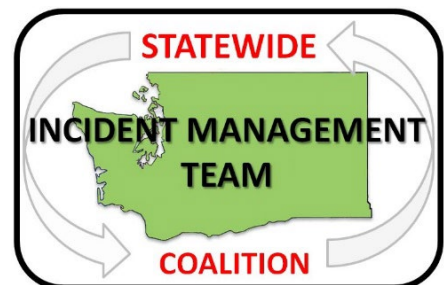
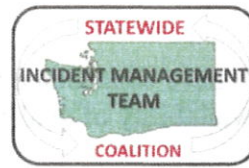


Washington State

Washington Incident Management Qualification Program





November 15, 2023

Re: Promulgation and Implementation of Washington's Statewide Credentialing Program for All-Hazards Incident Management Team (IMT) Personnel

Dear Tribal, County, and City Emergency Managers, State Agency Liaisons, WA IMT Coalition Members, and other interested parties:

We are pleased to present the finalized Washington Incident Management Qualification Program (WIMQP). The program documentation can be found at <https://mil.wa.gov/credentialing-program> and provides the framework for qualification, certification, and credentialing of all-hazards incident management team personnel within Washington. This program represents the culmination of years of hard work and dedication of the members of the Washington Incident Management Team Coalition and the regional incident management teams in strong partnership with the Washington Emergency Management Division (EMD). As it matures, the program will yield a more inclusive and interoperable response network to support the people of Washington in their greatest times of need. The selfless endeavors of IMT partners have helped this state through many of our most devastating events over the past decade, and the benefits of these efforts will endure long into the future.

This program lays the groundwork to support the development of all-hazards incident management capacity throughout the state, including local entities and state agencies. The WIMQP is a multidisciplinary program and is intended to bring together diverse responders from organizations like health, utilities, energy, social and health services, corrections, police, fire, rescue, emergency management, natural resources, fish and wildlife, transportation, and our city, county, and tribal partners.

Processes for review of qualifications and granting credentials for all-hazards IMT personnel are now in place. Individuals with substantial prior experience and/or existing qualifications may apply for recognition of previous learning and/or cross-recognition of equivalent qualifications by contacting the Washington Incident Management Team Coalition via Steve North at stevenorth@live.com. Individuals seeking initial qualifications should follow the steps outlined in the WIMQP document to gain the necessary training and experience before requesting a review of qualifications.

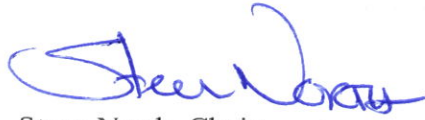
Further details regarding these processes are available on the EMD Credentialing Program webpage, link provided above. Please reach out to Credentialing Program Manager John Nowak at john.nowak@mil.wa.gov with questions or feedback regarding this program or associated processes.

Thank you again to all who have contributed to this effort over the years and for your continued partnership to ensure the availability of qualified responders.

Sincerely,



Robert Ezelle, Director
Emergency Management Division
Washington Military Department



Steve North, Chair
Washington Incident
Management Team Coalition

RECORD OF CHANGES

Change Number: YR-XXX	Date of Change: MM/YYY	Change Summary/Sections Affected	Position Name/Initials

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I. Background

The National Incident Management System (NIMS) is the system adopted across the United States for managing emergency preparedness, response, mitigation, and recovery efforts, especially for those emergencies where multiple jurisdictions are involved, or interstate mutual aid is required. The National Qualification System (NQS) supplements the Resource Management component of NIMS by establishing guidance and tools to assist stakeholders in developing processes for qualifying, certifying, and credentialing deployable emergency personnel.

The Interstate Incident Management Team Qualifications System (IIMTQS) Guide was developed by the All-Hazards Incident Management Team Association (AHIMTA) and adopted with modifications by the Washington Incident Management Team (WA IMT) Coalition. This guide served as a basis for the management of ICS qualifications for Type 3 All-Hazard Incident Management Teams (AH-IMT) in the state. On July 14, 2022, the Washington State Emergency Management Division (WA EMD) adopted the AHIMTA IIMTQS Guide as modified by the WA IMT Coalition.

The Washington Incident Management Qualification Program (WIMQP) is a collaborative effort between the WA IMT Coalition and WA EMD to develop a qualification, certification, and credentialing program for Incident Management personnel across the state at the type 3 level. The WIMQP blends NIMS best practices with the National Wildfire Coordinating Group (NWCG) established history of managing incident qualification systems. The WIMQP is a comprehensive framework of guidelines and procedures for managing an Incident Command System (ICS) qualifications process. After a period of 24 months from promulgation, AH-IMT personnel must be typed and credentialed to be deployed out of state via the Emergency Management Assistance Compact (EMAC) or the Pacific Northwest Emergency Management Arrangement (PNEMA), when a typed All-Hazards resource is requested; both of these mutual aid programs are administered and facilitated by EMD. When a request for credentialed personnel or typed resources are requested the State EMAC and PNEMA Coordinator will only fill resource requests for AHIMT single resources and teams using credentialed personnel. AHIMT personnel must adhere to this program to be recognized by EMD as "qualified," "certified," or "credentialed" in their All-Hazard position at the Type 3 level. The State Emergency Operations Center (SEOC) will only fill resource requests for AH-IMT single resources and teams using credentialed personnel.

The WIMQP is not required for wildland firefighting personnel or IMT's generally certified through the National Wildfire Coordinating Group (NWCG), the certification/credentialing of IMT personnel for use within a local jurisdiction, or EOC personnel.

The WIMQP helps ensure and validates the identity and attributes (e.g., affiliations, qualifications, or privileges) of individuals through standards of capability and performance. This allows the community to plan for, request, and have confidence in resources deployed from other jurisdictions for emergency assistance. Credentialing will help ensure that personnel resources match requests and supports effective management of those deployed personnel. The process for attaining and documenting qualifications is an important component of credentialing personnel.

The terms "credentialed" and "credentialing" are defined as:

"...having provided, or providing, respectively, documentation that identifies personnel and authenticates and verifies the qualifications of such personnel by ensuring that such personnel

possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position..."¹

The WIMQP is consistent with NQS and serves to implement NQS for deployable Type-3 All-Hazard Incident Management Teams and personnel in Washington State.

II. Scope

The WIMQP serves as a qualification guideline for AH-IMT positions at the Type 3 level for all-hazards incidents and planned events where IMT resources are mobilized. The primary mechanism for deployment across State borders is the Emergency Management Assistance Compact (EMAC) and Pacific Northwest Emergency Management Arrangement (PNEMA).

This document does not affect, displace, or invalidate any local authority to establish or maintain local qualification standards and processes. This document also does not affect the ability of any agency or authority from employing otherwise qualified incident management personnel within its own agency or jurisdiction.

Washington State Emergency Management Division will only recognize IMT members qualified under the WIMQP and other established Federal Qualification Systems for interstate mobilization under EMAC and PNEMA.

The Authority Having Jurisdiction (AHJ) may add to or augment the minimum standards or require more restrictive standards for incident personnel to meet specific needs. However, Washington State or AHJ that does so must recognize that it must not require those additional or more restrictive standards when requesting assistance from other jurisdictions.

III. Objectives of this Program

- Integrate best practices into a comprehensive framework of guidelines and procedures for developing, implementing, and managing an ICS qualification process.
- Establish a set of qualification criteria and a supporting system agreed upon by the signatory parties.
- Establish minimum training and qualification standards for positions associated with Type 3 All-Hazard Incident Management Teams.
- Eliminate redundancy and unnecessary requirements.
- Retain the core principle of a performance-based qualification system similar to that of the National Wildfire Coordinating Group (NWCG) qualification system.
- Hold required classroom training to a minimum and emphasize the development of position-critical skills within the context of actual or simulated incidents and events.
- Provide for qualification through a Recognition of Prior Learning process.

IV. Definitions and Key Terms

¹ Homeland Security Act of 2002, as amended by the Implementing Recommendations of the 9/11 Commission Act of 2007. The language is codified in 6 United States Code (U.S.C.) § 311.

All-Hazard Incident Management Team (AH-IMT) Type 3

A Multiagency/Multijurisdictional Team available for complex and extended time incidents formed and managed at the State, Regional, Tribal or Metropolitan level. An AH-IMT is deployed as a team of trained & qualified personnel to manage major and/or complex incidents requiring a significant number of resources and has extended into multiple operational periods that require a written Incident Action Plan (IAP). AH-IMTs consist of personnel that are trained and qualified in the positions of the Incident Command System (ICS). These personnel come from many disciplines which may include fire, rescue, emergency medical services, hazardous materials, law enforcement, public health, public works, emergency management, and others. They will perform the functions of Command, Operations, Planning, Logistics, and Administration/Finance, as well as Safety, Public Information, and Liaison. Other ICS positions defined as Unit Leaders, Branch Directors, Division/Group Supervisors, and Technical Specialists may also accompany a team. The team may manage the incident for the local jurisdiction when given a Delegation of Authority by the incident's jurisdiction Chief Elected Official or Agency Administrator or can integrate into the local command structure to assist as needed.

Authority Having Jurisdiction

The Authority Having Jurisdiction (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, an installation, or a procedure.

Certification

Certification of personnel helps ensure personnel possess a minimum level of training, experience, physical and medical fitness, and capability appropriate for a particular position.

Certifying Official

Agency responsible for the certification and credentialing of IMT personnel. For the certification of AH-IMT personnel in accordance with this program, WA EMD shall serve as the Certifying Official.

Coach/Trainer

The Coach/Trainer is the individual who provides instruction to a Trainee, whether in the classroom, on the job, planned event, or on an incident. The coach/trainer must be qualified in the position or must supervise that position in the ICS system.

Core Competencies

When a single Position Task Book (PTB) is used for multiple positions, the core competencies are competencies that are common to all positions identified in the PTB and only need to be performed once. If more than one position is to be evaluated using a single PTB, the position specific competencies for each position may be evaluated in any order or at any time. It is recommended that one position be completed before a second position is started.

Currency

Successful performance on a qualifying incident, event, or exercise in a position or associated position listed in the ICPD for which an individual is qualified, at least once every five (5) years.

Direct Entry

The WIMQP does allow "direct entry" at some of the Type 3 Incident Management Team (IMT) positions without previously obtaining subordinate ICS position qualifications.

Emergency Management Assistance Compact (EMAC)

The purpose of this compact is to provide for mutual assistance between the states entering this compact in managing any emergency or disaster that is duly declared by the governor of the

affected states(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

Endorsements

Knowledge and skills that have been identified and demonstrated as needed at an incident, i.e., hazardous materials, wildfire, etc. In most cases these situations may be resolved through the recruitment and use of Technical Specialists. There may be, however, situations where discipline, or hazard-specific requirements over and above the criteria found in the established Job Titles are required. Should this requirement be needed, “endorsements” of those disciplines, or hazard-specific requirements will be applied to an individual’s qualification credentials. Endorsement criteria primarily affect the Operations and Safety functions but may manifest itself in other functions as well.

Entry Level

These positions have no requirements for gaining qualification in a subordinate position. Some of these entry-level positions have subordinate positions that are not deemed critical to a trainee’s success in performing the target position.

Evaluator

An Evaluator is an individual that is 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. If not qualified in the position, the Evaluator can sign off tasks but cannot serve as the Final Evaluator.

