

U.S. Fire Administration

Type 3 All-Hazard Incident Management System Qualification Guide

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FEMA



U.S. Fire Administration **Mission Statement**

We provide National leadership to foster a solid foundation for our fire and emergency services stakeholders in prevention, preparedness, and response.



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Preface

Overview

The National Incident Management System (NIMS) credentialing effort aims to ensure that the incident management community can plan for and receive personnel and resources that match its requests; to ensure that those personnel and resources possess the needed competencies, knowledge, skills, and abilities to carry out the work requested of them; and to establish procedures to appropriately manage officially dispatched emergency and incident managers and other responders.

In order to better align the request and matching process associated with interstate mutual aid and national mobilization and credentialing efforts, the U.S. Fire Administration (USFA) has developed this guide for the USFA Type 3 All-Hazard Incident Management Teams (AHIMTs).

The focal point of the qualifications process discussed in this guide is the authority having jurisdiction (AHJ). The AHJ is defined as 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. The AHJ is the focal point of the process because it is responsible for the development, implementation, and maintenance of the qualifications procedures discussed in this guide.

This document is intended to provide guidance to AHJs and nongovernmental organizations when developing personnel qualifications as part of the overall credentialing process that will conform to the Federal government's efforts and to the Guidance issued for the implementation of the National Incident Management System (NIMS).

Under the NIMS Guidance: *National Credentialing Definition and Criteria* issued by the Federal Emergency Management Agency (FEMA) (NG0002, March 2007), credentialing is a systematic effort to make sure that personnel can be identified, their authorization for deployment confirmed, **and their qualifications related to the performance of any incident management position or assigned task or duty are understood by both the receiving jurisdiction and the sending organization.** This Qualification Guide addresses only the qualifications portion (shown above in bold type) of the NIMS credentialing description. ICS Position Task Books (PTBs) are the documentation required to verify someone is qualified in that particular position.

Scope

The statements and descriptions referenced by this guide are considered the **minimum** personnel qualifications that are established for interstate mutual aid and national mobilization purposes under NIMS. The positions listed include Command and General Staff and roles or positions identified within several disciplines that are frequently called upon during an emergency. AHJs may have their own list of credentialed positions in addition to the ones appended or referenced by this document. An AHJ may also add to these standards to meet specific needs within an AHJ. However, an AHJ cannot impose a higher standard on another AHJ that meets the minimum standards within this guide.

Exception: Based on actual or anticipated conditions at the scene of an incident, a requesting jurisdiction may request a higher level of physical fitness for a particular position.

This Qualification Guide is a dynamic document; it will be updated as needed to incorporate new position titles or to revise the qualification standards. AHJs should ensure that they are using the most recent version of this guide. Contact USFA or FEMA directly or consult its website to obtain the most recent version of this guide.

APPROVAL AND IMPLEMENTATION

Signature
State/UASI IMT Coordinator

Date

Signature
IMT Steering Committee Chair

Date

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Credentialing Working Group Chair

Date

Table of Contents

Preface	i
Approval and Implementation	ii
Record of Changes	iii
Table of Contents	iv
Appendices	iv
I. Purpose	1
II. Explanation of Terms	1
A. Acronyms	1
B. Definitions	1
III. Objectives	2
IV. Guidance	2
V. Incident Qualification System	2
A. Introduction	3
B. Description of the System	3
C. Certification and Recertification	4
D. Currency Requirements	4
E. Required Training/Prerequisite Experience	5
F. Additional Training That Supports Development of Knowledge and Skills	5

Appendices

A: Type 3 ICS Position Qualifications	6
Incident Commander	6
Public Information Officer	8
Liaison Officer	10
Safety Officer	12
Operations Section Chief	14
Planning Section Chief	16
Logistics Section Chief	18
Finance/Administration Section Chief	20
Specific Qualifications for ICS Positions Not Listed in These Guidelines	21
B: Peer Review Process Overview	22
C: Credentialing Application Package Instructions	24
Credentialing Application	25
Experience Record	26
Training Record	27

I. Purpose

This document serves as the qualification and credentialing guidelines for USFA Type 3 All-Hazard Incident Management Team (AHIMT) personnel.

