 - Procurement Unit Leader All-Hazards (PROC-AH)
 - Cost Unit Leader All-Hazards (COST-AH)
 - Compensation/Claims Unit Leader All-Hazards (COMP-AH)

(2) Required Training

- A. NIMS Core List C
- B. O-305 All-Hazards Incident Management Team Course
- C. E/L-973 All-Hazards Finance/Administration Section Chief (or Equivalent)
- D. ****E/L-975 All-Hazards Finance/Administration Section Unit Leader (or Equivalent)(if direct entry)***
- E. G-191 Incident Command System / Emergency Operations Center Interface
- F. ****20 hours of leadership training***
- G. ****IS-1000 Public Assistance Program and Eligibility***
- H. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

- A. E/L-975 All-Hazards Finance/Administration Section Unit Leader (or Equivalent)
- B. IS-1001 The FEMA Public Assistance Delivery Model Orientation
- C. NWCG Incident Business Guide
- D. Additional management, leadership, and teambuilding training relevant to emergency response
- E. Continuing training requirements for training, as required by your State

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Moderate, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

- Incident Commander
- Time Unit Leader
- Procurement Unit Leader

- Compensation/Claims Unit Leader

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

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

(9) Currency Interval: **4 Years*

Finance/Administration Section

B. AHIMTA Compensation/Claims Unit Leader (COMP-AH)

(1) Prerequisite Qualification(s)

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

(2) Required Training

- A. NIMS Core List B
- B. E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- C. ***G-191 Incident Command System / Emergency Operations Center Interface**
- D. ***8 hours of leadership training**
- E. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: ***4 Years**

Finance/Administration Section

C. AHIMTA Procurement Unit Leader (PROC-AH)

(1) Prerequisite Qualification(s)

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

(2) Required Training

- A. NIMS Core List B
- B. E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- C. ***G-191 Incident Command System / Emergency Operations Center Interface**
- D. **8 hours of leadership training**
- E. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: ***4 Years**

Finance/Administration Section

D. AHIMTA Time Unit Leader (TIME-AH)

(1) Prerequisite Qualification(s)

- SLTT Time Unit Leader (TIME-AH) (Consider RPL Application)

Or

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

(2) Required Training

- A. NIMS Core List B
- B. E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- C. ***G-191 Incident Command System / Emergency Operations Center Interface**
- D. **8 hours of leadership training**
- E. Hazardous Materials Awareness Training (With current annual refresher)

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident Competency Requirements

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

(7) Positions That Maintain Currency for This Position:

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

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

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

(9) Currency Interval: ***4 Years**

Finance/Administration Section

B. AHIMTA Cost Unit Leader (COST-AH)

(1) Prerequisite Qualification(s)

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

(2) Required Training

- A. NIMS Core List B
- B. E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- C. ***G-191 Incident Command System / Emergency Operations Center Interface**
- D. ***8 hours of leadership training**
- E. Hazardous Materials Awareness Training

(3) Recommended Training

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

(4) PTB Required

- Yes

(5) Minimum Annual Physical Fitness Level

- Light, or as required for specific discipline

(6) Incident competency requirements

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

(7) Positions that Maintain Currency for This Position:

- Cost Unit Leader
- Finance/Administration Section Chief

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

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

(9) Currency Interval: ***4 Years**