Federal Agency Incident Qualification Systems

The following federal agencies involved in incident management and response have a qualification system which is recognized as meeting the requirements of this guide:

- Department of Interior, Incident Position Qualifications Guide (IPQG)
- FEMA, National Qualification System Guide
- USDA, Fire Service, Fire and Aviation Qualification Guide
- National Wildfire Coordinating Group, Wildland Fire Qualifications Guide, PMS 310-1
- U.S. Coast Guard, Performance Qualifications Standard Guide (PQS).

Final Evaluator

The Evaluator who is signing the verification statement at the front of the PTB after all tasks have been completed and is recommending the trainee for certification. The Final Evaluator must be fully qualified in the position being evaluated.

Hazardous Materials Training

Various levels of hazardous materials training are defined by OSHA and are required training for incident responders. Definitions of the levels are provided in Section VII, Components of the Qualification System, and requirements for individual responders in Section XIV, Position Descriptions.

Historical Recognition

The Historical Recognition qualification process that is present in other qualification systems has been replaced in the WIMQP with a Recognition of Prior Learning (RPL) process.

Home Unit

The home unit/agency is the designated agency that employs or sponsors the individual. Documentation and retention of training, experience, and qualification records is the responsibility of the home unit/agency.

HSEEP Exercise

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.

Full-Scale Exercise (FSE): FSEs are typically the most complex and resource intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System or Unified Command.

Functional Exercise (FE): Functional exercises are designed to validate and evaluate capabilities, multiple functions and/or sub functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, and command and control functions. In FEs, the 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.

Incident Complexity

Incident complexity refers to the level of difficulty faced by management personnel in resolving an incident, determined through subjective examination of indicators such as location, threat, political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, and weather. While some indicators are common to all incidents, some may be unique to a specific type.

Incident Command System (ICS)

Incident Command System is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

Incident Command Position Description (ICPD)/Qualification Tables – Section XIV

ICPD is a series of documents containing the specific criteria for each position. Qualifications Table(s) refer to the tables and charts located in the ICPD. The charts are the reference guide for determining what Education, Training, Experience, Physical/Medical Fitness, Currency, and Professional and Technical Licenses and Certifications are necessary for an individual to be considered qualified in that position.

Incident Training Specialist

An individual assigned to an incident (in the Planning Section) to identify evaluation opportunities, assist Trainees, Coaches/Trainers, and Evaluators with proper documentation, conduct progress reviews and answer questions as needed. The Training Specialist helps ensure Trainees have a qualified Coach/Trainer or Evaluator that can make an accurate and honest appraisal of the trainee's performance.

National Wildfire Coordinating Group (NWCG)

The purpose of NWCG is to coordinate programs of the participating wildfire management agencies to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

Operational Period

The period established for execution of a given set of operation actions as specified by the Incident Commander. Operational Periods can be of various lengths, although usually not over 24 hours.

Pacific Northwest Emergency Management Arrangement (PNEMA)

An inter-jurisdiction agreement that enables entities to provide mutual assistance to one another. Signatories to this agreement include Alaska, the province of British Columbia, Idaho, Oregon, Washington, and the Yukon Territory.

Peer Review Committee (PRC)

A PRC's purpose is to enhance the professional credibility of the position qualifications earned through the WIMQP process. The PRC will be multi-agency and multi-jurisdictional in its composition because an inclusive approach reduces the potential for occurrences of, and even perceptions of, discrimination and unequal treatment of individuals during the qualifications process. The PRC reviews and makes a final recommendation that an individual has completed the necessary training and experience and qualifies to be certified in a specific ICS position. The WA IMT Coalition has an established PRC that may be used in lieu of a local or regional PRC.

Physical Fitness

Responders are required to be physically fit to respond to incidents. Local units or agencies having jurisdiction are responsible to establish standards and monitor responder fitness. Fitness levels are broken into the categories of Strenuous, Medium, or Low, and are defined in Section X, Qualification Process. Individual requirements of responder fitness levels are found in Section XIV, Position Descriptions.

Position Task Book (PTB)

The PTB serves as the official record documenting evaluation of the Trainees' performance. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and recommendation that the Trainee be qualified by the Trainee's AHJ. It is recommended a Trainee complete a PTB on a minimum of two qualifying incidents, events, or qualifying exercises – one of which must be an incident.

Position Task Book Initiation

A Trainee must meet prerequisites before a PTB can be initiated. Typically, the only requirement for PTB initiation may be meeting lower-level ICS position qualifications. Required training can often be completed at any time – before or after a PTB has been initiated. A Trainee cannot be assigned to an incident unless they are designated as a Trainee on their Incident Qualification Card

or other agency proof of certification. PTB initiation is the responsibility of the home unit. A PTB may be initiated on an incident with concurrence from the home unit.

Prerequisite Training

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

Prerequisite Qualification

Required Qualification(s) an individual must have before a PTB can be initiated.

Trainee Assignment

This refers to designating an individual who is working towards certification in a particular position, with an open PTB, as a trainee and assigning them to an incident/event or qualifying exercise in that position. During an assignment, the Trainee is either being actively trained or coached by a Coach/Evaluator in a position or performing the task under the supervision of a qualified individual, while being evaluated for the required experience to obtain certification as identified in the position task book. The Evaluator and the Coach may be the same person; however, the functions of coaching and evaluating must remain separate in a position performance assignment.

Qualifying Exercise

An exercise or simulation meeting the requirements contained in Appendix B. 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 Position Task Books or meet currency requirement to maintain qualification. It is recommended that exercises be conducted using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Qualifying Incident/Event

An incident or event that the AHJ determines meets the incident complexity, duration of time, and relevancy to the ICS position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the ICS position they are filling.

Recommending Official

The Individual from the Trainee's sponsoring organization who is recommending the candidate be certified and has the support of the sponsoring organization and is confirming the trainee's completion of the position requirements. The recommendation is made to the Peer Review Committee.

Shadow Opportunity

An opportunity for an individual on an incident or qualifying exercise to only observe an individual or team to gain experience in an IMT operation or position specific operation. The individual performing this is not accomplishing any work towards completion of a position task book.

Trainee (The Individual)

An individual, approved by their Employing/Sponsoring Organization, who is preparing to qualify for an ICS position is credentialed as a Trainee in that position once the Position Task Book has been initiated. A Trainee is eligible for formal, on-the-job training.

Training Officer

The person who is monitoring the training and qualifications of individuals who are pursuing a qualification or are fully qualified. The Training Officer may be from the Employing/Sponsoring Organization or from another agency or organization that has been delegated authority to provide the administrative management of the individual's training and qualifications records.

V. Qualification Process Overview

Qualification is based on completing all the criteria set out in the Incident Command Position Description (ICPD) qualification tables which include training, experience, currency, and physical/medical fitness factors.

The WIMQP qualification process is a performance-based system. Of prime importance is that the Trainee demonstrates successful performance, as assessed by a qualified evaluator(s), of tasks in the PTB on qualifying incidents, events, job activities, qualifying exercises, and/or classroom activities as permitted in the PTB.

Alternatively, position core competencies can be demonstrated through Recognition of Prior Learning (described in Section XI).

The successful completion of the PTB offers a means of recording the execution of essential duties that help ensure safety and success in the position. This is determined by a qualified evaluator who observes and assesses performance during two or more qualifying incidents, events, job activities, or exercises.

The performance-based approach differs from systems that are solely training based. Training-based systems use the successful completion of training courses as the primary criterion for qualification. A performance-based approach focuses on a candidate's actual performance of functional tasks as observed by qualified evaluators.

VI. Guidance

There are a number of oversight and supervisory roles that different individuals play in the training, coaching, performance evaluation, documentation review, certification, and credentialing of a position candidate. For a qualification system to operate with integrity, it is of the utmost importance that everyone fulfills the responsibilities inherent in each of these oversight roles. No amount of guidance, qualification criteria, or rules put into a qualification program, no matter how well-crafted and precise, can compensate for a lack of due diligence by each of these key players. Overseeing individuals have the responsibility to make thoughtful and measured decisions regarding the readiness of the specific position candidate to advance onto the next phase in the training and development continuum; and ultimately, make a qualification determination. Fulfilling that responsibility can potentially override a decision where the candidate appears to be fully meeting the WIMQP required criteria.

Successful performance of the tasks in the PTB is the definitive component for qualification. As the core of the WIMQP, performance evaluation of the PTB tasks is to be rigorously applied – whether through traditional Trainee assignments or through a Recognition of Prior Learning process. The criteria outlined in the Incident Command Position Description (ICPD) qualification tables are considered *minimum* personnel qualifications – however there is relative flexibility built in to meet some of the training criteria. Though processes and procedures may vary, all personnel credentialed in the WIMQP must have demonstrated satisfactory performance of the tasks in the Position Task Book to become credentialed.

Parallel Incident Command qualification systems are recognized by this qualification Guide. For most positions, nationally recognized PTBs and qualifications will be recognized but may require minimal additional requirements to be considered for All-Hazards certification.

VII. Components of the Qualifications System

The Incident Command Position Description (ICPD) Qualifications tables are the reference for determining what Education, Training, Experience, Physical/Medical Fitness, Currency, and Professional and Technical Licenses and Certifications are necessary for an individual to be qualified.

Training

Instruction and/or activities that enhance an individual's core knowledge, increase their skill set and proficiency as well as strengthen and augment abilities to perform tasks identified in the Position Task Book. It is recognized that didactic training is an important component to adequate development of personnel to competently perform the duties of IMT positions. Coursework is considered to be a primary means by which personnel can adequately prepare for successful position performance evaluation. The Incident Command Position Description (ICPD) Qualifications Tables identify required and recommend training for position qualification.

NIMS Training

Some of the training identified in the ICPD tables is required to maintain NIMS-compliance.

Position-Specific Training

Position-specific training courses are required to sufficiently prepare candidates for IMT positions. Some of the training courses listed in the ICPD tables are the most common or well-known courses but have equivalent training options which can be completed to meet the criterion.

Incident Management Team Training

Team training is required for Type 3 Command and General Staff (C&G) positions.

Emergency Operations Center and Incident Management Team Interface Training

All-hazards Incident Management Team 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 ready an individual for filling an ICS position on an AH-IMT. An individual pursuing qualification for an IMT position must, at a minimum, have completed at least one position performance assignment as a member of an IMT providing on-site command and control. Advanced training in EOC/IMT interface is required.

Recommended Training which Supports Development of Knowledge and Skills

Additional training which supports development of knowledge and skills are 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 make sure that each trainee has the opportunity to acquire the knowledge and skills necessary for position performance.

Leadership Training

The WIMQP recognizes the critical nature leadership skills play in the safe and effective management of emergency incidents. Also, it is important to note that there are leadership tasks in all position task books. Leadership training is highly recommended to fully prepare an individual for position performance assignments.

Hazardous Materials Training

Occupational Safety and Health Administration (OSHA) 1910.120 Haz-Mat training, or National Fire Protection Agency (NFPA) 472, Professional Competence of Responders to Hazardous Materials (Haz-Mat) Incidents or equivalent. The hazardous materials awareness training should not be less than four (4) hours for position performance assignments.

Equivalent Training – Courses and Exercise

The WIMQP recognizes training deemed equivalent by Washington State Emergency Management Division, FEMA, NWCG, and other established Federal Qualification Systems.

Experience

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 position's PTB.

Some IMT qualifications require that a prerequisite qualification be obtained BEFORE a PTB is initiated for the target position.

As indicated in the ICPD, some experience requirements may be met by completing a training course equivalent.