II. Explanation of Terms

A. Acronyms

AHIMT	All-Hazard Incident Management Team
AHJ	Authority Having Jurisdiction
COG	Council of Government
DHS	Department of Homeland Security
DIVS	Division Supervisor
EMI	Emergency Management Institute
FSC	Finance/Administration Section Chief
IC	Incident Commander
ICS	Incident Command System
IMT	Incident Management Team
LOFR	Liaison Officer
LSC	Logistics Section Chief
MACC	Multiagency Coordination Center
NIMS	National Incident Management Team
NRF	National Response Framework
NRP	National Response Plan
NWCG	National Wildfire Coordinating Group
OSC	Operations Section Chief
PIO	Public Information Officer
PSC	Planning Section Chief
PTB	Position Task Book
SOFR	Safety Officer
UASI	Urban Area Security Initiative
USFA	U.S. Fire Administration

B. Definitions

- 1. Full Credential**—The credential issued to an individual that has completed all required training, demonstrated proficiency as documented in the position task book, and recommended by their agency head or authority having jurisdiction (AHJ).
- 2. Incident Complexity**—Incident complexity is identified by Types 5 to 1, with 5 being the simplest and 1 being the most complex. For example, a Type 5 incident is characterized by relatively few resources, is of short duration, and has few complicating factors. A Type 1 incident has large numbers of resources and may last for several operational periods and has many complicating factors. Refer to the NIMS document for a full definition.
- 3. Memorandum of Understanding**—A document outlining policies, procedures, and agreements between the USFA Type 3 AHIMT, jurisdictions, agencies, and incident management team personnel.

4. **Provisional Credential**—A credential issued to an individual that has completed all required training with the exception of position-specific training and/or the All-Hazards Incident Management Team course (O-305 demonstrated proficiency as documented in the Position Task Book (PTB), and recommended by their agency head or authority having jurisdiction (AHJ).
5. **Qualified Evaluator**—The individual that can document and complete evaluation records contained in PTBs. The evaluator must be credentialed in the position they are evaluating or be approved to evaluate by the Credentialing Working Group. The Credentialing Working Group will maintain a list of qualified evaluators.
6. **Technical Specialist**—A person participating as a member of an Incident Management Team (IMT) that contributes technical knowledge and skill.
7. **Trainee Credential**—A credential issued to an individual that has not completed provisional or full credential requirements.

III. Objectives

- A. Establish minimum agency training and qualification standards for incident single resource assignments.
- B. Retain the foundation of the performance-based qualification system established and implemented in the National Wildfire Coordinating Group (NWCG) qualification system.
- C. Hold to a minimum required training and allow for the development of skills and knowledge outside of the formal classroom environment.
- D. Eliminate redundancy, unnecessary positions, and requirements.
- E. Develop standards for USFA Type 3 All-Hazard Incident Management Teams.

IV. Guidance

With the publication of this edition of these guidelines, the standards established in this guide are the minimum to be met by all participating agencies, organizations, and individuals that choose to participate in the USFA Type 3 All-Hazards Incident Management System. All individuals applying for certification must complete the Regional Incident Management Memorandum of Understanding. Individuals who have begun the process of qualifying for a position under NWCG guidelines can continue to use those standards. No local agency or jurisdiction is required to use these standards or qualifications to certify a local incident management position.

V. Incident Qualification System

The development of Type 3 IMTs has been mandated by Homeland Security Presidential Directive (HSPD-5) and HSPD-8. The IMTs may provide local jurisdictions, State Emergency Operations Centers (EOCs), or Multiagency Coordination Centers (MACCs) with an effective response organization to manage resources and information and provide planning and operational advice to manage and mitigate an incident.

Personnel who are certified in a NWCG position may retain that certification and carry it over into the USFA system. To qualify in any other State position, the individual must meet the standards identified herein. New NWCG position certifications can be used for most positions with the exception of some Operations positions, i.e., Division/Group Supervisors or Strike Team Leaders. These positions should be from the specific emergency response discipline that has primary tactical responsibility.

This system is designed to establish

- minimum training;
- skills;
- knowledge; and
- experience for incident positions.

Minimum standards may be enhanced by the AHJ to meet specific needs of an agency or organization.

