

Arkansas Department of Emergency  
Management



Arkansas Type 3 All-Hazard Incident  
Management Team (AHIMT)

Team logo Arkansas Type 3 All-Hazard Incident Management Team (AHIMT)  
Credentialing Guide

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I. Purpose

This document serves as the credential and re-credentialing guidelines for Arkansas Type 3 All-Hazard Incident Management Team personnel.

II. Explanation of Terms

A. Acronyms

- AHIMT All Hazard Incident Management Team
- AHJ Authority Having Jurisdiction
- COG Council of Government
- COML Communications Unit Leader
- COMP Compensation Unit Leader
- COST Cost Unit Leader
- DDC Disaster District Chairperson
- DHS Department of Homeland Security
- DIVS Division Supervisor
- DMOB Demobilization Unit Leader
- FSC Finance Section Chief
- FACL Facilities Unit Leader
- IC Incident Commander/Team Leader
- ICS Incident Command System
- IQS Incident Qualification System
- IMT Incident Management Team
- LOFR Liaison Officer
- LSC Logistics Section Chief
- MACC Multi-Agency Coordination Center
- MEDL Medical Unit Leader
- MOU Memorandum of Understanding
- NIMS National Incident Management System
- NRF National Response Framework
- NRP National Response Plan
- NWCG National Wildfire Coordinating Group
- OSC Operations Section Chief
- PIO Public Information Officer
- PROC Procurement Unit Leader
- PSC Planning Section Chief
- PTB Position Task Book
- RESL Resources Unit Leader
- SITL Situation Unit Leader
- SOFR Safety Officer
- SPUL Supply Unit Leader
- STLD Strike Team/Task Force Leader

TIME Time Unit Leader  
TNSP Technical Specialist  
USFA United States Fire Administration

## B. Definitions

1. Full Credential - The credential issued to an individual that has completed all required training, demonstrated proficiency as documented in the position task book, and recommended by their agency head or Authority Having Jurisdiction (AHJ).
2. Incident Complexity - Incident complexity is identified by Types 5 - 1, with 5 being simplest and 1 being the most complex. For example, a Type 5 incident is characterized by relatively few resources, is of short duration, and has few complicating factors. A Type 1 incident has large numbers of resources and may last for several operational periods and has many complicating factors. Refer to the NIMS document for a full definition.
3. Individual Resource - A person utilized by an AHJ that is not affiliated with a jurisdiction/agency.
4. AHJ Memorandum of Understanding - A document outlining policies, procedures, and agreements between the Arkansas Department of Emergency Management, jurisdiction/agency, and incident management team personnel.
5. Evaluator - The person who actually observes the task(s) being performed and documents successful performance in the position task book. It is the responsibility of the Evaluator to be credentialed in the position being evaluated or supervise the trainee. If the Evaluator supervises the trainee, but is not credentialed in the position, the Evaluator can sign tasks, but cannot function as the Final Evaluator.
6. Final Evaluator - The individual credentialed in the position that they are evaluating and can verify and certify the successful completion of a position task book.
7. Technical Specialist - A person participating as a member of an Incident Management Team that contributes technical knowledge and skill.
8. Trainee Credential - A credential issued to an individual that has not completed the Full Credential requirements.
9. Training Specialist - The Training Specialist can be an individual from the Home Unit/Agency who is responsible for training and credentialing, or an NWCG credentialed Training Specialist (TNSP) on an incident/event. It is the responsibility of the Training Specialist to: Meet with the Trainee and determine the type of assignment necessary (position performance assignment or on-the-job training).

Consider past experience and training, current credentials, desired goals and objectives of the assignment.

Note: If the Trainee does not meet the requirements, required experience for the position or does not have the knowledge/skills to perform the tasks of the position, then the position performance assignment must not continue. If the individual meets the requirements but does not have the necessary knowledge/skill, it may be possible to provide on-the-job training and reinstate the performance assignment at a later time during the same incident.

Identify opportunities for on-the-job training and position performance assignments that meet the Trainee's needs and objectives. Work with the Home Unit/Agency or appropriate personnel on the incident to identify and assign credentialed Evaluators. Initiate a PTB ONLY after obtaining approval from the Trainee's Home Unit/Agency.