Position Task Books

Although the WIMQP is based on the use of the AHIMTA Position Task Books, PTBs developed by FEMA, NWCG, or other established Federal Qualification Systems may be used,

Position Task Books (PTBs) contain all the identified competencies, behaviors, and tasks required to become qualified for an ICS position.

PTBs and the credentialing process can be initiated prior to attendance and completion of required training courses, however identified prerequisite qualifications and/or experience (as identified in the ICPD qualification tables) must be obtained before initiating a PTB for some positions.

The PTB serves as the official record documenting evaluation of the Trainees' performance. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and recommendation that the Trainee be qualified by the Trainee's AHJ. It is required that a Trainee complete a PTB on a minimum of two qualifying incidents, events, or qualifying exercises – one of which must be an incident.

Credit for prior experience may be submitted in the Task Book for past incidents and events – See the Recognition of Prior Learning Section XI.

The PTB may also serve as a checklist for recertification.

Physical/Medical Fitness

Physical and medical considerations, when applied, help to ensure safe performance in potentially hazardous environments. The Home Unit may determine the method of evaluating the physical fitness level of AH-IMT personnel. When a fitness test is deemed to be appropriate, 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.

Currency

Currency is defined as successfully performing in a position for which the individual is qualified (or in an associated position) at least once every five years during a qualifying incident, event, qualifying exercise, or simulation.

VIII. Qualifying Incident, Event and Exercise Guidelines

In the WIMQP, experience can be gained, and position task performance can be demonstrated, evaluated, and documented in a position task book (PTB) through qualifying incidents, events and/or exercises. While experience can be gained and position task performance on qualifying events and/or exercises can help to deepen a Trainee's record, a Trainee must have satisfactorily completed at least one incident position performance assignment to be certified and credentialed. Depending on the nature of the position being pursued and the nature of the position performance assignments completed, it will most often require more than one incident experience to fully complete a PTB.

The tasks listed in the position task book (PTB) for a given position are the same at different type levels. What is different is the complexity context in which 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 Type 3 level.

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.

Qualifying Incident Attributes

Type 3 Incident

- Usually, cannot be mitigated during the initial operational period.
- May not be mitigated with the local resources that are initially dispatched or other local resources that may be from assisting or cooperating agencies or mutual aid.
- Usually, cannot release resources in a timely manner to mitigate other local emergencies or incidents not related to the incident being managed by the incident management team.
- May require resources from outside the local area and will require facilities and support for rest before they return to their home jurisdiction or start another shift.
- Would often need a written Delegation of Authority (from the local Chief Elected Official of the jurisdiction where the incident occurred) to the Type 3 qualified Incident Commander if the IC is not from that jurisdiction.
- If the IC/IMT is not from the local jurisdiction and does not have a Delegation of Authority, the team should only function in a support role to the local jurisdiction management personnel.

- Requires a qualified Type 3 Incident Commander to build a qualified incident management team. This team has most if not all members of the Command and General Staff that are qualified and typed at the Type 3 (or higher level).
- Most always requires a written Incident Action Plan that often includes the following ICS forms, which are completed and a copy of the IAP made available for each supervisor.
 - Incident Objectives ICS 202
 - Organization Assignment List - ICS 203
 - Assignment List for each Division and/or Group - ICS 204
 - Incident Radio Communications Plan - ICS 205
 - Communications List - ICS 205A
 - Medical Plan - ICS 206
 - Safety Message/Plan - ICS 208
 - Weather Forecast
 - Maps and/or charts
 - The IAP often will include a blank ICS 214 - Activity Log

Qualifying Event Attributes

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

Criteria

- The event is complex enough to suggest a Type 3 Incident Management Team (IMT) or higher is appropriate to manage.
- Sharing of information between IMT members is necessary in order to close critical decision loops.
- The event must span at least two distinct periods of time in which the entire Command and General Staff of the Incident Management Team is involved - to include, at a minimum:
 - Development and production of an Event Action Plan (EAP). This could occur in advance of the actual onset of the event.
 - On-scene management of the event.
- Time spent as an entire IMT planning for and providing on-scene event management must encompass a minimum of two full days (total of sixteen or more hours).
- 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 offered here:
- 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.)
- The event should involve a significant amount of coordinating between functional areas and the establishing or maintaining of good working relationships.
 - Command and General Staff positions or functions that should be present are:
 - Incident Commander
 - Safety Officer
 - Public Information Officer
 - Liaison Officer
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief

- Finance/Administration Section Chief
- Event influences should include:
 - Agency Administrators or Executives of the event sponsors to set out what the goals are – what success looks like
 - Elected Officials
 - Media
 - Stakeholders and public
- Event should involve multi-jurisdictional (preferred), or significant multi-agency in the same jurisdiction.
- Planning should include contingency planning, e.g., incident within event planning.
- All applicable ICS forms must be completed for a complete EAP, including intermediate forms such as the ICS-215 and ICS-215A.
- For position task book task evaluation: The complexity must be of a Type 3 level or higher. 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 2 Public Information Officer can evaluate a Type 3 Public Information Officer).
- To be creditable for currency: The Incident Management Team position performed must be listed as one that maintains currency in the relevant ICPD qualification table.

Qualifying Exercise Attributes

The guidelines below are intended to provide consistency and authenticity when an 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 Position Task Books, or to 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 help ensure a quality training and evaluation opportunity.

Preparatory Training

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

Preparatory training should be completed before undertaking the exercise, to include:

- All the ICS courses through the ICS300 course, ICS400 is recommended.
- Position-specific training appropriate to the position to be played and/or significant progress (recommended 50% or greater) in the target position task book (PTB).
- Training on the Planning “P”

Exercise Components

- The exercise must be operations-based, either a functional or full-scale exercise.
- The exercise or simulation must consider multiple operational periods, to include, at a minimum:
 - Management and oversight of current events occurring on the incident.
 - Development and production of multiple Incident Action Plans (IAPs) for multiple operational periods – one may be a rapidly developed IAP for the current operational period.

- Multiple Operations Briefings.

Because the exercise must encompass a minimum of multiple operational periods and multiple planning cycles it will be rare that the exercise will take less than two real-time days.

The exercise should include:

- In-briefing information from an Agency Administrator or Elected Official and the Initial Attack Incident Commander
- Transfer of Command
- The participating IMT's organization must have an Incident Commander Type 3 and the following Command and General Staff positions filled:
 - Public Information Officer
 - Safety Officer
 - Liaison Officer
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance/Administration Section Chief
- The complexity of the incident must be Type 3 or higher
- Injects (incident information including events, messages that can be delivered by way a variety of different media including role players in person, radio, written, etc) must include:
 - Simulated activities occurring on the incident that need attention.
 - Simulated external influences from:
 - Agency Executives
 - Elected Officials
 - Media
 - Stakeholders and public
- Injects must include information that must be shared with other IMT members in order to practice and demonstrate essential elements of information sharing and closing information loops.
- An adequate number of injects must be designed and provided to cause each member of the IMT to be engaged in the ongoing incident response as well as the planning process.
- The scenario be multi-jurisdictional (preferred) or multi-agency in the same jurisdiction.
- If the scenario involves Unified Command, then all Commander positions should be filled.
- There must be an ordering process established through an EOC, simulated EOC, local or geographic dispatch.
- All applicable ICS forms must be completed for a complete IAP, including intermediate forms such as the ICS-215 and ICS-215a.

After Action Review and Evaluation

To progress in the PTB process, a trainee must be evaluated by personnel qualified in the target position or in a position that supervises the target position. Documents that could be used to guide and document evaluation could include the position PTB and/or ICS 225 Incident Personnel Performance Rating.

IX. Peer Review Committee (PRC)

The Washington IMT Coalition has established a Peer Review Committee (PRC) to assist in managing the certification process. The PRC's purpose is to enhance the professional credibility of the position qualifications earned through the NIMS ICS Qualifications process. The PRC strives to be multi-agency and multi-jurisdictional in its composition to provide an inclusive approach that reduces the potential for perceptions of favoritism, discrimination, or unequal treatment of individuals during the qualifications process.

Committee Duties

The PRC shall maintain a proper record of every review or audit it performs. The Committee maintains processes and internal controls that subject each application to a standardized and proper level of review by the Committee.

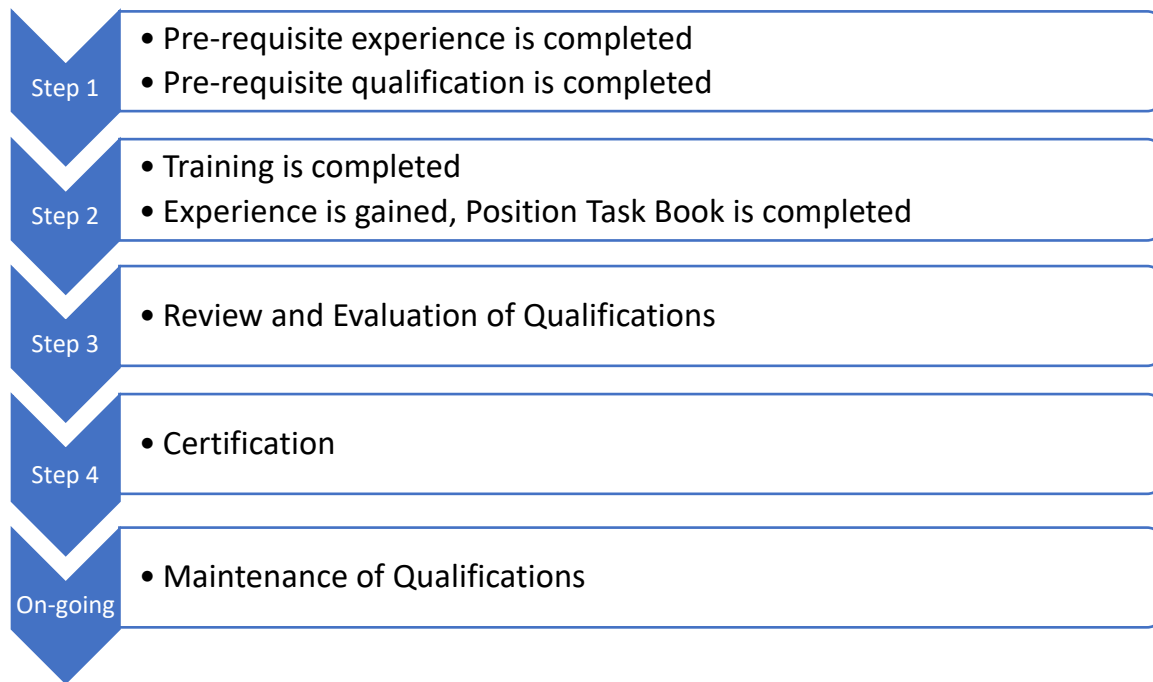
- The PRC is recognized by WA EMD to review and make, at any time deemed necessary, a determination whether an individual meets the requirements for qualification.
- The PRC reviews all documents which establish that the position Trainee has completed all the position qualification criteria delineated in the ICPD qualifications tables. Such documents include course records, certificates, PTBs, assignment records, and incident personnel performance ratings.

Committee Membership, Organization, and Meetings

Committee membership shall be made up of a broad cross-section of the entities, individuals, and disciplines whose applications will be presented for review by the committee. The number of members from any one agency or organization shall be limited to help ensure a balanced and representative structure. Qualified incident management team personnel or other experts are used to provide depth and expertise as members of the PRC or as ad hoc advisors. The chair and vice-chair are elected by the membership to serve a specified term.

