



# POSITION QUALIFICATION APPLICATION TOOLKIT

November 2010

Division of Field Services

Indiana Department of Homeland Security  
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## **REQUIREMENTS**

- All applicants **MUST** meet current requirements using the Indiana Incident Management Program Position Qualification System (AHIMT-Type 3).
- Endorsing Official(s) **MUST** verify requirements are true and correct, utilizing the Application Form.
- Endorsing official(s) **MUST** verify previous 3 years of 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.

### **Submission Procedures**

Applicants seeking a Position Task Book should submit completed application packets to the IDHS Field Services Division. Application packets will only be accepted in electronic format and may be emailed to:

[fieldservices@dhs.in.gov](mailto:fieldservices@dhs.in.gov)

Applicants may also put the files on a disk or flash drive and mail the packet to:

Indiana Department of Homeland Security  
ATTN: Field Services Division / ICS Position Application  
302 West Washington  
IGCS – Rm E208  
Indianapolis, IN 46204

**Initial Application** consists of:

Completed Application Form with all appropriate signatures. A verifying official is an agency head or supervisor.

A cover letter from the applicant defining the position for which the applicant is applying. This letter should include why the applicant feels they are qualified for the qualification.

Completed Experience Record that demonstrates the knowledge, skills and abilities for the applied for position. (Include proof of experience such as Incident Action Plans, Award Citations, etc). In lieu of the aforementioned, a letter from a supervisor or incident commander that can verify the applicants presence at an incident, the number of operational periods of the incident, the position(s) in which the applicant held, and the functions that the applicant did will be accepted.

Completed Training Record with attached copies of course completion certificates.

A letter of endorsement from your agency head on Department letterhead, describing the applicant's specific background as it relates to the occupational experience requirement.

A letter of endorsement from your District AHIMT Incident Commander or District Response Task Force Commander endorsing you as a potential team member and describing your background and characteristics as it pertains to AHIMT membership.

**Requalification Application** consists of:

Completed Application Form with all appropriate signatures.

Updated Training Record with attached copies of course completion certificates that documents in-service hours.

Updated Experience Record that demonstrates the knowledge, skills and abilities for the applied for position.

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.

### **Historical Recognition of Qualified Evaluators:**

1. Qualified evaluators for position task books must have a minimum of 8 years operational field experience at the command or general staff level with an emergency management discipline (i.e. Fire, EMS, Law Enforcement, Emergency Management, Public Works, Public Health, etc). **Applicant must also provide a resume of work history.**
2. Qualified evaluators must have a minimum of 3 years experience delivering emergency management type training (including exercises that test team and individual performance) to emergency response personnel. Qualified evaluator must provide a resume that indicates instructional experience or other proof.
3. Qualified evaluators must have successfully completed:
  - a. IS-700a, *National Incident Management System, an Introduction*;
  - b. IS-800b, Introduction to the National Response Framework
  - c. IS-701, *Multi-Agency Coordination Systems (MACS)*;
  - d. ICS-100 and ICS-200 and
  - e. ICS-300 and ICS-400 or equivalent
  - f. ICS position specific course (or equivalent) in area they desire to evaluate
  - g. HSEEP course or equivalent
5. Qualified evaluators must have participated in developing an Incident Action Plan as a part of the Command and/or General Staff at two emergency incidents or for a planned event. The incident or event must have lasted longer than two operational periods of 12 hours or more and must have occurred within the last 6 years (IAPs are preferred or other proof as mentioned previously).
6. Qualified evaluators may have completed the functions of positions listed above in paragraph 5, but may not have been formally designated as an Officer or Chief (i.e. An Emergency Management Coordinator may have served the functions of a Liaison Officer or Logistics Section Chief at an incident but was never formally designated as such). Applicants must demonstrate or provide a letter from a supervisor or IC that they served in such a role.
7. Qualified evaluators must provide documentation that supports their successful completion of formal training and experience to include at least one of the following:
  - a. An Associate Degree (or above) in a public safety discipline
  - b. A Master's degree in any discipline
  - b. Emergency Management Institute's (EMI) Master Trainer or Exercise Practitioner Program
  - c. International Association of Emergency Managers, Certified Emergency Manager
  - d. Indiana Law Enforcement Academy Instructor Certificate
  - e. EMS Primary Instructor
  - f. Indiana Fire Officer III or above
  - g. Indiana Fire Instructor III
  - h. Successful completion of the ICS-449 Train the Trainer Course
  - i. PSID transcript, certificate, etc.

Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

**APPLICATION FORM**

Initial

Requalification

POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_  
(Note: Separate applications must be submitted for each position applied for)

NAME \_\_\_\_\_

AGENCY \_\_\_\_\_

AHIMT \_\_\_\_\_ DISTRICT \_\_\_\_\_

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 qualification requirements, as stated in the Indiana Incident Management Program Position Qualification System (AHIMT – Type 3) dated January 2010.

\_\_\_\_\_  
VERIFYING OFFICIAL AND TITLE \_\_\_\_\_ DATE

**Experience Record**

RECORD OF EXPERIENCE FOR THE POSITION (LAST 3 YEARS)

<b>(INCIDENT NAME)</b>	<b>(LOCATION)</b>	<b>(DATE)</b>	<b>(POSITION)</b>	<b>(INCIDENT KIND)</b>	<b>(DAYS)</b>

**Please also provide one or all of the following:**

- Copies of IAPs
- Copy of Event Roster
- Letter from Supervisor or IC indicating participation on incident.

**RECORD OF TRAINING COURSES FOR THE POSITION**

(TRAINING COURSE)	(LOCATION)	(DATES)

**Copies of course certificates attached**

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| <p><b>Minimum Training Standards:</b><br/> IS-100<br/> IS-200<br/> ICS-300<br/> ICS-400<br/> IS-700<br/> IS-800b<br/> O305 AHIMT<br/> ICS Position specific course for position desired<br/> IS-701 (*historical recognition)<br/> HSEEP (*historical recognition)<br/> Associates Degree (or above) in a public safety discipline -or- a Master's degree in any discipline (*historical recognition)<br/> Other appropriate ICS related training you would like considered as a documentation of qualification.</p> |
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**\*Note:** A list of training requirements, besides the minimum training standards, can be found on the specific positions requisite criteria page in the **Indiana Incident Management Program Guidelines for the Position Qualification System (AHIMT-Type 3)** document.