Document all on-the-job training and position performance assignments. Conduct periodic progress reviews to ensure assignments are proceeding as planned. Conduct a closeout interview.

### III. Objectives

1. Establish minimum agency training and credentialing standards for incident single resource assignments.
2. Retain the foundation of the performance-based credentialing system established and implemented for a Type 3 AHIMT credentialing system.
3. Hold to a minimum, required training and allow for the development of skills and knowledge outside of the formal classroom environment.
4. Eliminate redundancy, unnecessary positions and requirements.
5. Develop standards for State of Arkansas, Type 3 All-Hazard Incident Management Teams.

### IV. Guidance

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

### V. Incident Qualification System (IQS)

The development of Type 3 All Hazard Incident Management Teams (AHIMTs) has been mandated by Executive Order \_\_\_\_\_. The AHIMTs will provide local jurisdictions or Multi-Agency Coordination Centers (MACC) with an effective response organization to manage resources and information, provide planning and operational advice to manage and mitigate an incident.

Personnel, who are certified in a NWCG position credentials are reciprocal with this system. NWCG position task books will be used in the absence of a Type 3 AHIMT position task book.

This system is designed to:

- . Establish minimum training
- . Skills
- . Knowledge
- . Experience for incident positions.

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

#### A. Introduction

Personnel mobilized by the State of Arkansas will be required to meet the established credentialing standards in this guide.

This guide applies to all Incident Command and Technical Specialist positions.

#### B. Description of the System

The Incident Qualification System is a "performance based" credentialing system. In this system, the primary criterion for credential is individual performance as verified by a credentialed evaluator, using approved standards.

In a performance based system. Credentialing is based upon demonstrated performance as measured on incidents and planned events, normal job activities or in simulated exercises or classroom activities.

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

a. Training courses provide the specific knowledge and skills required to perform tasks identified in the PTB. This provides a direct link between training and job performance. Required training has been held to the minimum required to provide for safe operations on incidents.

All training courses used for credentialing must be delivered by instructors that meet the requirements of the NIMS Five-Year Training Plan Guidelines.

b. Position Task Books (PTB) contain all critical tasks, which are required to perform the job. Subject matter experts have established the tasks in each PTB. PTBs are in a format that allows documentation of a trainee's ability to perform each task. Tasks pertaining to tactical decision-making and safety are flagged and require position performance on an incident or preplanned event. Remaining tasks may be evaluated through other means such as simulation, or other emergency and non-emergency work. Successful completion of all required tasks of the position, as determined by a credentialed evaluator(s), will be the basis for credentialing.

Final Evaluator Verification must be completed by a Type 3 or above evaluator.

Important Note: PTBs can be initiated by the Incident Commander/Team Leader, Training Specialist, or the Authority Having Jurisdiction for use on incidents, planned events, or training simulations. PTBs and the credentialing process can be initiated prior to attendance and completion of training courses.

Credit for prior experience may be submitted in the Task Book for incidents/events no longer than two (2) years prior to the initiation of the Task Book.

A completed Task Book must contain a minimum of four (4) evaluator records. At least two (2) records must occur after the initiation of the Task Book.

Each incident/event submitted for evaluation requires the level of complexity requiring a written Incident Action Plan.

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

c. Agency Head Certification and documentation is the responsibility of the Authority Having Jurisdiction certifying that the applicant is credentialed to perform in a specific position. Individuals are responsible for providing proof of credentialing on an incident. It is the responsibility of each agency to document those credentialed in all positions.

d. Individual Resource: The Incident Commander/Team Leader for the AHIMT is the agency head for individual resources.

e. Peer Review is the final piece of the credentialing process to perform an audit of all applications for position credential. All

course records, certificates, Summary of Response Experience, and any other documentation relative to the request for position credential will be reviewed by a Peer Review Committee established by the Qualification Working Group. The Peer Review Process Overview is attached in Appendix B.

## 2. Responsibilities

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

Each team/organization shall have a primary and alternate Training Specialist who is responsible for entering and updating member training and credentials. The region Team Incident Commander/Team Leader will appoint these individuals.

The individual team member is responsible for providing all required elements for initial application as noted in Appendix C. The Training Specialist is responsible for establishing a new record in the Incident Qualification System (IQS).