No particular frequency of meetings is required, however the PRC will meet with adequate frequency to provide timely review of applications for qualification.

X. The Qualification Process



Each AHJ is responsible for selecting trainees, ensuring proper use of position task books, and approval of certification application by trainees.

Steps in the Qualification Process

There are four sequential steps for an individual's certification as qualified for a given position. Additionally, once an individual has obtained initial certification, there are qualification requirements to maintain certification.

- **Step 1: Prerequisite Qualifications and Experience.** The position candidate completes pre-requisite experience and/or qualification criteria for the position as delineated in the respective ICPD table.
- **Step 2: Training, Experience, Fitness, and Position Task Book.** Complete required training for the position including completion of any certifications or licenses as delineated in the ICPD Qualification Table. Assign the Trainee a Position Task Book for the position and credential them to function as a Trainee on qualifying incidents and events. Credentialing of trainee's is conducted by the AHJ and requires registration of the individual within One Responder for All-Hazard trainees if the trainee is to be deployed using state monitored and facilitated processes.
- **Step 3: Review and Evaluation of Qualifications.** After the Final Evaluation and the PTB has been completed, the Trainee's records undergo evaluation by a Peer Review Committee against the requirements of the position as delineated in the ICPD Qualification Table. If a local or regional Peer Review Committee is used, the Peer Review Committee shall forward their recommendation to WA IMT Coalition.

- **Step 4: Certification.** WA EMD, upon recommendation of the WA IMT Coalition, makes the final determination whether the individual will be credentialed as qualified in the position at the state level.
- **On-Going: Maintenance of Qualifications and Certifications.** Recurrent training, involvement, and practice in a position's duties allow the certified individual to stay proficient in a position and prevents the degradation of knowledge, skills, and abilities required to successfully carry out the responsibilities of a position. Currency must be maintained through positions listed in the ICPD table.

For more information, pertinent to each step see below.

Step 1 – Prerequisite Qualifications and Experience

The ICPD Qualification Tables identify prerequisite qualifications for some IMT positions that must be attained before an individual can pursue a specific qualification and before a PTB can be initiated for the target position.

Step 2 – Training, Experience, Fitness, and Position Task Book

A Trainee who desires to become qualified in an ICS position must complete a Position Task Book. The PTB is initiated by the candidate's Training Officer or supervisor. The PTB initiator does not have to be qualified in the position but must be able to make decisions regarding setting the position candidate on the path to qualification.

The Initiator should consider the following before PTB initiation:

- Can the sponsoring agency/entity commit to the time and expense required for the candidate to complete the PTB and become qualified?
- Can the sponsoring agency/entity provide on-going support and approval to perform in the position once qualified?
- Has the candidate completed prerequisite qualifications required by the WIMQP?
 - If so, has the candidate demonstrated through his/her performance in the prerequisite position a readiness to pursue the next level qualification?
- Is there any training or experience required by the WIMQP or needed for the individual that should take place before the PTB is initiated and the candidate is assigned as a Trainee? The generally accepted practice is that the PTB can be initiated upon completion of any prerequisite qualifications as identified in the ICPD qualifications tables, even at the same time as required training is being completed.

If within three years of the first task entry in a PTB the trainee has not completed the final evaluation, the task book may be extended at the discretion of the training officer for up to three years. The intent of the extension is for the Training Officer and Trainee to consider whether additional training, such as position-specific training, or other preparation is needed for the Trainee to be adequately prepared for a Trainee assignment.

Position Task Book Codes

Each task has a code associated with the specific context within which the task must be completed. Performance of any task while in a role other than the designated position is not valid for qualification. The codes are defined as:

Code:

O = Task can be completed in a variety of situations, such as in a classroom, exercise or simulation, incident or event, or daily job.

I = Task must be performed on an incident, qualifying event, or qualifying exercise which requires management under the Incident Command System (ICS).

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

Coach/Evaluator

The Coach is the individual who provides instruction to a Trainee, whether in the classroom, on the job, planned event, or on an incident.

- To be qualified as a Coach or Evaluator for task code “I” and “R” in the PTB
 - The individual must be qualified in the position being coached or evaluated, OR
 - The individual must be qualified in a position that, within the ICS, supervises the position being coached or evaluated.
 - It is recommended the Coach/Evaluator has previously performed successfully on two separate Qualifying Incidents or Qualifying Exercises in either the position being coached and/or evaluated on, or successfully performed in one of the ICS position(s) that would normally supervise the position that the Trainee is being instructed or evaluated on.

- Task codes “O” in the PTB may be evaluated in other situations. For instance, in the classroom by an instructor(s) – usually qualified as above -- or during daily work by a day-to-day supervisor.

Final Evaluator

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. A Final Evaluator must be fully qualified in the same position for which the Trainee is being evaluated. The Final Evaluator is responsible for completing the Final Evaluator’s Verification statement inside the front cover of the PTB.

Physical Fitness

- Fitness levels shall be evaluated annually and verified by the AHJ.
- Fitness standards listed in the WIMQP should be considered as generic, and not applicable to all types of hazards.
- When there are multiple position endorsements, and the endorsements have different fitness levels, the highest fitness level shall be required if that endorsement is certified.
- AHJs have the latitude to determine the method of evaluating the physical fitness level of their personnel within WIMQP guidelines.
- AHJs have the latitude to establish higher standards.
- For All-Hazard positions with no pre-established WIMQP guidelines, AHJs have the latitude to determine the fitness levels.
- The following three categories of physical fitness have been established for all hazard IMT positions:
 - **Arduous**
 - Duties involve fieldwork requiring physical performance calling 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 emergency situation.

- **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.
- **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 which 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.

Technical specialists shall have a fitness level commensurate with the activity they are expected to perform.

Step 3 – Review and Evaluation of Qualification Documentation

A key component is evaluation of an individual's capability to perform in a position. **Completion of required training and experience requirements and other ICPD criteria alone does not guarantee that an individual should be certified to perform in a position.**

The quality of experiences gained in a position should be closely evaluated when making a determination for advancement to the next higher position, to a different position, or for recertification. Of particular importance in reviewing the quality of a Trainee's experience is that the Trainee must have demonstrated satisfactory performance on planned events, exercises and incidents that were complexity typed at the same type rating for the position the Trainee is pursuing.

It is required that a Trainee is evaluated on at least two qualifying experiences (incident, planned event, or exercise) one of which must be an actual qualifying incident that is typed at the level for which the Trainee is pursuing qualification. There should be one fully completed incident Evaluation Record within the PTB with accompanying signoffs on relevant tasks for each Trainee experience completed by the Trainee's immediate supervisor. If the Trainee had multiple supervisors on an extended incident, evaluations from each supervisor are recommended. It is also recommended that a complete evaluation for each qualifying incident, planned event, or exercise include a completed ICS 225 Incident Personnel Performance Rating or equivalent.

If a responder is associated with a local response agency, an initial review and evaluation of a Trainee's records, and verification of physical fitness, should be completed by the local AHJ Training Officer before submitting the records to a qualifications Peer Review Committee for review and evaluation.

Step 4 – Certification

Washington State Emergency Management Division, upon a recommendation from the WA IMT Coalition, is responsible for providing final review and confirming the completion of Position Task Books (PTB) by individuals within the applicable jurisdiction. WA EMD has exclusive authority and holds the responsibility to determine if the individual should be granted certification in the All-Hazards position at the state level. This determination should be based on a Trainee's demonstration of position competencies and behaviors documented through the completion of a PTB including the Final Evaluator's Verification.

No individual may be denied certification because of age, sex, marital status, sexual orientation, race, creed, color, national origin, citizenship or immigration status, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification.

WA EMD may delegate this authority to another individual, agency, or organization through a written agreement.

Certification of NIMS ICS Qualification

Certification is issued by WA EMD to attest the individual is qualified to perform in a specified position and has successfully accomplished all the criteria set forth in the ICPD Qualifications Chart for that position. The AHJ should maintain all the evaluations and documentation needed to make this certification. This record should, at the minimum, contain:

- Education records (if requirements are specified)
- Training records
- Experience records, including the completed PTB, with supporting information about:
 - Number of assignments
 - Number of operational periods
 - Variety of incidents
 - The complexity of incidents during which the individual performed – were performance evaluations completed on a sufficient number of qualifying incidents, events, and/or exercises? (The minimum is two – one of which is an incident)
- Other incident, event, or exercise performance evaluations from qualified evaluators or supervisors.
- Physical/Medical fitness records.
- Professional and Technical Licenses and Certifications (if requirements are specified).
- Recommendation from the PRC.
- Digital passport style photo for credential.

Upon certification, WA EMD will maintain a copy of all records pertaining to the certification of an individual. These records will be retained for 6 years from the date of certification, then destroyed.

On-Going – Maintenance of Qualifications and Certifications

The AHJ will make sure that all currency and annual qualification requirements for positions are met to maintain qualification.

Currency

To prevent the degradation of knowledge, skills, and abilities required to successfully carry out the responsibilities of a position, a person needs to perform that function or position at least once every

five years. AHJs need to develop a system for identifying and assisting those individuals whose currency standard is about to lapse.

Currency can be maintained in the following ways, by successful performance in:

- The position in which the individual is qualified.
- A position listed in the ICPD that maintains currency for the qualified position.

Currency documentation might include one or more of the following:

- Incident Action Plan with person's name.
- Incident, event, or exercise performance evaluations (such as an ICS 225 Incident Personnel Performance Rating or equivalent) from qualified evaluators or supervisors.
- Experience records with supporting information about:
 - Number of assignments
 - Number of operational periods
 - Variety of incidents
 - The Type level of incidents, planned events, exercises during which the individual performed.

XI. Recognition of Prior Learning (RPL)

Recognition of Prior Learning assesses an individual's formal and informal training and experience to determine if they have acquired the necessary competencies for an emergency response position. RPL is a more robust, performance-based evaluation and enhancement of traditional Historical Recognition processes. The RPL process measures an individual's demonstrated knowledge, skills and experience against the national standard competencies as established in the specific position task book. The measurement process evaluates the candidate's skills based on prescribed standards, regardless of how they acquired them. Thus, the current ability to perform the job, rather than the location of learning, is what determines a candidate's evaluation. Assessors will expect to see how "you the candidate perform" in this position and complete the job satisfactorily.

The RPL process is summarized below:

- The first step in the RPL process is self-assessment. A candidate will complete the Self-Assessment and Portfolio Worksheet for the position in which he/she is interested. The self-assessment begins with an honest appraisal, listing past training and experience to assist the candidate in evaluating whether he/she has successfully performed the duties of the position desired. The appraisal is not based on "what the candidate thinks he/she can do", but rather is based on "I have already successfully performed this function".
- The second step of the RPL process is compiling convincing evidence of past training and experiences that documents the candidate has performed the job and completed it successfully. In brief, the portfolio or resume is a collection of certificates, letters, photographs, and other documentation the candidate can provide to support the self-assessment.
- The third step is an evaluation and defense of the self-evaluation and portfolio by the Peer Review Committee (PRC). The PRC should receive training on the RPL process and the roles and responsibilities of a committee member. The Committee will thoroughly review the self-evaluation and the documentation within the candidate's portfolio which has been previously submitted. The Committee may also invite the candidate to an assessment interview where he/she will be asked questions about the portfolio and experiences that relate to performing the desired position.