A. Introduction

Personnel mobilized by the USFA Type 3 AHIMT Technical Assistance Program will be required to meet the established qualification standards in this guide.

This guide applies to all Incident Command positions.

B. Description of the System

The Incident Qualification System is a “performance-based” qualification system. In this system, the primary criterion for qualification is individual performance as verified by a qualified evaluator, using approved standards.

In a performance-based system, qualification is based on demonstrated performance as measured by incidents and planned events, normal job activities, or simulated exercises or classroom activities.

1. The components of the Incident Qualification System are as follows:

- Training courses** provide the specific knowledge and skills required to perform tasks identified in the PTB. This provides a direct link between training and job performance. Required training has been held to the minimum required to provide for safe operations on incidents.
- PTBs** contain all critical tasks, which are required to perform the job. Subject matter experts have established the tasks in each PTB. PTBs are in a format that allows documentation of a trainee’s ability to perform each task. Tasks pertaining to tactical decisionmaking and safety are flagged and require position performance on an incident or preplanned event. Remaining tasks may be evaluated through other means such as simulation, or other emergency and nonemergency work. Successful completion of all required tasks of the position, as determined by a qualified evaluator(s), will be the basis for certification application.

Important Note: PTBs can be initiated by the IC or the AHJ for use on incidents, planned events, or training simulations. PTBs and the qualification process can be initiated prior to attendance and completion of training courses.

Credentialing for Command and General Staff positions must use USFA Type 3 All-Hazard Incident Management Team PTBs. All other positions must use NWCG task books.

- Agency Head Certification** and documentation is the responsibility of the AHJ certifying that the applicant is qualified to perform in a specific position. Individuals are responsible for providing proof of qualification on an incident. It is the responsibility of each agency to document those qualified in all positions.

- d. **Peer Review** is the final piece of the certification process to perform an audit of all applications for position certification. All course records, certificates, Summary of Response Experience, and any other documentation relative to the request for position certification will be reviewed by a Peer Review Committee established by the Credentialing Working Group. The Peer Review Process Overview is attached in Appendix B.

2. Responsibilities.

Each agency is responsible for selecting trainees, ensuring proper use of PTBs, and approval of certification application by trainees. The individual is responsible for completing required training courses, documenting proficiency through a completed PTB, and provide a Summary of Response Experience and Training Record.

Once the agency head has approved the certification application it is forwarded to the Peer Review Committee which will review the PTB, course certificates, and Summary of Response Experience, ensuring that the individual meets the State standards.

The Peer-Review Committee will consist of multidisciplinary and multijurisdictional membership as determined by the Credentialing Working Group.

C. Certification and Recertification

Each agency recommending certification or recertification of an individual is responsible for ensuring qualifications of personnel based upon the requirements of this guide. The Credentialing Working Group will ensure the qualifications of individuals not affiliated with an agency or jurisdiction.

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

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

This guide recommends that more than one PTB evaluation record be completed before the individual applies for certification.

Each individual must reapply for certification before the expiration of his/her current certification by submitting a Credentialing Application Package. Failure to reapply within 90 days following the expiration of certification will require completion of a new PTB for the position.

D. Currency Requirements

For the positions identified in this guide, the maximum time allowed for maintaining currency is 3 years.

Currency can be maintained in the following ways:

1. By successful performance in the position qualified.
2. By successful performance in a higher position(s) within the section where the individual is currently credentialed.

E. Required Training/Prerequisite Experience

Required training and prerequisite experience cannot be challenged. The process of demonstrating the abilities to perform the position is the completion of a PTB.

F. Additional Training That Supports Development of Knowledge and Skills

Additional training which supports development of knowledge and skills are training courses that can help to support a position performance assignment. The knowledge and skills necessary for successful completion of the tasks in a PTB 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, exercises, or planned events.

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.

