Idaho

Communications Unit
Qualification Program

10 FEB 2022

Terminology

The terms "shall," "must," "will," and "required" are used throughout this document to indicate required parameters for participation in the state program and to differentiate from recommended parameters which are identified by the words "should," "may," "desirably," and "preferably."

The term "professional" is used at times in this document and is an all-encompassing term for personnel who adhere to the technical and ethical standards of the communications professions and exhibit highly specialized skill sets that may take many years to develop. Professionals may be paid career personnel and/or volunteers.

Contents

Introduction

The Communications Unit (COMU) qualification program defines and describes the process and requirements to become certified as member of the COMU in support of the incident command structure during an emergency or pre-planned event. In Idaho, the COMU will consist of traditional incident response communication personnel. This includes positions such as the Communications Unit Leader (COML), Communications Technician (COMT), Radio Operator (RADO), and Incident Tactical Dispatcher (INTD) which includes trained emergency communications officers (ECO) from Emergency Communications Centers (ECCs) / Public Safety Answering Points (PSAPs). A separate plan was developed to address utilization and deployment Telecommunicator Emergency Response Task force (TERT) members.

Together, these multiple functional positions make up several subject matter experts with technical and operational skills in the field of public safety and emergency communications. During impending or on-going disaster events, they can be deliberately deployed in Idaho and potentially to other states to serve during response operations. In such situations, their deployment would be coordinated by the ESF #2 (Communications) Coordinator in the IOEM Emergency Operations Center. This may be accomplished regardless of EOC activation levels.

Idaho Code Title 31, Chapter 48 serves as a baseline legal document for the development, improvement, and sustainment of governance structures and systems that support emergency communications for the citizens of Idaho. The Idaho Public Safety Communications Commission (IPSCC) is established by this act and is charged with coordinating statewide communications efforts amongst local, state, tribal, and some federal stakeholders. The Statewide Interoperability Coordinator (SWIC) is charged with optimizing communications interoperability through several venues and processes. These include advising and promoting effective governance, technology education/awareness, funding mechanisms, communications initiatives, training and exercises, and collaboration with local, state, tribal, and federal communications partners. In discharging these duties, the IPSCC and Idaho Office of Emergency Management (IOEM) recognizes a need for the standardization of training, certification, and credentialing of emergency COMU personnel. This COMU Plan will facilitate that objective on a statewide basis. The SWIC, assigned to IOEM, will serve as the primary facilitator of this plan.

Applicability

The procedures listed in this document apply to those individuals who meet the recommended U.S. Department of Homeland Security (DHS) guidelines for eligibility, training and experience for All-Hazards COMU positions and/or APCO/NENA Joint Standard ANS 1.105.1-2009 for TERT positions who are requesting certification and/or credentialing from the State of Idaho. It also applies to those holding similar National Wildfire Coordinating Group (NWCG) positions who wish to seek reciprocity.

This document references all COMU positions qualifying as a single resource within NIMS as they pertain to All-Hazards emergency response classifications. Such references are not intended to reflect recognized National Wildfire Coordinating Group (NWCG) Incident Qualification Card (Red Card) positions, or other existing organizational guidelines.

This document will be adjusted as necessary to reflect alignment with subsequent programs or guidelines issued by the Idaho Office of Emergency Management (IOEM) concerning the National Qualification System or NIMS Resource and Typing.

Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the process for obtaining certification and subsequent credentialing in position-specific roles within the COMU. The process described is specific to COMU personnel within the State of Idaho. It does not include federal positions or programs.

The intent is to define, develop, and track trained personnel deemed qualified to fill a COMU position per the current national standards and/or as indicated in the respective Position Task Books (PTB).

Legal Concerns: This SOP is developed on a basis of "best practices" and contains mutually agreed upon minimum personnel standards and qualifications. It shall not be used as a basis of asserting liability against any of the participating agencies or entities. In many cases, the best practices contained within this document strive to exceed and improve upon prevailing practices, standards, and qualifications. This guidance document is not intended for use in a court of law to determine an applicable standard of care or minimum qualifications for emergency response personnel under any circumstances.