Once the Incident Commander/Team Leader or Training Specialist has reviewed the application for final position-specific credentialing. It will be sent to the Credentialing Working Group for peer review. The peer review process will consist of reviewing documentation submitted for credentialing to ensure that the person submitted for credentialing is moved from trainee to credentialed (JOB) in the Incident Qualifications System (IQS). A report will be generated by the peer review committee that will outline members that will be credentialed so that a "blue" card can be generated by the Arkansas Department of Emergency Management.

The Peer Review Committee will review the applicant's documentation such as reviewing the position task book (PTB), course completion certificates, summary of response experience, ensuring that the individual meets state standards. If credentialed, the Peer Review Committee will advise the Arkansas Department of Emergency Management AHIMT State Coordinator in writing - who, in turn will review and have the credentials entered into IQS. If not credentialed, the Peer Review Committee will return the PTB and application to the Training Specialist with explanation for the return. The Peer Review Committee will notify the applicant it has been returned to the Training Specialist.

Only the Arkansas Department of Emergency Management will enter changes to the level of credential in the IQS system.

All open records requests as related to the IQS system shall be forwarded and coordinated with the Arkansas Department of Emergency Management.

## C. Credential and Re-Credentialing

Each agency recommending credential or re-credentialing of an individual is responsible for ensuring personnel are eligible for credential based upon the requirements of this guide.

A key component in the credentialing or re-credentialing process is the subjective evaluation by the appropriate official of an individual's capability to perform in a position. Completion of required training and experience does not guarantee that the candidate will receive a credential. Only the Peer Review Committee can qualify an individual.

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

Each individual must reapply before the expiration of their current credential by submitting a Credentialing Application Package. Failure to re-apply within 90 days following the expiration of credential will require completion of a new position task book for the position.

#### D. Re-Credentialing

For the positions identified in this guide, the maximum time allowed for maintaining currency is five (5) years. Currency for a position can be maintained by meeting any of the following requirements.

1. By successful performance in the position credentialed for within the given time frame.
2. By successful performance in a position identified in this guide as Other Position Assignments that will maintain currency.
3. By successful performance in a higher position(s) for which that position is a requirement, providing the individual was previously credentialed in that position.
4. Meets current position required criteria

Example: Currency for a Resources Unit Leader (RESL) can be maintained by (1) successful performance as a Resources Unit Leader (RESL); or, (2) successful performance as a Demobilization Unit Leader (DMOB) or Status/Check-In Recorder (SCKN); or, (3) successful performance as a Planning Section Chief within the past five years.

#### E. Required Training / Experience

Required training and experience cannot be appealed. The process of demonstrating the abilities to perform the position is the completion of a position task book.

#### F. Additional Training

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

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

#### G. Audit

The Arkansas Department of Emergency Management will conduct audits at anytime to include any and all documentation as related to IQS entries.

#### H. NIMS Guidelines for Credentialing of Personnel (July 2011)

Personnel qualifications such as education, training, experience, and certification/licensure and medical/physical fitness for deployment are typically position-specific. Determining essential functions, levels of training, experience levels, required licensure and certifications, and physical and medical fitness for a position should be part of a job-task analysis. Departments, agencies and authorities having jurisdiction over positions responsible for determining position requirements through a job-task analysis process. Any person credentialed and authorized for deployment through the Emergency Management Assistance Compact (EMAC) is credentialed to serve in the role for which he or she is deployed.

NIMS Guidance on credentialing, NIMS Guide 0002 (National Credentialing Definition and Criteria) and this guidance refers to the identification and credentialing information a person will present to the requesting jurisdiction. For responders not deployed through EMAC, only the receiving department, agency, or jurisdiction can extend that privilege or authority after evaluating the person's information.