Appendix A: Type 3 ICS Position Qualifications

Incident Commander (Type 3)

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

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for an IC (Type 3) to participate in the National Incident Management System (NIMS) Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training	Completion of the following courses/curricula: <ol style="list-style-type: none">1. ICS-100: <i>Introduction to ICS for Operations First Responders.</i>2. ICS-200: <i>Basic NIMS/ICS for Operational First Responders.</i>3. ICS-300: <i>Intermediate ICS for Expanding Incidents for Operational First Responders.</i>4. ICS-400: <i>Advanced ICS for Command and General Staff, Complex Incidents, and MACS.</i>5. FEMA IS-700: <i>NIMS, An Introduction.</i>6. FEMA IS-800: <i>National Response Plan, An Introduction</i> or FEMA IS-800b: <i>National Response Framework, An Introduction.</i>
Experience	Significant, ongoing experience related to the management of emergency incidents and events that may involve multiple jurisdictions requiring mutual-aid response.
Medical/Physical Fitness	Compliance with the following baseline criteria: <ol style="list-style-type: none">1. Medical requirements established by the authority having jurisdiction (AHJ).2. Minimum physical fitness standards as required by the AHJ.

Incident Commander (Type 3)

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the Incident Management Working Group's recommended criteria for an IC (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	<p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. Continuing education requirements for training, as required by the AHJ. 2. EMI course E/L-950, <i>NIMS ICS All-Hazards Incident Commander</i>, or equivalent. 3. Incident Action Plan (IAP) Planning and management courses as required by the AHJ. 4. Continuity of Operations (COOP) procedures for the AHJ and adjacent jurisdictions. 5. National Fire Protection Association (NFPA) 472, <i>Standard for Professional Competence of Responders to Hazardous Materials Incidents (Awareness Level)</i>, or Occupational Safety and Health Administration (OSHA) 1910.120 HazMat Awareness Level Training, or equivalent basic instruction on responding to and operating in chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE), or a mass casualty incident (MCI). 6. Emergency Management Institute (EMI) Public Information course. 7. Recertification and verification of requisite training. 8. Management, leadership, and teambuilding training relevant to emergency response. 9. USFA course O-305, <i>All-Hazards Incident Management Team</i>, or equivalent.
Experience	<ol style="list-style-type: none"> 1. Functional experience in Incident Command at the levels of government commensurate with the scope of the incident. 2. Satisfactory performance in other positions within the ICS organizational structure, including Operations Section Chief (OSC) and Planning Section Chief (PSC). 3. Completion of Position Task Books (PTBs) that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 3 years or as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based certification and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Public Information Officer (Type 3)

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

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for a PIO (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training	<p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. ICS-100: <i>Introduction to ICS for Operational First Responders.</i> 2. ICS-200: <i>Basic NIMS/ICS for Operational First Responders.</i> 3. ICS-300: <i>Intermediate ICS for Expanding Incidents for Operational First Responders.</i> 4. ICS-400: <i>Advanced ICS for Command and General Staff, Complex Incidents, and MACS.</i> 5. FEMA IS-700: <i>NIMS, An Introduction.</i> 6. FEMA IS-800: <i>National Response Plan, An Introduction</i> or FEMA IS-800b: <i>National Response Framework, An Introduction.</i>
Experience	Significant, ongoing experience managing the generation and dissemination of information related to the incident for the public and the media, as well as experience in emergency management.
Medical/Physical Fitness	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ. 2. Minimum physical fitness standards as required by the AHJ.

Public Information Officer (Type 3)

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the Incident Management Working Group's recommended criteria for a PIO (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Education	Completion of the following courses/curricula: <ol style="list-style-type: none">1. Baccalaureate degree in journalism or communications from an accredited college or university, or equivalent.2. Knowledge of print, radio, television, and Internet media.
Training	Completion of the following courses/curricula: <ol style="list-style-type: none">1. Continuing education requirements for training, as required by the AHJ.2. EMI courses E-388, <i>Advanced Public Information Officers</i>, or E/L 952, <i>NIMS ICS All-Hazards Public Information Officer</i>, or equivalent.3. Training on scenario-specific operations of concern to the jurisdiction and incident.4. Recertification and verification of requisite training.5. USFA course O-305, <i>All-Hazards Incident Management Team</i>, or equivalent.
Experience	<ol style="list-style-type: none">1. Functional experience in media relations at the level or levels of government to commensurate with the scope of the incident.2. Successful previous experience as a PIO.3. Completion of PTBs that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 3 years or as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based certification and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Liaison Officer (Type 3)