Goals

The goal of the Idaho COMU Qualification Program is to identify, develop, and sustain highly skilled, operationally, and technically proficient communications personnel who:

- Represent emergency communications disciplines within Idaho including representatives from all six District Interoperability Governance Boards (DIGBs) regions
- Represent levels of local, state and tribal government
- Are familiar with both legacy and current commercially available communication technologies (voice and data)
- Have the ability to deploy within the state to fill mutual aid requests or as state single resources
- Have the ability to deploy nationwide to fill EMAC requested roles in other states
- Promote local, regional, and statewide interoperable and redundant communications planning and usage

Objectives

Primary objectives of the COMU Qualification program include;
- Establish minimum training and qualification standards for COMU personnel working as part of the COMU or as a single resource assignment consistent with federal guidelines and/or the National Qualification System (NQS) as appropriate.
- Develop and conduct a Qualifications Review Board (QRB) to design the program and monitor standards on an on-going basis.
- Guide the development of Knowledge, Skills, and Abilities (KSA) necessary to obtain recognition of qualifications within the State of Idaho through the certification and credentialing process.
- Define criteria to obtain and maintain both certification, and credentialed status for position-specific roles within the Communication Unit.
- Retain the foundation of the performance-based qualification system established and implemented through the NQS developed by FEMA and expand the performance-based evaluation process to include Idaho specific qualification requirements.

Doctrinal Background

The National Incident Management System (NIMS) is a comprehensive, nationwide approach to incident management. It provides a template to effectively and efficiently prepare for, prevent, respond to, and recover from domestic incidents. This is regardless of cause, size, or complexity. It is applicable across functional disciplines at all jurisdictional levels.

A key feature of NIMS, the Incident Command System (ICS), is a standardized, on-scene, all-hazards incident management approach that represents organizational best practices. ICS has become the standard for incident response nationwide. The COMU falls within the ICS structure. The COMU is responsible for: developing plans for the use of incident communications personnel, equipment, and facilities; coordinating, installing, and testing communications equipment; supervision and operation of an Incident Communications Center (ICC); and the distribution, maintenance, repair and recovery of incident communications equipment.

The National Qualification System (NQS) supplements the Resource Management component of the National Incident Management System (NIMS) by establishing guidance and tools to assist stakeholders in developing processes for qualifying, certifying, and credentialing deployable emergency personnel.

Communications Unit Positions

Currently recognized positions within the Idaho COMU include:

- Communications Unit Leader (COML)
- Communications Technician (COMT)
- Incident Communications Center Manager (INCM)
- Incident Tactical Dispatcher (INTD)
- Radio Operator (RADO)
- Auxiliary Communicator (AUXC)
- Communications Coordinator (COMC)
- Informational Technology Services Unit Leader (ITSL)
- TERT Leader (TERT-L)
- TERT Supervisor (TERT-S)
- TERT Team Member (TERT-M)
- Technical Specialist (THSP)

Additional Guidance

The standards established herein are the minimum to be met by participating individuals and agencies who choose to participate in the Idaho COMU Qualifications Program. Candidates applying for qualifications under these guidelines must have a governmental entity, recognized Non-Governmental Organization (NGO), or private business with an emergency response or disaster recovery mission nexus and sponsor.   The SWIC and/or QRB Chairperson will determine eligibility in cases that are unclear.

Communications Unit Personnel Certification Steps

1. Demonstrated Performance Standards; The NQS is a performance-based qualification system. In this system, the primary criterion for qualification is individual performance as observed by a qualified evaluator, using approved standards. Demonstrated performance encompasses actions on incidents, planned events, during normal job activities, and during classroom or exercise simulations.

2. Availability of Experience and Education; A communication professional should have an opportunity to acquire the knowledge, skills, and abilities required to perform the task of a position before accepting a position assignment other than as a trainee. It is the responsibility of the individual and the individual's sponsoring agency to ensure that each trainee has the opportunity to acquire the knowledge, skills, and abilities necessary for position performance.

STEP 1: Prerequisite Training Process:

1. Candidates must have completed and maintain documentation for the prerequisites specified in Table 1.

TABLE 1 – Individual Training R = REQUIRED O = OPTIONAL or RECOMMENDED	COML	INCM	RADO/INTD	COMT	AUXC	ITSL	TERT-L	TERT-S	TERT-M
PREREQUISITE COURSES:									
IS-100 (Intro to ICS)	R	R	R	R	R	R	R	R	R
IS-200 (Basic ICS)	R	R	R	R	R	R	R	R	R
ICS-300 (Intermediate ICS for expanding Incidents)	R	R	O	O		R	R	O	
ICS-400 (Advanced ICS Command and General Staff)	O					O	O	O	
IS-700 (National Incident Management System)	R	R	R	R	R	R	R	R	R
IS-800 (National Response Framework)	R	R	R	R	R	R	R	R	
IS-144 (TERT Basic)	R	R	O				R	R	R
IS-1200 (TERT Team Leader)	R	R	O				R	R	
IS-2200 (Basic EOC Functions)	R	R	R	R	R	R	R	R	R
G-0191 (EOC/ICP Interface)	R	O			O	O	O		
PREREQUISITE DOCUMENTATION, EXPERIENCE:									
Complete and submit FEMA Form 119-25-1 (General Admissions Application)	R								
Successful performance in the INCM and COMT positions.[1]	R								
Basic knowledge of local communications systems, frequencies and spectrum, local topography, system site locations including knowledge of local, regional, and State communication plans, and contacts	R	O		R	R		O	O	O
At least 12 months of emergency communications experience in operational communications (LMR, Telecom, data systems, SATCOM, etc.)	R			R		R	R	R	R
Active Amateur Radio License (issued by the FCC)	O		O		R				
Awareness of fundamental public safety broadband and wireless communications technology – i.e., LTE, 5G, mobile devices	R			O		R	O	O	O
Federal Virtual Training Environment Network (online) Layer 1 & 2 Troubleshooting						R			
Emergency Communications Officer Certification (POST)		O					R	R	R