Two key elements in the credentialing process includes typing personnel and resources and certifying that personnel in fact possesses at least the minimum level of training, experience,

licensure, certification, and fitness to perform the job,  
[http://www.fema.gov/pdf/emergency/nims/nims\\_alert\\_cred\\_guideline.pdf](http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf)

## Appendix A: Type 3 ICS Position Requirements

### Incident Commander (ICT3)

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

### Required Criteria

The table below lists minimum required criteria based on existing protocols and standards for an Incident Commander (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

### Category

### Required Criteria

### Training

### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G-703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. NFA Course H400, All-Hazards Incident Commander
11. G-196 ICS/EOC Interface
12. G-775 EOC Management and Operations
13. Continuing education requirements for training, as required by the AHJ.
14. Incident Action Planning and management courses as required by the AHJ
15. Continuity of Operations (COOP) procedures for the AHJ and adjacent jurisdictions
16. National Fire Protection Agency (NFPA) 472, Professional Competence of Responders to Hazardous Materials (HazMat) Incidents (Awareness Level), or Occupational Safety and Health Administration (OSHA) 1910.120 HazMat Awareness Level Training or equivalent basic instruction on responding to and operating in chemical, biological,

radiological, nuclear, and high-yield explosives (CBRNE), mass casualty incident (MCI)

17. EMI Public Information Course

18. Credential and verification of required training

19. Management, leadership, and teambuilding training relevant to emergency response

#### Experience

1. Significant, on-going experience related to the management of emergency incidents and events that may involve multiple jurisdictions requiring mutual-aid response

2. Functional experience in Incident Command at the levels or levels of government commensurate with the scope of the incident.

3. Satisfactory performance in other positions within the ICS organizational structure, including Operations Section Chief and Planning Section Chief

4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need.

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ

2. Minimum physical fitness standards as required by the AHJ

3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Public Information Officer (PIO3)

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

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Public Information Officer (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

## Category

### Required Criteria

#### Training

##### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. EMI Course E-388, Advanced Public Information Officers, or NFA course H-406, All-Hazards Public Information Officer, or equivalent
11. Continuing education requirements for training, as required by the AHJ.
12. Training on scenario-specific operations of concern to the jurisdiction and incident
13. Credential and verification of required training

#### Experience

1. Significant, on-going experience managing the generation and dissemination of information related to the incident for the public and the media, as well as experience in emergency management.
2. Baccalaureate degree in journalism or communications from an accredited college or university, or equivalent
3. Knowledge of print, radio, television, and Internet media
4. Functional experience in media relations at the level or levels of government to commensurate with the scope of the incident.
5. Successful previous experience as a Public Information Officer
6. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need.

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ

3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Liaison Officer (LO3)

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

#### Required Criteria

The table below lists minimum required criteria based on existing protocols and standards for a Liaison Officer (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

#### Required Criteria

#### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G 703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. NFA Course H-480, All-Hazards Liaison Officer, or equivalent
11. Continuing education requirements for training as required by AHJ
12. Credential and verification of required training
13. Training on scenario-specific operations of concern to the jurisdiction and incident.

#### Experience

1. Significant, on-going experience coordinating with representatives from various agencies and organizations during emergency situations, as well as experience in emergency management.

2. Functional experience in interagency coordination at the level or levels of government commensurate with the scope of the incident.
3. Successful previous experience as a Liaison Officer, including working with cooperating and assisting agencies.
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need.

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Safety Officer (SOF3)

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

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Safety Officer (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

#### Required Criteria

#### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS

4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Specialty training as required (e.g., Incident Scene Safety, Fire Suppression, HazMat Operations, Accident Investigation, Post-Incident Analysis)
11. NFA Course H-404, All-Hazards Safety Officer, or equivalent
12. OSHA 1910.120 and/or 1910.134, Respiratory Protection
13. Training on scenario-specific operations of concern to the jurisdiction
14. NFPA 472, Professional Competence of Responders to HazMat Incidents (Operations Level) or OSHA 1910.120, HazMat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI
15. Credential and verification of required training
16. Continuing education requirements for training as required by AHJ

#### Education

Possess sufficient formal education in relevant professions and emergency management to ensure safety of responders.

#### Experience

1. Significant, on-going experience in strategy and tactics related to the incident scenario (e.g., wildland fire or HazMat incident) and experience in emergency management. Significant experience in all phases of the response and recovery cycle.
2. Functional experience in safety at the level or levels of government commensurate with the scope of the incident.
3. Successful, previous experience filling positions within the Operations Section
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years as dictated by need.

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Able to work wearing appropriate PPE
4. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances

characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements

#### Operations Section Chief (OSC3)

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

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for an Operations Section Chief (Type 3) to participate in the Texas Type 3 All Hazard Incident Management System.