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

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for a LOFR (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training	<p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. ICS-100: <i>Introduction to ICS for Operational First Responders.</i> 2. ICS-200: <i>Basic NIMS/ICS for Operational First Responders.</i> 3. ICS-300: <i>Intermediate ICS for Expanding Incidents for Operational First Responders.</i> 4. ICS-400: <i>Advanced ICS for Command and General Staff, Complex Incidents, and MACS.</i> 5. FEMA IS-700: <i>NIMS, An Introduction.</i> 6. FEMA IS-800: <i>National Response Plan, An Introduction</i> or FEMA IS-800b: <i>National Response Framework, An Introduction.</i>
Experience	Significant, ongoing experience coordinating with representatives from various agencies and organizations during emergency situations, as well as experience in emergency management.
Medical/Physical Fitness	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ. 2. Minimum physical fitness standards as required by the AHJ.

Liaison Officer (Type 3)

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the Incident Management Working Group's recommended criteria for a LOFR (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following courses/curricula: <ol style="list-style-type: none">1. EMI course E/L-956, <i>NIMS ICS All-Hazards Liaison Officer</i>, or equivalent.2. USFA course O-305, <i>All-Hazards Incident Management Team</i>, or equivalent.3. Continuing education requirements for training as required by AHJ.4. Recertification and verification of requisite training.5. Training on scenario-specific operations of concern to the jurisdiction and incident.
Experience	<ol style="list-style-type: none">1. Functional experience in interagency coordination at the level or levels of government commensurate with the scope of the incident.2. Successful previous experience as a Liaison Officer, including working with cooperating and assisting agencies.3. Completion of PTBs that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 3 years or as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based certification and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Safety Officer (Type 3)

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

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for a SOFR (Type 3) to participate in the NIMS Integration Center’s National Emergency Responder Credentialing System.

Category	Criteria
Training	<p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. ICS-100: <i>Introduction to ICS for Operational First Responders.</i> 2. ICS-200: <i>Basic NIMS/ICS for Operational First Responders.</i> 3. ICS-300: <i>Intermediate ICS for Expanding Incidents for Operational First Responders.</i> 4. ICS-400: <i>Advanced ICS for Command and General Staff, Complex Incidents, and MACS.</i> 5. FEMA IS-700: <i>NIMS, An Introduction.</i> 6. FEMA IS-800: <i>National Response Plan, An Introduction</i> or FEMA IS-800b: <i>National Response Framework, An Introduction.</i> 7. Specialty training as required (e.g., Incident Scene Safety, Fire Suppression, Hazmat Operations, Accident Investigation, Postincident Analysis (PIA)).
Experience	Significant, ongoing experience in strategy and tactics related to the incident scenario (e.g., wildland fire or hazmat incident) and experience in emergency management. Significant experience in all phases of the response and recovery cycle.
Medical/Physical Fitness	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ. 2. Minimum physical fitness standards as required by the AHJ. 3. Able to work wearing appropriate personal protective equipment (PPE).

Safety Officer (Type 3)

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the Incident Management Working Group's recommended criteria for a SOFR (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Education	Possess sufficient formal education in relevant professions and emergency management to ensure safety of responders.
Training	Completion of the following courses/curricula: <ol style="list-style-type: none">1. EMI course E/L-954, <i>NIMS ICS All-Hazards Safety Officer</i>, or equivalent.2. OSHA 1910.120 and/or 1910.134, Respiratory Protection.3. Training on scenario-specific operations of concern to the jurisdiction.4. NFPA 472, <i>Standard for Professional Competence of Responders to Hazardous Materials Incidents (Operations Level)</i>, or OSHA 1910.120, Hazmat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI.5. Recertification and verification of requisite training.6. USFA course O-305, <i>All-Hazards Incident Management Team</i>, or equivalent.7. Continuing education requirements for training as required by AHJ.
Experience	<ol style="list-style-type: none">1. Functional experience in safety at the level or levels of government commensurate with the scope of the incident.2. Successful, previous experience filling positions within the Operations Section.3. Completion of PTBs that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 3 years as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based certification and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Operations Section Chief (Type 3)