- Upon completion of the evaluation, the Committee will confer and then decide the candidate's competency. The candidate will be assessed as "competent" or "not yet competent" dependent on the information provided. If the candidate is deemed to be "competent", a recommendation for approval will be reported to the Certifying Official. If the candidate is deemed "not yet competent", the Assessors will make recommendations to the candidate and the sponsoring agency for training and development opportunities.

XII. Loss of Certification, Decertification, and Recertification

Individuals who lose qualification due to lapse of currency or are decertified by the AHJ should not be displayed as available for assignment in the non-qualified/decertified position(s) outside their local jurisdiction. A local AHJ can determine how the individual may perform within the local jurisdiction irrespective of their state qualification status.

Loss of Certification and Recertification

An individual may lose or drop a qualification for reasons including loss of currency or personal reasons.

By returning to the trainee level, the person who must re-qualify is introduced to new technology, procedures, and advances in incident management. Evaluation of an individual's competency is critical whenever qualifications have lapsed.

A person who does not meet the currency criteria reverts to trainee status for that position. If qualification loss occurs, the AHJ will determine if training is necessary or if the person can gain and demonstrate the proper proficiency in a performance assignment or assignments. It is recommended that the individual perform the duties of the position for a minimum of two operational periods under the supervision of an Evaluator before re-certification is granted.

Decertification and Recertification

Decertification is the process an AHJ may take to remove an individual's position(s) qualifications. An AHJ may decertify personnel when it is determined that the individual has performed in an unsatisfactory manner, for instance:

- Being insubordinate or engaging in actions leading to unsafe conditions.
- Misrepresenting incident qualifications.
- Deliberately or negligently disregarding identified safe practices.
- Failure to follow policies and procedures.
- Substandard performance despite repeated attempts to correct deficiencies.

The following guidelines for Decertification are established:

- Decertification of NIMS ICS qualification only applies to performance in the NIMS position the person was deployed for or was performing; it is not intended to affect regular job-related duties.
- Individuals can only be mobilized outside of their local jurisdiction in a position(s) for which they are currently certified.
- Incident Commanders do not have the authority to decertify the qualifications of an individual. A qualified person may be demobilized from an incident by the Incident Commander. Incident Commanders are responsible for providing documented reasons for

relieving an individual, forwarding the information to the individual's deploying AHJ and WA EMD, and including a copy of the individual's Incident Personnel Performance Rating in the documentation package.

- If the AHJ decertifies an individual for cause, the AHJ will notify WA EMD.
- WA EMD may prohibit the mobilization of an individual when it is determined the individual has performed in an unsatisfactory manner as noted above. In such an instance, the AHJ shall be notified.

The AHJ, and WA EMD where applicable, should evaluate and prescribe the steps required to regain certification on a case-by-case basis for an individual who has been de-certified for reasons like those described above. Recertification may include, as appropriate, training outlined in the ICPD and/or training relevant to the reason(s) for de-certification. Recertification of a de-certified individual should, in most cases, include performance of the duties of the position for several operational periods (defined by the AHJ) under the supervision of an Evaluator before re-certification is granted.

XIII. Appeals Process

Any agency whose member's request for certification has been denied, may appeal the decision on behalf of their member. Such an appeal shall be made within forty-five (45) days of the date of the decision. Appeals will be offered in writing and state the basis upon which the appeal is made.

There are two situations when the appeals process may be implemented upon receipt of determination not to certify an individual. Both processes hold the same timelines for submission: forty-five (45) days.

Appeals of determination with amplifying documentation

Upon receipt of a determination not to certify an individual, it is the duty of the individual and the sponsoring agency to determine the cause of the denial. This information will be found in the WA IMT Coalition's recommendation to WA EMD. Within this recommendation, there will be amplifying information as to the remedial action that can be taken by the individual to become fully qualified for certification.

In the case that information was left out of the initial submission regarding training, Trainee experience, or course completion that can potentially change the recommendation, that information along with the completed package can be resubmitted to the WA IMT Coalition for appeal of review.

In addition to, but not in lieu of the written appeal, the appealing agency may have a representative present the appeal at the scheduled appeal meeting. This will be at the discretion of the members present, who may further opt to limit the presentation time.

The PRC will process and review the appeal at their next qualified meeting. The initial review process will be followed but will include the information in the appeal. A second determination will be made, and notification provided according to the initial review process. The appeal determination shall not be subject to further appeal. If the appeal is not offered within the specified time frame, or the appeal finding upholds the original decision, the recommendations provided to the agency for certifying their individual member shall be followed.

Appeals of determination without amplifying documentation (Discrimination)

In the case that there is no amplifying documentation to support the appeal of certification of an individual, but the sponsoring agency or individual believes that the denial of certification was due in any part to the individual's age, sex, marital status, sexual orientation, race, creed, color, national origin, citizenship or immigration status, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, the individual or sponsoring agency may submit for an appeal directly to the certifying official at WA EMD.

Upon receipt of such an appeal, a committee of not less than (3) representatives of WA EMD will be selected and directed to investigate the appeal. Under normal operations the Certifying Official, Credentialing Program Manager, and State EOC Manager will fill the roles of the appeal committee. The committee will investigate the entirety of the package submission as well as the method in which the WA IMT Coalition came to its conclusion not to recommend for certification. Members of the Peer Review Committee will be interviewed to determine whether the determination to not recommend the individual was based on the individual's membership (or perceived membership) in a protected class.

Upon completion of the investigation, the committee will decide to either uphold the original recommendation from the WA IMT Coalition, or require a new determination be made utilizing members who were not present during the original determination and observed by WA EMD representatives.

Once a determination has been made, the sponsoring agency and individual will be informed of the decision of the appeal committee.

XIV. Incident Command Position Description (ICPD)

Introduction

This document contains Qualification Tables for Incident Management position titles under the National Incident Management System (NIMS). Individuals who meet these qualifications can be determined to be credentialed if their identity and authorization for deployment is also verified.

Qualification Criteria

The categories of criteria listed are defined as follows:

Training	Instruction and/or activities that enhance an individual's core knowledge, increase skill set and proficiency as well as strengthen and augment abilities. Coursework is considered a primary means by which personnel can adequately prepare for successful position performance evaluation.
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.
Physical/Medical Fitness	Physical and medical considerations, that when applied, help to ensure safe performance in potentially hazardous environments.
Currency	Functioning in the ICS position or related position during a qualifying incident, event or exercise (simulation) at least once every five years.

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 in order to use their specialized skills in the incident environment.

Standards for Technical Specialist qualifications are determined by the applicable Agency or entity the Technical Specialist normally works for. This Agency or entity is responsible for assuring 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 entity to assure 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.

No minimum qualifications for Technical Specialists have been established by this Guide. It is possible that members of the AH-IMT deployed to an incident involving a particular type of hazard (i.e. hazardous materials) or kind of incident (i.e. cave rescue) may not possess sufficient knowledge, experience, or statutorily required licenses, training, or certifications to manage the incident without additional technical expertise from personnel who possess those requirements. This situation primarily affects the Operations and Safety functions but may manifest itself in other functions as well. Experience demonstrates that the vast majority of IMTs have overcome those situations through the recruitment and use of Technical Specialists.

For a specific incident or planned event, the AHJ has the definitive authority to request IMT members with specific endorsements or the use of Technical Specialists to augment an IMT.

All-Hazards Position Descriptions

Command Staff

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

Prerequisite training completed:

- ICS-400 and all prerequisite IS/ICS courses
- O/R-0305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- E/L-950 All-Hazards Incident Commander (or Equivalent)
- E/L/G-0191 EOC/IMT Interface or equivalent
- Hazardous Materials Awareness Training

(Incident Commanders at Hazardous Materials Incidents must be Hazardous Materials Operations level + 24 hours **OSHA 1910.120(q)(6)(v)** and WAC 296-824.

Recommended training that will support the position:

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

Prerequisite qualification(s) required to be completed:

Qualified as (at least one of the following All-Hazards Type 3 Section Chiefs)

- 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)
- NWCG Incident Commander Type 3 (ICT3)

PTB Required (final evaluator must be a qualified ICT3-AH or NWCG ICT3 or NWCG ICT2 or NWCG ICT1 or USCG ICT3 or USCG ICT2 or USCG ICT1 or DOI ICA3 or DOI ICA2)

Documented assignments in these positions will maintain ICT3-AH position certification currency:

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

ICT3-AH currency will maintain position certification for these positions if 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)

Minimum Annual Physical Fitness level:

Moderate

Command Staff

All-Hazards Incident Safety Officer Type 3 (SOF3-AH)

Prerequisite training completed:

- ICS-400 and all prerequisite IS/ICS courses
- O/R-0305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or equivalent including an exercise that meets the criteria identified in Section XIV.
- E/L-0954 All-Hazards Safety Officer (or Equivalent)
- E/L/G-0191 EOC/IMT Interface or equivalent
- Hazardous Materials Awareness Level Training

Recommended training that will support the position:

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State
- OSHA 6000 Collateral Duty Safety Officer (or Equivalent)
- OSHA 7600 Disaster Site Worker (or equivalent)
- Aviation Safety Course

PTB Required (final evaluator must be a qualified SOF3-AH or NWCG SOF2 or NWCG SOF1 or USCG SOF3 or DOI SOF3 or DOI SOF2)

Prerequisite qualification(s) required to be completed:

This position can be pursued as direct entry.

SOF3-AH currency will maintain position certification for these positions if qualified:

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

Minimum Annual Physical Fitness level:

Moderate

Command Staff

All-Hazards Public Information Officer Type 3 (PIO3-AH)

Prerequisite training completed:

- ICS-400 and all prerequisite IS/ICS courses
- O/R-0305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- E/L-0952 All-Hazards Public Information Officer (or Equivalent)
- E/L/G-0191 EOC/IMT Interface or equivalent

Recommended training that will support the position:

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required (final evaluator must be a qualified PIO3-AH or NWCG PIO2, NWCG PIO1 or USCG PIO3 or DOI PIO3)

Prerequisite qualification(s) required to be completed:

This position can be pursued as an direct entry.

Documented assignments in these positions will maintain PIO3-AH position certification currency:

Public Information Officer Field (PIOF)

PIO3-AH currency will maintain position certification for these positions if qualified:

None

Minimum Annual Physical Fitness Level:

Light

Command Staff

All-Hazards Liaison Officer (LOFR-AH)

Prerequisite training completed:

- ICS-400 and all prerequisite IS/ICS courses
- O/R-0305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- E/L-0954 All-Hazards Liaison Officer (or Equivalent)
- E/L/G-0191 EOC/IMT Interface or equivalent

Recommended training that will support the position:

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required (final evaluator must be a qualified LOFR-AH or NWCG LOFR or USCG LOFR or DOI LOFR)

Prerequisite qualification(s) required to be completed:

This position can be pursued as an entry level.