#### Category

#### Required Criteria

#### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. NFA Course H-430, All-Hazards Operations Section Chief, or equivalent
11. G- ICS/Eoc Interface
12. G-775 EOC Management and Operations
13. OSHA 1910.120 and/or 1910.134, Respiratory Protection
14. NFPA 472, Professional Competence or Responders to HazMat Incidents (Operations Level) or OSHA 1910.120, HazMat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI
15. Scenario-specific training as required by the AHJ
16. Credential and verification of required training

17. Continuing education requirements for training as required by AHJ

#### Experience

1. Significant, on-going experience in strategy and tactics related to the incident scenario (e.g., wild land fire, water rescue, confined space rescue, or HazMat incident) and experience in emergency management.
2. Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident.
3. Successful, previous experience as a Branch Director or Division/Group Supervisor within the Operations Section.
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years or as dictated by need.

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Able to work wearing appropriate personal protective equipment (PPE)
4. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Strike Team / Task Force Leader (STLD)

Description: A Strike Team/Task Force Leader (Type 3) is responsible for all Strike Team and/or Task Force operations, including the activation and supervisor of ICS organizational elements in accordance with and in execution of the Incident Action Plan (IAP).

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Strike Team/Task Force Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

## Category

### Required Criteria

#### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Strike Team/Task Force Leader.

#### Experience

Significant, on-going experience in strategy and tactics related to the incident scenario (e.g., wild land fire, water rescue, confined space rescue, or HazMat incident) and experience in emergency management.

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Able to work wearing appropriate personal protective equipment (PPE)
4. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Division Supervisor (DIVS)

Description: A Division Supervisor (Type 3) is responsible for all tactical incident operations for the division, including the activation and supervisor of ICS organizational elements in accordance with and in execution of the Incident Action Plan (IAP).

## Required Criteria

The table below lists required criteria based on existing protocols and standards for a Division Supervisor (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

### Category

#### Required Criteria

#### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Division Supervisor.
11. Credential and verification of required training
12. Continuing education requirements for training as required by AHJ

#### Experience

Significant, on-going experience in strategy and tactics related to the incident scenario (e.g., wild land fire, water rescue, confined space rescue, or HazMat incident) and experience in emergency management.

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Able to work wearing appropriate personal protective equipment (PPE)
4. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Planning Section Chief (PSC3)

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

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Planning Section Chief (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

#### Required Criteria

#### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. NFA Course H-440, All-Hazards Planning Section Chief, or equivalent

#### Experience

1. Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.
2. Functional experience in planning at the level or levels of government commensurate with the scope of the incident
3. Successful previous experience filling Unit positions within the Planning Section.

4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years as dictated by need

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Resources Unit Leader

Description: A Resources Unit Leader (Type 3) is responsible for the collection, evaluation, and dissemination of information about all resources related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP).

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Resources Unit Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

#### Criteria

#### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction

10. Position-Specific Course for Resources Unit Leader
11. Credential and verification of required training
12. Continuing education requirements for training as required by AHJ

#### Experience

1. Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.
2. Functional experience in planning at the level or levels of government commensurate with the scope of the incident
3. Successful previous experience filling Unit positions within the Planning Section.

Completion of Position Task Books that validate and verify

(by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years as dictated by need

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Situation Unit Leader

Description: A Situation Unit Leader (Type 3) is responsible for the collection, evaluation, and dissemination of situational information related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP).

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Situation Unit Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

#### Criteria

## Training

### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G 703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Situation Unit Leader
11. Credential and verification of required training
12. Continuing education requirements for training as required by AHJ

### Experience

1. Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.
2. Functional experience in planning at the level or levels of government commensurate with the scope of the incident
3. Successful previous experience filling Unit positions within the Planning Section.
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years as dictated by need

### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

### Demobilization Unit Leader (DMOB)

Description: A Demobilization Unit Leader (Type 3) is responsible for the collection, evaluation, and dissemination of information regarding demobilization of all resources related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP).