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

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for an OSC (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training	<p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. ICS-100: <i>Introduction to ICS for Operational First Responders.</i> 2. ICS-200: <i>Basic NIMS/ICS for Operational First Responders.</i> 3. ICS-300: <i>Intermediate ICS for Expanding Incidents for Operational First Responders.</i> 4. ICS-400: <i>Advanced ICS for Command and General Staff, Complex Incidents, and MACS.</i> 5. FEMA IS-700: <i>NIMS, An Introduction.</i> 6. FEMA IS-800: <i>National Response Plan, An Introduction</i> <p style="text-align: center;">or</p> <p>FEMA IS-800b: <i>National Response Framework, An Introduction.</i></p>
Experience	Significant, ongoing experience in strategy and tactics related to the incident scenario (e.g., wildland fire, water rescue, confined space rescue, or hazmat incident) and experience in emergency management.
Medical/Physical Fitness	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ. 2. Minimum physical fitness standards as required by the AHJ. 3. Able to work wearing appropriate PPE.

Operations Section Chief (Type 3)

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the Incident Management Working Group's recommended criteria for an OSC (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	<p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. EMI course E/L-958, <i>NIMS ICS All-Hazards Operations Section Chief</i>, or equivalent. 2. OSHA 1910.120 and/or 1910.134, Respiratory Protection. 3. NFPA 472, <i>Standard for Professional Competence or Responders to Hazardous Materials Incidents (Operations Level)</i>, or OSHA 1910.120, Hazmat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI. 4. Scenario-specific training as required by the AHJ. 5. Recertification and verification of requisite training. 6. USFA course O-305, <i>All-Hazards Incident Management Team</i>, or equivalent. 7. Continuing education requirements for training as required by AHJ.
Experience	<ol style="list-style-type: none"> 1. Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident. 2. Successful, previous experience as a Branch Director or Division/Group Supervisor within the Operations Section. 3. Completion of PTBs that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 3 years or as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based certification and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Planning Section Chief (Type 3)

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

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for a PSC (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training	Completion of the following courses/curricula: <ol style="list-style-type: none">1. ICS-100: <i>Introduction to ICS for Operational First Responders.</i>2. ICS-200: <i>Basic NIMS/ICS for Operational First Responders.</i>3. ICS-300: <i>Intermediate ICS for Expanding Incidents for Operational First Responders.</i>4. ICS-400: <i>Advanced ICS for Command and General Staff, Complex Incidents, and MACS.</i>5. FEMA IS-700: <i>NIMS, An Introduction.</i>6. FEMA IS-800: <i>National Response Plan, An Introduction</i> or FEMA IS-800b: <i>National Response Framework, An Introduction.</i>
Experience	Significant, ongoing experience related to emergency planning and preparedness, report writing, and information management.
Medical/Physical Fitness	Compliance with the following baseline criteria: <ol style="list-style-type: none">1. Medical requirements established by the AHJ.2. Minimum physical fitness standards as required by the AHJ.

Planning Section Chief (Type 3)

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the Incident Management Working Group's recommended criteria for a PSC (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following courses/curricula: <ol style="list-style-type: none">1. EMI course E/L-962, <i>NIMS ICS All-Hazards Planning Section Chief</i>, or equivalent.2. Recertification and verification of requisite training.3. Continuing education requirements for training as required by AHJ.
Experience	<ol style="list-style-type: none">1. Functional experience in planning at the level or levels of government commensurate with the scope of the incident.2. Successful previous experience filling unit positions within the Planning Section.3. Completion of PTBs that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 3 years as dictated by need.4. USFA course O-305, <i>All-Hazards Incident Management Team</i>, or equivalent.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based certification and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Logistics Section Chief (Type 3)

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

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for an LSC (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training	<p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. ICS-100: <i>Introduction to ICS for Operational First Responders.</i> 2. ICS-200: <i>Basic NIMS/ICS for Operational First Responders.</i> 3. ICS-300: <i>Intermediate ICS for Expanding Incidents for Operational First Responders.</i> 4. ICS-400: <i>Advanced ICS for Command and General Staff, Complex Incidents, and MACS.</i> 5. FEMA IS-700: <i>NIMS, An Introduction.</i> 6. FEMA IS-800: <i>National Response Plan, An Introduction</i> <p style="text-align: center;">or</p> <p>FEMA IS-800b: <i>National Response Framework, An Introduction.</i></p>
Experience	Significant, ongoing experience related to facilities, services, and material support, as well as experience in emergency management.
Medical/Physical Fitness	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ. 2. Minimum physical fitness standards as required by the AHJ.