Documented assignments in these positions will maintain LOFR-AH position certification currency:

- Agency Representative (AREP)
- Liaison Officer

LOFR-AH currency will maintain position certification for these positions if qualified:

None

Minimum Annual Physical Fitness Level:

Light

Operations Section

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

Prerequisite training completed:

- ICS-400 and all prerequisite IS/ICS courses
- O/R-0305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- E/L-0958 All-Hazards Operations Section Chief (or Equivalent)
- E/L/G-0191 EOC/IMT Interface or equivalent
- Hazardous Materials Awareness Training

Recommended training that will support the position:

- E/L-0960 All-Hazards Division/Group Supervisor (or Equivalent)
- E/L-0984 All-Hazards Strike Team/Task Force Leader (or Equivalent)
- Staging Area Manager Course
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required (final evaluator must be a qualified OSC3-AH or NWCG OSC3 or NWCG OSC2, NWCG OSC1 or USCG OSC3 or DOI OSA3 or DOI OSA2)

Prerequisite qualification(s) Required to be completed:

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the subordinate positions the associated task(s) in the task book 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)

Documented assignments in these positions will maintain OSC3-AH position certification currency:

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

OSC3-AH currency will maintain position certification for these positions if qualified:

- All-Hazards Incident Commander Type 3 (ICT3-AH)
- All-Hazards Safety Officer Type 3 (SOF3-AH)
- All-Hazards Division/Group Supervisor (DIVS-AH)

Minimum Annual Physical Fitness Level:

Moderate

Operations Section

All-Hazards Division/Group Supervisor (DIVS-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses
- E/L/G-0191 EOC/ICS Interface (or equivalent)
- Hazardous Materials Awareness Training

Recommended training that will support the position:

- E/L-0960 All-Hazards Division/Group Supervisor (or Equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required: Final evaluator must be a qualified Division/Group Supervisor or Operations Section Chief in the WIMQP or other recognized NIMS ICS system.

Prerequisite qualification(s) completed;

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- All-Hazards Task Force Leader (TFLD-AH)

Documented assignments in these positions will maintain DIVS-AH position certification currency. The following positions may come from another recognized NIMS ICS system.

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

DIVS-AH currency will maintain position certification for these positions if qualified All-Hazards Task Force Leader (TFLD-AH)

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

Minimum Annual Physical Fitness level:

Moderate

Operations Section

All-Hazards Task Force Leader (TFLD-AH)

Strike Team leader qualifications are included in Task Force Leader qualifications.

Prerequisite Training completed:

- ICS-300 and all prerequisite IS/ICS courses
- E/L/G-0191 EOC/ICS Interface (or equivalent)
- Hazardous Materials Awareness Training
- E/L-0984 Strike Team/Task Force Leader (or Equivalent)

Recommended Training that supports this position:

- Additional management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required: Final evaluator must be a qualified Task Force Leader or Division/Group Supervisor in the WIMQP or other recognized NIMS ICS system.

Prerequisite qualification(s) completed;

This position can be pursued as direct entry. 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.

Documented assignments in these positions will maintain TFLD-AH position certification currency. The following positions may come from another recognized NIMS ICS system.

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

TFLD-AH currency will maintain position certification for these positions if qualified:

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

Minimum Annual Physical Fitness level:

Arduous or as required for specific discipline.

Operations Section

All-Hazards Staging Area Manager (TFLD-AH)

Prerequisite training completed:

- IS-200 or ICS-200 and all prerequisite IS/ICS courses
- IS-700
- Hazardous Materials Awareness Training

Recommended Training that supports this position:

- Staging Area Manager Course (Texas A&M Forrest Service or equivalent)
- NWCG Staging Area Manager Job Aid (J-236)
- Status Check-in Recorder Course
- Management, leadership, and teambuilding training relevant to emergency response
- Continuing training requirements as required by the State

PTB Required: Final evaluator must be a qualified STAM-AH or NWCG STAM

Prerequisite qualification(s) completed:

This position can be pursued direct entry.

Documented assignments in these positions will maintain STAM-AH position certification currency:

- Single Resource Boss
- Staging Area Manager

STAM-AH currency will maintain position certification for these positions if qualified.

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

Minimum Annual Physical Fitness Level:

Light

Planning Section

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

Prerequisite training completed:

- ICS-400 and all prerequisite IS/ICS courses
- O/R-0305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- E/L-0962 All-Hazards Planning Section Chief (or Equivalent)
- E/L/G-0191 EOC/IMT Interface or equivalent

Recommended training that will support the position:

- Additional management, leadership, and teambuilding training relevant to emergency response
- E/L-0965 All-Hazards Resource and Demobilization Unit Leader (or Equivalent)
- E/L-0964 All-Hazards Situation Unit Leader (or Equivalent)

PTB Required Final evaluator must be a qualified PSC3-AH or NWCG PSC3, NWCG PSC2, NWCG PSC1, NWCG PSCC or USCG PSC3 or DOI PSC3 or DOI PSC2.

Prerequisite qualification(s) required to be completed:

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- Situation Unit Leader All-Hazards (SITL-AH)
- Resource Unit Leader All-Hazards (RESL-AH)
- Demobilization Unit Leader All-Hazards (DMOB-AH)
- Documentation unit Leader All-Hazards (DOCL-AH)

Documented assignments in these positions will maintain PSC3-AH position certification currency:

- Incident Commander
- Resource Unit Leader
- Situation Unit Leader
- Demobilization Unit Leader
- Documentation Unit Leader
- Volunteer Coordination Unit Leader
- Intelligence/Investigation Unit Leader
- Planning Section Chief

PSC3-AH currency will maintain position certification for these positions if qualified:

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

Minimum Annual Physical Fitness Level:

Light

Planning Section

All-Hazards Resource Unit Leader (RESL-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses
- E/L/G-0191 EOC/IMT Interface or equivalent

Recommended Training that will support the position:

- E/L-0965 All-Hazards Resource Unit Leader (or Equivalent)
- Management, leadership, and teambuilding training relevant to emergency response.
- Incident Base Automation software such as e-ISuite
- EOC management software such as WebEOC™

PTB Required Final evaluator must be a qualified RESL-AH, PSC-AH or NWCG RESL, NWCG PSC.

Prerequisite qualification(s):

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- Status/Check-in Recorder (SCKN)

Documented assignments in these positions will maintain RESL-AH position certification currency:

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

RESL-AH currency will maintain position certification for these positions if qualified:

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

Minimum Annual Physical Fitness Level:

Light

Planning Section

All-Hazards Situation Unit Leader (SITL-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses
- E/L/G-0191 EOC/IMT Interface or equivalent

Recommended Training that will support this position:

- E/L-0964 All-Hazards Situation Unit Leader (or Equivalent)
- NWCG: Display Processor (S-245)
- Management, leadership, and teambuilding training relevant to emergency response.

PTB Required Final evaluator must be a qualified SITL-AH, PSC3-AH or NWCG SITL, NWCG PSC.

Prerequisite qualification(s):

This position can be pursued direct entry.

Documented assignments in these positions will maintain SITL-AH position certification currency:

- Planning Section Chief
- Situation Unit Leader (SITL)

SITL-AH currency will maintain position certification for these positions if qualified:

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

Minimum Annual Physical Fitness Level:

Light

Planning Section

All-Hazards Demobilization Unit Leader (DMOB-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses

Recommended training that will support the position:

- E/L-0975 All-Hazards Demobilization Unit Leader (or Equivalent)
- E/L/G-0191 ICS/EOC Interface course (or equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response
- Incident Base Automation software such as e-ISuite
- EOC management software such as *WebEOC*™

PTB Required: Final evaluator must be a qualified DMOB-AH, PSC-AH, or NWCG DEMOB, NWCG PSC.

Prerequisite qualification(s):

This position can be pursued direct entry.

Documented assignments in these positions will maintain All Hazard Demobilization Unit Leader (DMOB-AH) position certification currency.

- Resource Unit Leader
- Documentation Unit Leader
- Planning Section Chief

Demobilization Unit Leader currency will maintain position certification for these positions, if qualified:

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

Minimum Annual Physical Fitness level:

Light

Planning Section

All-Hazards Documentation Unit Leader (DOCL-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses

Recommended training that will support the position:

- J-342 NWCG Documentation Unit Leader (or Equivalent)
- E/L/G-0191 ICS/EOC Interface course (or equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response

PTB Required: Final evaluator must be a qualified DOCL-AH, PSC-AH or NWCG DOCL, NWCG PSC.

Prerequisite qualification(s):

This position can be pursued direct entry.

Documented assignments in these positions will maintain All Hazard Documentation Unit Leader (DOCL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system.

- Resource Unit Leader Demobilization Unit Leader
- Planning Section Chief

Documentation Unit Leader currency will maintain position certification for these positions, if qualified;

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

Minimum Annual Physical Fitness level:

Light

Logistics Section

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

Prerequisite training completed:

- ICS-400 and all prerequisite IS/ICS courses
- O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- E/L-0967 All-Hazards Logistics Section Chief (or Equivalent)
- E/L/G-0191 EOC/IMT Interface or equivalent

Recommended training that will support the position:

- Additional management, leadership, and teambuilding training relevant to emergency response
- 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)

PTB Required Final evaluator must be a qualified LSC3-AH or NWCG LSC3 or NWCG LSC2, NWCG LSC1 or USCG LSC3 or DOI LSC3 or DOI LSC2.

Prerequisite qualification(s) required to be completed:

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book 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)

Documented assignments in these positions will maintain LSC3-AH position certification currency:

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

Logistics Section Chief currency will maintain position certification for these positions if 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 Supply Unit Leader (SUPL-AH)
- All-Hazards Facilities Unit Leader (FACL-AH)
- All-Hazards Ground Support Unit Leader (GSUL-AH)

Minimum Annual Physical Fitness Level:
Light

Logistics Section

All-Hazards Communications Unit Leader (COML-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses
- E/L-0969 All-Hazards Communications Unit Leader

Recommended training that will support the position:

- NWCG Communications Unit Leader (S-358)]
- E/L/G-0191 EOC/IMT Interface or equivalent
- O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) (or Equivalent)

PTB Required: Final evaluator must be a qualified Communications Unit Leader in the WIMQP or other recognized NIMS ICS system.

Prerequisite qualification(s) completed:

This position can be pursued direct entry.

Documented assignments in these positions will maintain All-Hazards Communications Unit Leader (COML-AH) position certification currency. The following positions may come from another recognized NIMS ICS system.

- Communications Unit Leader
- Logistics Section Chief

The following positions are not currently recognized in the WIMQP but are utilized as standard positions in other recognized NIMS ICS systems. All-Hazards Communications Unit Leader (COML-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.

- Communications Technician
- Incident Communications Center
Manager Radio Operator

Minimum Annual Physical Fitness level:

Light

Logistics Section

All-Hazards Medical Unit Leader (MEDL-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses
- S-359 NWCG Medical Unit Leader (or Equivalent)

Recommended training that will support the position:

- E/L/G-0191 ICS/EOC Interface course (or equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response

PTB Required: Final evaluator must be a qualified Medical Unit Leader in the WIMQP or other recognized NIMS ICS system.

Prerequisite qualification(s) completed;

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

Documented assignments in these positions will maintain All-Hazards Medical Unit Leader (MEDL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system.

- Medical Unit Leader
- Logistics Section Chief

Medical Unit Leader currency will maintain position certification for these positions, if qualified;

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

Minimum Annual Physical Fitness level:

Light

Logistics Section

All-Hazards Food Unit Leader (FDUL-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses

Recommended training that will support the position:

- NWCG S-357 Food Unit Leader (or Equivalent)
- E/L/G-0191 ICS/EOC Interface course (or equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response

PTB Required: Final evaluator must be a qualified All-Hazards Food Unit Leader or Logistics Section Chief qualified under the WIMQP or other recognized NIMS ICS system (NWCG, FEMA NQS)

Prerequisite qualification(s):

This position can be pursued as direct entry.