#### Required Criteria

The table below required criteria based on existing protocols and standards for a Demobilization Unit Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

##### Required Criteria

##### Training

##### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Demobilization Unit Leader
11. Credential and verification of required training
12. Continuing education requirements for training as required by AHJ

##### Experience

1. Significant, on-going experience related to emergency planning and preparedness, report writing, and information management.
2. Functional experience in planning at the level or levels of government commensurate with the scope of the incident
3. Successful previous experience filling Unit positions within the Planning Section.  
Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years as dictated by need

##### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Logistics Section Chief (LSC3)

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

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Logistics Section Chief (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

#### Required Criteria

#### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
14. NFA Course H-450, All-Hazards Logistics Section Chief, or equivalent
15. Continuing education requirements for training as required by AHJ.
16. EMI non-resident course G-276, Resource Management, or equivalent
17. NFPA 472, Professional Competence of Responders to HazMat Incidents (Awareness Level), or OSHA 1910.120, HazMat Awareness Level

Training or equivalent basic instruction on responding to and operating in a CBRNE MCI

#### 18. Credential and verification of required training

##### Experience

1. Significant, on-going experience related to facilities, services, and material support, as well as experience in emergency management.
2. Functional experience in logistics at the level or levels of government commensurate with the scope of the incident.
3. Successful previous experience as a Logistics Section service branch director and support branch director and/or in multiple unit leader positions within the service and support branches
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years or as dictated by need

##### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

##### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

##### Facilities Unit Leader (FACL)

Description: A Facilities Unit Leader (Type 3) is responsible for providing facilities, and related support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.

##### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Facilities Unit Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

##### Category

##### Required Criteria

## Training

### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Facilities Unit Leader
11. Continuing education requirements for training as required by AHJ.
12. Credential and verification of required training

### Experience

1. Significant, on-going experience related to facilities, services, and material support, as well as experience in emergency management.
2. Functional experience in logistics at the level or levels of government commensurate with the scope of the incident.
3. Successful previous experience as in multiple unit leader positions within the service and support branches of the Logistics Section.
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years or as dictated by need

### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

### Communications Unit Leader (COML)

Description: A Communications Unit Leader (Type 3) is responsible for providing communications support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Communications Unit Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System. The COML position task books will be reviewed by Arkansas Department of Emergency Management IT Division during the peer review process.

#### Category

##### Required Criteria

##### Training

##### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G 703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Communications Unit Leader or equivalent courses to the above, subject to the approval of the peer review group.

##### Experience

Significant, on-going experience related to Communications facilities, services, and equipment support, as well as experience in emergency management and communications resources management.

Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years or as dictated by need

Must have received a Satisfactory performance rating during past event.

##### Medical/Physical Fitness

Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under hazardous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Medical Unit Leader (MEDL)

Description: A Medical Unit Leader (Type 3) is responsible for providing health/medical for responders during the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Medical Unit Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

##### Required Criteria

##### Training

##### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Medical Unit Leader
11. Continuing education requirements for training as required by AHJ.
12. Credential and verification of required training

##### Experience

1. Significant, on-going experience related to facilities, services, and material support, as well as experience in emergency management.

2. Functional experience in providing health/medical/EMS at the level or levels of government commensurate with the scope of the incident.
3. Successful previous experience as in multiple unit leader positions within the service and support branches of the Logistics Section.
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years or as dictated by need

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Supply Unit Leader (SPUL)

Description: A Supply Unit Leader (Type 3) is responsible for providing supplies, and related support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Supply Unit Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

#### Required Criteria

#### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS

3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G-703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Supply Unit Leader
11. Continuing education requirements for training as required by AHJ.
12. Credential and verification of required training

#### Experience

1. Significant, on-going experience related to supplies and material support, as well as experience in emergency management.
2. Functional experience in logistics at the level or levels of government commensurate with the scope of the incident.
3. Successful previous experience as in multiple unit leader positions within the service and support branches of the Logistics Section.
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years or as dictated by need

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Finance / Administration Section Chief (FSC3)

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

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Finance/Administration Section Chief (Type 3) to

participate in the Arkansas Type 3 All Hazard Incident Management System.