Logistics Section Chief (Type 3)

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the Incident Management Working Group's recommended criteria for an LSC (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following courses/curricula: <ol style="list-style-type: none">1. Continuing education requirements for training as required by AHJ.2. EMI course E/L-967, <i>NIMS ICS All-Hazards Logistics Section Chief</i>, or equivalent.3. EMI nonresident course G-276, <i>Resource Management</i>, or equivalent.4. NFPA 472, <i>Standard for Professional Competence of Responders to Hazardous Materials Incidents (Awareness Level)</i>, or OSHA 1910.120, <i>Hazmat Awareness Level Training</i> or equivalent basic instruction on responding to and operating in a CBRNE MCI.5. USFA course O-305, <i>All-Hazards Incident Management Team</i>, or equivalent.6. Recertification and verification of requisite training.
Experience	<ol style="list-style-type: none">1. Functional experience in logistics at the level or levels of government commensurate with the scope of the incident.2. Successful previous experience as a Logistics Section service branch director and support branch director and/or in multiple unit leader positions within the service and support branches.3. Completion of PTBs that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 3 years or as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based certification and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Finance/Administration Section Chief (Type 3)

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

Requisite Criteria

The table below lists minimum requisite criteria based on existing protocols and standards for an FSC (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training	<p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. ICS-100: <i>Introduction to ICS for Operational First Responders.</i> 2. ICS-200: <i>Basic NIMS/ICS for Operational First Responders.</i> 3. ICS-300: <i>Intermediate ICS for Expanding Incidents for Operational First Responders.</i> 4. ICS-400: <i>Advanced ICS for Command and General Staff, Complex Incidents, and MACS.</i> 5. FEMA IS-700: <i>NIMS, An Introduction.</i> 6. FEMA IS-800: <i>National Response Plan, An Introduction</i> or FEMA IS-800b: <i>National Response Framework, An Introduction.</i>
Experience	Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management.
Medical/Physical Fitness	<p>Compliance with the following baseline criteria:</p> <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ. 2. Minimum physical fitness standards as required by the AHJ.

Finance/Administration Section Chief (Type 3)

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the Incident Management Working Group's recommended criteria for an FSC (Type 3) to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Education	Knowledge of a full range of specialized financial management, cost accounting, and related professions.
Training	Completion of the following courses/curricula: <ol style="list-style-type: none">1. Continuing education requirements for training as required by AHJ.2. EMI course E/L-973, <i>NIMS ICS All-Hazards Finance/Administration Section Chief</i>.3. USFA course O-305, <i>All-Hazards Incident Management Team</i>, or equivalent.4. Recertification and verification of requisite training.
Experience	<ol style="list-style-type: none">1. Functional experience in finance/administration at the level or levels of government commensurate with the scope of the incident.2. Successful previous experience filling unit positions within the Finance/Administration Section.3. Completion of PTBs that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 3 years or as dictated by need.
Medical/Physical Fitness	Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.
Certification	A performance-based certification and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

Qualifications for additional ICS positions not listed in these guidelines are currently under development by USFA/EMI.

Appendix B: Peer Review Process Overview

Committee Goal

To enhance the professional credibility of position certification earned through the USFA Type 3 All-Hazard Incident Management Certification System.

Committee Role

To perform an audit of all application documentation for position certification at the All-Hazard Incident Management Team (AHIMT) level that may include course records, certificates, Experience Record, correspondence, and other communications relative to individual requests for position certification.

The Peer Review Committee is authorized to determine if the applicant meets the certification requirements for the AHIMT positions.

Committee Membership

A committee consisting of five members shall be established by the Credentialing Working Group and approved by the AHIMT Steering Committee. The committee chair may add members as needed to facilitate the review process. Appointment to the committee is for a period of 2 years, or upon resignation. The committee shall elect a chairperson annually, or whenever the position becomes vacant.