Documented assignments in these positions will maintain All-Hazards Food Unit Leader (FDUL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system.

- Food Unit Leader
- Logistics Section Chief

Food Unit Leader currency will maintain position certification for these positions, if qualified;

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

Minimum Annual Physical Fitness level:

Light

Logistics Section

All-Hazards Supply Unit Leader (SPUL-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses

Recommended training that will support the position:

- E/L-0970 All-Hazards Supply Unit Leader (or Equivalent)
- E/L/G-0191 ICS/EOC Interface course (or equivalent)
- E-431 Understanding the Emergency Management Assistance Compact
- Resource Ordering Supply System (ROSS)
- Additional management, leadership, and teambuilding training relevant to emergency response

PTB Required: Final evaluator must be a qualified Supply Unit Leader in the WIMQP or other recognized NIMS ICS system.

Prerequisite qualification(s) completed:

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- Ordering Manager
- Receiving/Distribution Manager

Documented assignments in these positions will maintain All-Hazards Supply Unit Leader (SPUL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system.

- Supply Unit Leader
- Logistics Section Chief

Supply Unit Leader currency will maintain position certification for these positions, if qualified:

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

Minimum Annual Physical Fitness level:

Light

Logistics Section

All-Hazards Facilities Unit Leader (FACL-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses

Recommended training that will support the position:

- E/L-0971 All-Hazards Facilities Unit Leader (or Equivalent)
- E/L/G-0191 ICS/EOC Interface course (or equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response

PTB Required: Final evaluator must be a qualified All-Hazards Facilities Unit Leader in the WIMQP or other recognized NIMS ICS system.

Prerequisite qualification(s) completed;

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- Base and/or Camp Manager

Documented assignments in these positions will maintain All-Hazards Facilities Unit Leader (FACL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system.

- Facilities Unit Leader
- Logistics Section Chief

Facilities Unit Leader currency will maintain position certification for these positions, if qualified;

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

Minimum Annual Physical Fitness level:

Light

Logistics Section

All-Hazards Ground Support Unit Leader (GSUL-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses

Recommended training that will support the position:

- NWCG S-355 Ground Support Unit Leader (or Equivalent)
- E/L/G-0191 EOC/ICS Interface course (or equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response

PTB Required: Final evaluator must be a qualified Ground Support Unit Leader in the WIMQP or other recognized NIMS ICS system.

Prerequisite qualification(s):

This position can be pursued as direct entry.

NOTE: Some qualification systems have the Equipment Time Recorder in the Ground Support Unit, the WIMQP has retained this position and Personnel Time Recorder in the Time Unit.

Documented assignments in these positions will maintain All-Hazards Ground Support Unit Leader (GSUL-AH) position certification currency. The following positions may come from another recognized NIMS ICS system.

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

Ground Support Unit Leader currency will maintain position certification for these positions, if qualified;

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

Minimum Annual Physical Fitness level:

Light

Finance/Administration Section

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

Prerequisite training completed:

- ICS-400 and all prerequisite IS/ICS courses
- O-305 All-Hazards Incident Management Team or NWCG Incident Leadership (L381) or Equivalent including an exercise that meets the criteria identified in Section XIV.
- E/L-0973 All-Hazard Finance/Administration Section Chief (or Equivalent)
- E/L/G-0191 EOC/ICS Interface or equivalent

Recommended training that will support the position:

- Additional management, leadership, and teambuilding training relevant to emergency response
- E/L-0975 All-Hazards Finance/Administration Section Unit Leader (or Equivalent)

PTB Required Final evaluator must be a qualified FSC3-AH or NWCG FSC3 or NWCG FSC2, NWCG FSC1 or USCG FSC3 or DOI FSC3 or DOI FSC2.

Prerequisite qualification(s):

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the following subordinate positions the associated task(s) in the task book 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)

Documented assignments in these positions will maintain FSC3-AH position certification currency:

- Incident Commander
- Time Unit Leader
- Procurement Unit Leader
- Compensation/Claims Unit Leader

FSC3-AH currency will maintain position certification for these positions if 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)

Minimum Annual Physical Fitness Level:

Light

Finance/Administration Section

All-Hazards Compensation/Claims Unit Leader (COMP-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses

Recommended training that will support the position:

- E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- E/L/G-0191 EOC/ICS Interface (or equivalent)
- Additional management, leadership, and teambuilding training relevant to emergency response

PTB Required: Final evaluator must be a qualified Compensation/Claims Unit Leader in the WIMQP or other recognized NIMS ICS system.

Prerequisite qualification(s) completed;

This position can be pursued as direct entry.

Documented assignments in these positions will maintain COMP-AH position certification currency:

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

COMP-AH currency will maintain position certification for these positions if qualified:

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

The following positions are not currently recognized in WIMQP but are utilized 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

Minimum Annual Physical Fitness level:

Light

Finance/Administration Section

All-Hazards Procurement Unit Leader (PROC-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses

Recommended training that will support the position:

- E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- E/L/G-0191 EOC/ICS Interface (or equivalent)
- EMI IS-293 Mission Assignment Overview
- EMI E-431 Understanding the Emergency Management Assistance Compact
- Incident Base Automation software such as (e I-Suite)
- EOC management software such as (*WebEOC™*)
- Additional management, leadership, and teambuilding training relevant to emergency response

PTB Required: Final evaluator must be a qualified Procurement Unit Leader in the WIMQP or other recognized NIMS ICS system.

Prerequisite qualification(s):

This position can be pursued as direct entry.

Documented assignments in these positions will maintain PROC-AH position certification currency:

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

PROC-AH currency will maintain position certification for these positions if qualified:

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

The following positions are not currently recognized in WIMQP but are utilized as standard positions in other recognized NIMS ICS systems. All-Hazards Procurement Unit Leader (PROC-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.

- Commissary Manager

Minimum Annual Physical Fitness Level:

Light

Finance/Administration Section

All-Hazards Time Unit Leader (TIME-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses

Recommended training that will support the position:

- E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- E/L/G-0191 EOC/ICS Interface (or equivalent)
- EMI IS-293 Mission Assignment Overview
- Incident Base Automation software such as e-ISuite
- EOC management software such as *WebEOC™*
- EMI E-431 Understanding the Emergency Management Assistance Compact
- Additional management, leadership, and teambuilding training relevant to emergency response

PTB Required: Final evaluator must be a qualified Time Unit Leader in the WIMQP or other recognized NIMS ICS system.

Prerequisite qualification(s) completed;

This position can be pursued direct entry in which case subordinate competencies must be satisfactorily demonstrated in this position's task book. If an individual is already qualified in one or more of the subordinate positions the associated task(s) in the task book can be considered to have already been completed and can be documented as such.

- Personnel Time Recorder
- Equipment Time Recorder

Some qualification systems have the Equipment Time Recorder in the Ground Support Unit, the WIMQP has retained this position and Personnel Time Recorder in the Time Unit.

Documented assignments in these positions will maintain TIME-AH position certification currency:

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

TIME-AH currency will maintain position certification for these positions if qualified:

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

Minimum Annual Physical Fitness Level:

Light

Finance/Administration Section

All-Hazards Cost Unit Leader (COST-AH)

Prerequisite training completed:

- ICS-300 and all prerequisite IS/ICS courses

Recommended training that will support the position

- E/L-0975 All-Hazards Finance/Administration Unit Leaders (or Equivalent)
- E/L/G-0191 EOC/ICS Interface (or equivalent)
- Incident Base Automation software such as e-ISuite
- EOC management software such as (*WebEOC™*)
- EMI IS-293 Mission Assignment Overview
- EMI E-431 Understanding the Emergency Management Assistance Compact
- Additional management, leadership, and teambuilding training relevant to emergency response

PTB Required: Final evaluator must be a qualified Cost Unit Leader or higher in the WIMQP or other recognized NIMS ICS system.

Prerequisite qualification(s):

This position can be pursued as direct entry.

Documented assignments in these positions will maintain COST-AH position certification currency:

- Cost Unit Leader
- Finance/Administration Section Chief


COST-AH currency will maintain position certification for these positions if qualified:

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

Minimum Annual Physical Fitness Level:

Light

Appendix A – Incident Complexity Analysis

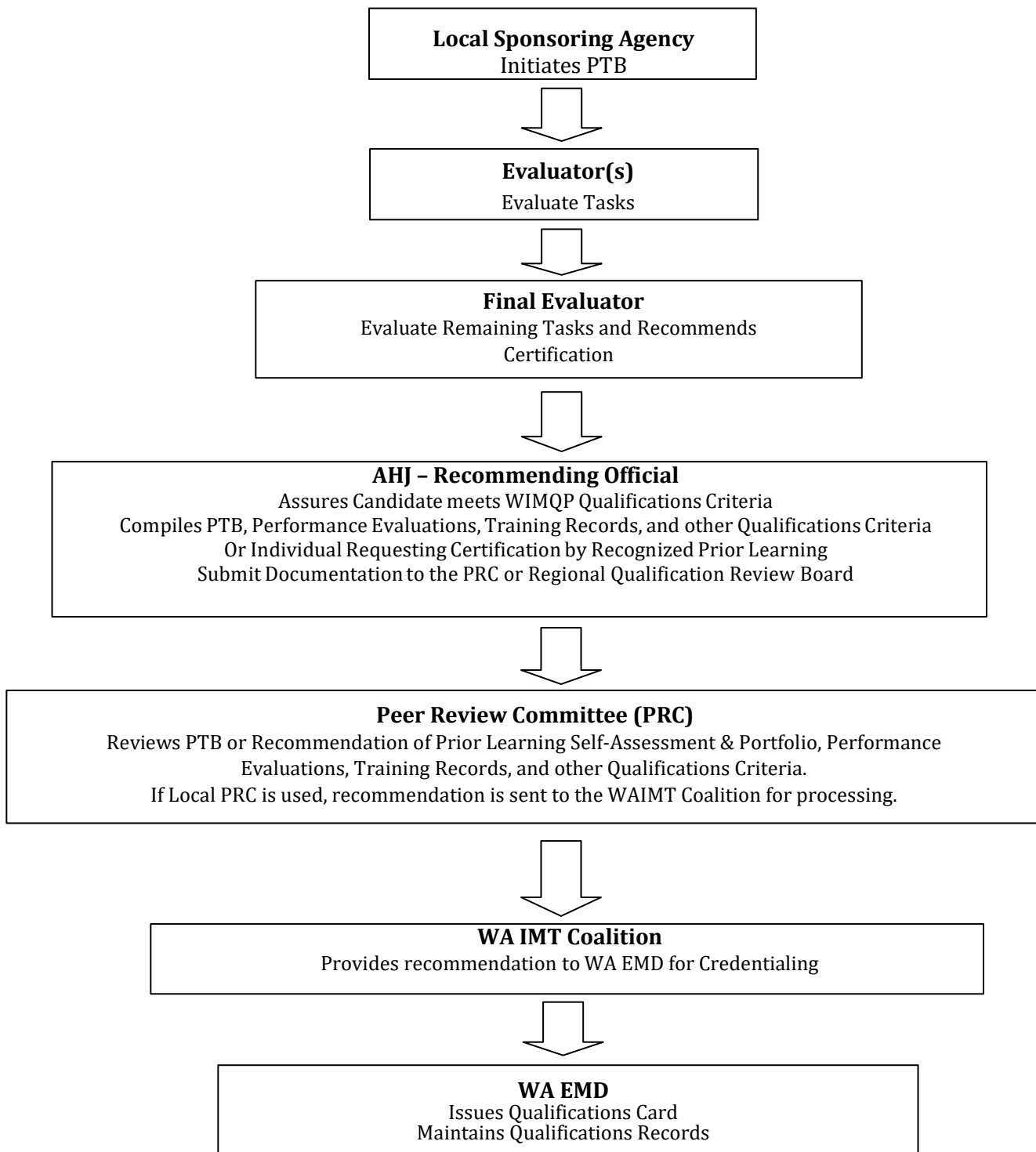
ALL-HAZARD INCIDENT COMPLEXITY ANALYSIS			
Incident Name:		Date:	
Incident Number:		Time:	
This Complexity Analysis is weight based on the relevance to Life Safety, Incident Stabilization and Property Conservation			
Complexity Factors			Check if Pertinent
Impacts to life, property and the economy			
Urban interface; structures, developments, recreational facilities, or potential for evacuation.	<input type="checkbox"/>		3%
Community and Responder Safety	<input type="checkbox"/>		5%
Performance of public safety resources affected by cumulative fatigue.	<input type="checkbox"/>		5%
Overhead overextended mentally and/or physically.	<input type="checkbox"/>		5%
Communication ineffective with tactical resources or dispatch.	<input type="checkbox"/>		5%
Incident action plans, briefings, etc. missing or poorly prepared.	<input type="checkbox"/>		5%
Resources unfamiliar with local conditions and tactics.	<input type="checkbox"/>		5%
Potential Hazardous Materials			
Potential of Hazardous Materials	<input type="checkbox"/>		4%
Weather and other environmental influences			
Unique natural resources, special-designated areas, critical municipal watershed, protected species habitat, cultural value sites.	<input type="checkbox"/>		3%
Likelihood of cascading events			
Variety of specialized operations, support personnel or equipment.	<input type="checkbox"/>		4%
Potential crime scene (including terrorism)			
Potential crime scene.	<input type="checkbox"/>		4%
Potential of terrorism.	<input type="checkbox"/>		5%
Politically sensitivity, external influences, and media relations			
Sensitive political concerns, media involvement or controversial policy issues.	<input type="checkbox"/>		3%
Organizational Performance Values and Product Development			
Non-IAP products not being developed or deficient.	<input type="checkbox"/>		3%
Area involved, jurisdictional boundaries			
Incident threatening/affecting more than one jurisdiction and potential for unified command with different conflicting management objectives.	<input type="checkbox"/>		3%
Availability of Resources			
Operations are at the limit of span of control.	<input type="checkbox"/>		4%
Unable to properly staff air operations.	<input type="checkbox"/>		4%
Limited local resources available for initial attack/response.	<input type="checkbox"/>		4%
Heavy commitment of local resources to logistical support.	<input type="checkbox"/>		4%
Existing forces worked 12 hours without success.	<input type="checkbox"/>		4%
Percentage Score			
If 10% or lower, look at going to or staying at Type 4 Team			
If 10% to 20%, maintain or go to Type 3 Team			
If greater than 20%, consider a Complex Incident Management Team			