Category

Criteria

Education

Knowledge of a full range of specialized financial management, cost accounting, and related professions

Training

Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G-703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. NFA Course H-460, All-Hazards Finance/Administration Section Chief
11. Continuing education requirements for training as required by AHJ
12. Credential and verification of required training

Experience

1. Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management.
2. Functional experience in finance/administration at the level or levels of government to commensurate with the scope of the incident.
3. Successful previous experience filling unit positions within the Finance/Administration Section.
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years or as dictated by need

Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ

3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Compensation Unit Leader (COMP)

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

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Compensation Unit Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

#### Required Criteria

#### Education

Knowledge of a full range of specialized financial management, cost accounting, compensation, claims, and related professions.

#### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G-703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Compensation Unit Leader
11. Continuing education requirements for training as required by AHJ
12. Credential and verification of required training

#### Experience

1. Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management.
2. Functional experience in finance/administration, compensation or claims at the level or levels of government to commensurate with the scope of the incident.
3. Successful previous experience filling unit positions within the Finance/Administration Section.
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years or as dictated by need

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Procurement Unit Leader (PROC)

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

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Procurement Unit Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

#### Required Criteria

#### Education

Knowledge of a full range of specialized financial management cost accounting, purchasing, procurement, and related professions.

## Training

### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G-703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Procurement Unit Leader
11. Continuing education requirements for training as required by AHJ
12. Credential and verification of required training

### Experience

1. Significant, ongoing experience related to finance, administration, cost analysis, purchasing, procurement and experience in emergency management.
2. Functional experience in finance/administration, purchasing or procurement at the level or levels of government to commensurate with the scope of the incident.
3. Successful previous experience filling unit positions within the Finance/Administration Section.
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years or as dictated by need

### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

## Time Unit Leader (TIME)

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

### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Time Unit Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

### Category

#### Required Criteria

##### Education

Knowledge of a full range of specialized financial management, cost accounting, payroll, and related professions.

##### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS
6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G-703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Time Unit Leader
11. Continuing education requirements for training as required by AHJ
12. Credential and verification of required training

##### Experience

1. Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management.
2. Functional experience in finance/administration, or payroll at the level or levels of government to commensurate with the scope of the incident.
3. Successful previous experience filling unit positions within the Finance/Administration Section.

4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years or as dictated by need

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Cost Unit Leader (COST)

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

#### Required Criteria

The table below lists required criteria based on existing protocols and standards for a Cost Unit Leader (Type 3) to participate in the Arkansas Type 3 All Hazard Incident Management System.

#### Category

#### Required Criteria

#### Education

Knowledge of a full range of specialized financial management, cost accounting, compensation, claims, and related professions.

#### Training

#### Required Courses or Equivalent

Completion of the following courses/curricula

1. 0-305: All Hazard Incident Management Team Course
2. ICS-100: Introduction to ICS
3. ICS-200: Basic ICS
4. ICS-300: Intermediate ICS
5. ICS-400: Advanced ICS

6. FEMA IS-700.a: NIMS, An Introduction
7. FEMA IS-701.a: Multi-Agency Coordination System
8. FEMA IS-703.a/G-703: NIMS Resource Management
9. FEMA IS-800.b: National Response Framework, An Introduction
10. Position-Specific Course for Cost Unit Leader
11. Continuing education requirements for training as required by AHJ
12. Credential and verification of required training

#### Experience

1. Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management.
2. Functional experience in finance/administration, compensation or budget at the level or levels of government to commensurate with the scope of the incident.
3. Successful previous experience filling unit positions within the Finance/Administration Section.
4. Completion of Position Task Books that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every five (5) years or as dictated by need

#### Medical/Physical Fitness

Compliance with the following baseline criteria:

1. Medical requirements established by the AHJ
2. Minimum physical fitness standards as required by the AHJ
3. Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

#### Certification

A performance-based certification and credentialing system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.

#### Appendix B: Peer Review Process Overview

##### Committee Goal

To promote the creation, maintenance and interoperability of the Type 3 AHIMTs in accordance with the capacity building recommendations of the State of Arkansas.

##### Committee Role

To perform an audit of all application documentation for position credential at the AHIMT level that may include course records,

certificates, Experience Record, correspondence, and other communications relative to individual requests for position credentialing.

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

#### Committee Membership

A committee consisting of two representatives from the Arkansas Department of Emergency Management and two Adjunct Instructors from the Arkansas Department of Emergency Management shall be established by the Director of the Arkansas Department of Emergency Management. The Committee Chair may add members as needed to facilitate the review process. Appointment to the committee for Adjunct Instructors is for a period of two years, or upon resignation. The committee shall elect a Chairperson, a Deputy Chairperson, and a Documentation Unit Leader annually, or whenever the position becomes vacant.