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

Meetings

The committee shall convene semiannually in January and June or at the call of the chair.

Committee Protocol

The Peer Review Committee will receive and review all documentation packages and determine certification eligibility. The applicant and the verifying official will be notified in writing of the Peer Review Committee's decision within 30 days by the Committee Chair.

The Peer Review Committee evaluates the applicant's application and supporting documentation and determines if the applicant is certified for the Incident Command System (ICS) position. The committee may request additional information. The committee shall have the responsibility and authority for recommending certification of the applicant to the Steering Committee. The successful applicant will be awarded the appropriate position-specific credential.

Responsibilities of the Chair

Interpretation and decisions are the purview of the Chair. The Chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the individual recommending certification. The Chair will notify the Steering Committee, the individual recommending certification, and the applicant of the Committee's decisions.

Appeals

Appeals relative to denial of eligibility for certification may be made by using the following procedures:

Appeals shall be in writing by the individual who recommended certification and forwarded to the Peer Review Committee Chair no later than 60 days after notification of initial review and denial. Appeals must contain at a minimum, a description of the reason/circumstances leading to the appeal, supporting documentation, and the desired outcome. The Peer Review Committee Chair will notify the Incident Management Team (IMT) Steering Committee Chair of an appeal.

The IMT Steering Committee Chair shall appoint a three member “Appeals Committee” for the purpose of reviewing appeals under this section. The committee shall include at least one individual who is credentialed in the discipline and position being appealed.

The Appeals Committee Chair shall render his/her decision in writing to the verifying official within 30 days of receipt of appeal. The decision of the Appeals Committee Chair shall be final.

Appendix C: Credentialing Application Package Instructions

Requirements

- All applicants **must** meet current requirements using the USFA Type 3 All-Hazard Incident Management System Qualification Guide.
- Verifying official **must** verify requirements are true and correct, using the Application Form.
- Verifying official **must** verify previous 3 years of experience for the position for which the applicant is applying, using the Experience Record.
- All applicants **must** record pertinent training courses for the position applied for, using the Training Record.

How To Apply

Separate applications must be submitted for each position for which an applicant desires to apply.

Initial Application consists of:

1. Completed Application Form with all appropriate signatures.
2. Completed Experience Record that demonstrates the knowledge, skills, and abilities for the position applied for.
3. Completed Training Record with attached copies of course completion certificates.
4. Completed Position Task Book (PTB).
5. A letter of recommendation on department letterhead and signed by the Agency Head describing the applicant's specific background as it relates to the occupational experience requirement.

Recertification Application consists of:

1. Completed Application Form with all appropriate signatures.
2. Completed Experience Record that demonstrates the knowledge, skills, and abilities for the position applied for.
3. A letter of recommendation on department letterhead and signed by the Agency Head describing the applicant's specific background as it relates to the occupational experience requirement.

Applicants seeking certification should submit completed applications to their sponsoring All-Hazard Incident Management Team (AHIMT) Incident Commander (IC). The IC will forward the completed application package to the State/Urban Area Security Initiative (UASI) AHIMT Coordinator.

Appendix C: Credentialing Application

APPLICATION FORM

Initial

Recertification

Position for which you are applying: _____
(Note: Separate applications must be submitted for each position applied for.)

Name: _____

Agency: _____

AHIMT: _____ COG Region: _____

Address: _____

Phone Number: _____ Cell Phone: _____

Email Address: _____

Rank and/or Working Title: _____

Applicant's Signature

Date

I verify that the applicant meets all the certification and qualification requirements as stated in the U.S. Fire Administration All-Hazard Incident Management Team Qualification System Guide dated September 2010.

Verifying Official and Title

Date

Appendix C: Experience Record

RECORD OF EXPERIENCE FOR THE POSITION (LAST 3 YEARS)

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

RECORD OF EXPERIENCE FOR THE POSITION (LAST 3 YEARS)

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

Appendix C: Training Record

RECORD OF TRAINING COURSES FOR THE POSITION

(TRAINING COURSE)

(LOCATION)

(DATES)

TRAINING RECORD

RECORD OF TRAINING COURSES FOR THE POSITION

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