Completed by:

Name:

Date:

Appendix B – WIMQP Flow and Roles



Appendix C – Administration of the WIMQP

The WIMQP is a living document that will be reviewed and updated as necessary or annually to incorporate revisions released from the AHIMTA. Recommended updates from the AHIMTA must be first adopted by the Washington IMT Coalition and WA EMD before being included in the WIMQP.

The Washington State IMT Coalition and WA EMD is committed to helping ensure that all State recognized all-hazard Type 3 Incident Management Team personnel are capable, competent, and qualified to serve within their respective roles during interstate mutual aid incidents/events.

Appendix D: Recognition of Prior Learning Self-Assessment & Portfolio Worksheet

SECTION 1: CONTACT INFORMATION

ICS Position applying for: _____

Name (Last, First, MI): _____

Email Address: _____

Primary Phone: _____

Secondary Phone: _____

Street Address 1: _____

Street Address 2: _____

City, State, Zip: _____

Employer: _____

Employer Contact/Title _____

Employer Contact phone: _____

Your current position/title: _____

SECTION II: INCIDENT MANAGEMENT TEAM AFFILIATION:

Are you, or have you been qualified* in any specific Incident Management Team position?	YES	NO
* "Qualified" specifically means a recognized position specific qualification from an established organization such as NWCG, USCG or another State with an active qualifying program such as AHIMTA-IIMQTS?		
If yes, which positions?		
Are you currently affiliated with an established Incident Management Team?	YES	NO
If yes, indicate the team name and location:		

SECTION III: RELEVANT HISTORICAL EXPERIENCE AND DOCUMENTATION

Below indicate your participation in any of the following: multi-operational period incidents; evaluated exercises (Functional or Full Scale) that follow HSEEP guidelines; and/or any planned events where you were assigned the specific All-Hazards position for which you are applying. You must include at minimum one actual, unplanned, emergent, multi-operational incident occurring within the last ten (10) years.

REQUIRED DOCUMENTATION FOR EACH INCIDENT/EVENT LIST MUST INCLUDED IN YOUR APPLICATION IN THE ORDER YOU LISTED BELOW.

1. Name and Location of Incident or Event	Specific Position Filled:	Dates of Participation (Starting and ending)
Incident Type (Haz Mat, Tornado, Hurricane, Wildfire, etc)	Number and Type of Resources Pertinent to Position you Filled	Complexity Type of Incident (Type 4 - Type 1)
2. Name and Location of Incident or Event	Specific Position Filled:	Dates of Participation (Starting and ending)
Incident Type (Haz Mat, Tornado, Hurricane, Wildfire, etc)	Number and Type of Resources Pertinent to Position you Filled	Complexity Type of Incident (Type 4 - Type 1)
3. Name and Location of Incident or Event	Specific Position Filled:	Dates of Participation (Starting and ending)
Incident Type (Haz Mat, Tornado, Hurricane, Wildfire, etc)	Number and Type of Resources Pertinent to Position you Filled	Complexity Type of Incident (Type 4 - Type 1)
1. Name and Location of Incident or Event	Specific Position Filled:	Dates of Participation (Starting and ending)
Incident Type (Haz Mat, Tornado, Hurricane, Wildfire, etc)	Number and Type of Resources Pertinent to Position you Filled	Complexity Type of Incident (Type 4 - Type 1)

SECTION IV: RELEVANT TRAINING

Include copies of certificates for any relevant training courses you have taken.

SECTION V: RECOMMENDATIONS

List any personal references who may be contacted during the review process to help provide personal knowledge of your experience while serving within the Incident Command System during your career including, but not limited to the following: emergency incidents, evaluated exercises (Functional or Full Scale) that follow HSEEP guidelines; and events in which you have performed in the specific position for which you are applying. Please attach letters, resumes, any other related documentation to support this application. Take steps to ensure all information is true and correct.

NAME AND TITLE	PHONE NUMBER	EMAIL

SECTION VI: REQUIRED SIGNATURES

I hereby CERTIFY the information recorded on this application is true and correct. I agree that I have reviewed, and will comply with requirements as identified by the Type 3 All-Hazards Incident Management System Qualifying Guide.

NAME AND TITLE	SIGNATURE	DATE
Supervisor:		
Incident Commander (if applicable)		
Applicant:		

Include contact information in Section IV above for all signatures other than applicant.

INSTRUCTIONS FOR COMPLETING APPLICATION:

SECTION 1: CONTACT INFORMATION

Position Applying for: Each position requires a separate application. Use the following naming convention for the position:

Incident Commander: ICT3-AH Public Information Officer: PIO3-AH Safety Officer: SOFR-AH Liaison Officer: LOFR-AH Operations Section Chief: OSC3-AH Planning Section Chief: PSC3-AH Logistics Section Chief: LSC3-AH Finance/Admin Section Chief: FSC3-AH	Division/Group Supervisor: DIVS-AH Resource Unit Leader: RESL-AH Situation Unit Leader: SITL-AH Supply Unit Leader: SPUL-AH Facilities Unit Leader: FACL-AH Communication Unit Leader: COML-AH Finance/Admin Unit Leader: FADL-AH
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Name: Enter last, first, middle initial/name

Contact email address: Preferred email contact.

Primary Phone Number: Preferred contact phone number with area code.

Secondary Phone Number: Additional contact phone with area code.

Street Address 1: Include street address, building, suite, post office box.

Street Address 2: Additional space for street address, building suite, post office box.

City, State, Zip: Please use 2-letter state abbreviation.

Current Employer: Employing or volunteer agency.

Employer Contact/Title: Contact person at agency and Title.

Current Employer Contact Phone: Phone number for contact person.

Your Position/Title: Your currently held position/designation.

SECTION II: INCIDENT MANAGEMENT TEAM AFFILIATION

Are you or have you been qualified* in any specific Incident Management Team position? (Yes/No)

Please see read definition of qualified prior to answering.

If yes, which position or positions were you qualified? Please specify

What organization issued the qualification and when? List organization. Provide month/year.

Are you currently affiliated with an established Incident Management Team? (Yes/No)

If yes, indicate team name and location.

SECTION III: RELEVANT HISTORICAL EXPERIENCE AND DOCUMENTATION

Relevant Historical Experience

List in this section your participation in any of the following: multi-operational period incidents; Homeland Security Exercise and Evaluation Program (HSEEP) Functional or Full-Scale exercises; and/or any planned events which you were assigned the specific All-Hazards position for which you are applying. You **must** include **at minimum one (1)** actual, unplanned, emergency, multi-operational incident occurring within the **last ten (10) years**.

All incidents, exercises, or events you wish to use as documentation in *Section III: Relevant Historical Experience and Documentation* must have the complete information listed. Failure to list relevant experience or provide adequate documentation for the position for which you are applying will result in the incident, event, or exercise NOT being considered as part of your historical recognition.

Each applicant must submit:

- At least two (2) different evaluation experiences, each spanning or lasting at least two (2) operational periods and for which you served a minimum of two operational periods; and
- At least one (1) evaluation experience must be an actual incident, not an event or exercise.

Relevant Historical Documentation

Appropriate documentation will assist the evaluation of your experience listed in *Section III: Relevant Historical Experience and Documentation*. Make sure the information accurately describes your active participation in requisite meetings, the planning process, and compliance with all National Incident Management System (NIMS) and Incident Command System (ICS) principles. Applicants are strongly encouraged to use the following list to guide their submittal.

Example documentation includes, but is not limited to:

- ICS 225 Incident Personnel Performance Rating Form from the position you filled.
- Recognition letter that specifically addresses the duties and responsibilities and describes how you functioned in the position for which you are applying. Please note that general recommendation letters or certificates of participation or attendance are not acceptable documentation.
- Signed affidavit from the AHJ or agency head, or Incident Commander, that describes your specific duties and responsibilities you filled during the incident or event.

When you submit your supporting documents, group them as listed in Section III – Relevant Historical Experience Section.

SECTION IV: RELEVANT TRAINING

Attach copies (not originals) of training certificates pertinent to the position.

SECTION V: RECOMMENDATIONS

- List any personal references who may be contacted during the review process to help provide personal knowledge of your experience while serving within the Incident Command System.
- Attach letters, resumes, any other related documentation to support this application.
- Make sure all information is true and correct.

SECTION VI: REQUIRED SIGNATURES

Obtain the signatures of authorities listed and include contact information for each in Section IV.

Appendix E – State Specific Requirements

Washington State Specific Requirements

None