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

#### Meetings

The committee shall convene semi-annually in March at the Mid-Year Conference and August at the Annual Conference or at the call of the chair.

#### Committee Protocol

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

The Peer Review Committee evaluates the applicant's application and supporting documentation and determines if the applicant is credentialed for the ICS position. The committee may request additional information. The committee shall have the responsibility and authority for credentialing the applicant. The successful applicant will be awarded the appropriate position specific credential.

#### Responsibilities of the Chair

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

#### Appeals

Appeals relative to denial of eligibility for credential may be made by utilizing the following procedures:

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

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

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

#### Appendix C: Credentialing Application Package Instructions

##### Requirements

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

##### How to Apply

SEPARATE APPLICATIONS MUST BE SUBMITTED FOR EACH POSITION FOR WHICH AN APPLICANT DESIRES TO APPLY.

Initial Application consists of:

1. Completed Application Form with all appropriate signatures.
2. Completed Experience Record that demonstrates the knowledge, skills and abilities for the applied for position.
3. Completed Training Record with attached copies of course completion certificates at a minimum of ICS 100, 200, 300, 400, IS 700.a , IS 701, IS 703/G-703, IS 800.b.
4. A COPY of the Initiated Task Book Cover Page.

5. Submitted executed MOU with two (2) original copies.

Credentialing consists of:

1. Completed Application Form with all appropriate signatures.
2. Completed Training Record with previous unsubmitted required course certificates.
3. Copy of completed Position Task Book.
4. A letter of recommendation on Department letterhead and signed by the Agency Head, describing the applicant's specific background as it relates to the occupational experience requirement.

Re-Credentialing Application consists of:

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

Applicants should submit completed applications to their sponsoring AHIMT Incident Commander / Team Leader. The Incident Commander/Team Leader will forward the completed credentialing package to the State AHIMT Coordinator.

Credential Application Form

Initial/Trainee Credentialed

Re-Credentialing Additional Documentation

POSITION FOR WHICH YOU ARE (HAVE) APPLYING (APPLIED) \_\_\_\_\_

(Note: Separate applications must be submitted for each position applied for)

NAME

AGENCY

AHIMT COG REGION

ADDRESS

PHONE NUMBER CELL PHONE

E-MAIL ADDRESS

RANK AND/OR WORKING TITLE

APPLICANT'S SIGNATURE DATE

=====

I verify that the applicant meets all the certification and credentialing requirements, as stated in the Arkansas All-Hazard Incident Management Team (AHIMT) Qualification System Guide dated March 10, 2012.

VERIFYING OFFICIAL AND TITLE DATE

Comments:

Experience Record

RECORD OF EXPERIENCE FOR THE POSITION (LAST 5 years)

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

EXAMPLE FORMAT

July 4th Celebration LCF, MT 2000 DIVS Event 7

Training Record

RECORD OF TRAINING COURSES FOR THE POSITION

(TRAINING COURSE) (LOCATION) (DATES)

EXAMPLE FORMAT

S-349 Resources Unit Leader CAIWA 10/5-6/1997

S-234 Ignition Ops CAIWTP, Sebastapol, CA 06/26-30/96

S-336 Fire Suppression Tactics AIWTP, Sebastapol, CA 05/01-05/96

Credentialing Working Group Checklist

Initial/Trainee Credentialed Re-Credentialing

POSITION FOR CREDENTIALING\_\_\_\_\_

(Note: Separate applications must be submitted for each position applied for)

NAME

AGENCY

AHIMT COG REGION

ADDRESS, CITY, STATE, ZIP

PHONE NUMBER CELL PHONE

E-MAIL ADDRESS

Documentation submitted to Credentialing Working Group for Peer Review:

Application Form

Training Records:

ICS 100 IS 700

ICS 200 IS 701

ICS 300 IS 703

ICS 400 IS 800

0-305 All Hazards Incident Management Team Course

Position-specific course completion certificate

Completed Position Task Book

Completed Experience Record (Re-Credentialing)

Letter of recommendation on department letterhead