2. COMU positions (e.g., COML, COMT, INCM, INTD, and AUXC) are separate positions and do not require one specific position being taken before any other position course. When able, it is recommended that COMLs also receive COMT and INCM training. TERT Positions are progressive in nature.

3. Candidates should have an emergency communications background or currently work in or around public safety communications. They should have a stake in developing their emergency communications knowledge, skills, and abilities. Such experience may include but is not limited to the following:
   - Currently works with local or state communications, communications systems, and resource contacts or has done so in the recent past.
   - A working knowledge of frequency and talk group resources and of the regulatory and technical issues relating to voice and data communications.
   - A working knowledge of local topography and how it affects communications.
   - A working knowledge of communication systems' infrastructure within their jurisdiction.
   - Is familiar with Idaho communications plans (e.g., Statewide Communications Interoperability Plan (SCIP), ESF #2 Annex to the Idaho Emergency Operations Plan (IDEOP), Tactical Interoperable Communications Plans (TICP), and Field Operations Guide (FOG).
   - Experience working in a public safety dispatch center.
   - Experience working as a telecommunications vendor or service technician.

STEP 2: Formal Classroom Training Process:

All candidates must successfully complete the formal training course for the position they wish to be certified in. Idaho will normally honor verifiable course completion certificates from other agencies and/or other states.

Attendance at State-sponsored trainings is subject to the following guidelines:

1. In order to attend a state sponsored Communications Unit related course, candidates must be sponsored in writing by an agency. Priority will be given to those candidates who's sponsoring agency confirm their support for assisting the candidate in meeting the guidelines of the COMU Program as outlined in this document or who can justify why their participation in the training is beneficial to the COMU program. This limitation applies to state sponsored courses only and is not applicable to other COMU classes sponsored by another agency or state.
2. COMU oriented courses are typically announced and facilitated by IOEM.
3. Potential candidates apply per IOEM instructions/announcements. They are then screened to ensure perquisites are met. The SWIC will adjudicate any cases where it is unclear as to eligibility and/or priority of attendance at sponsored classes.

STEP 3: Position Task Book (PTB) Initiation and Completion Process:

1. PTBs are formatted to document 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, preplanned event, and/or certain exercises pre-approved by the SWIC. Remaining tasks may be evaluated through other means such as simulation, or other emergency and non-emergency work. However, these types of simulations or work should be a true representation of the required task to ensure that the person will be able to perform to the required level when exposed to a real event. Successful completion of all required tasks of the position, as determined by qualified evaluators, will be the basis for qualification.

2. Candidates who attend and successfully complete a state sponsored COMU formal training course may request a PTB be initiated by the SWIC for them for that specific position. The SWIC, with assistance from the QRB, maintains copies of the most recent COMU PTB versions. Task books are initiated by the SWIC on a quarterly basis.

3. Once a candidate completes STEPS 1 and 2, the candidate is then recognized as a trainee. All COMU PTBs are assigned a tracking number. An Authority Having Jurisdiction (AHJ) who initiates a PTB may also notify the SWIC of the initiation and a tracking number will be assigned.

4. The trainee must complete the COMU PTB as prescribed below within two (2) years from the date that the PTB was initiated. Exceptions to this timeline will be considered on a case-by-case basis. The SWIC, in coordination with the QRB, will make the final adjudication.

5. A completed PTB must contain a minimum of three evaluator records.
   a. All tasks for PTBs MUST be directly supervised and initialed off by an assigned supervisor, a certified COML, an AHJ recognized Logistics Chief, or an AHJ recognized Incident Commander during an incident, planned event or exercise.
   b. As each task and sub-task is evaluated the proper event code, evaluator record number, date evaluated, and evaluator initials MUST be notated in the PTB next to the task or sub-task.

6. A completed PTB MUST contain evaluation records demonstrating performance at a minimum of four (4) different incidents, events, or exercises.
   a. One (1) MUST be an incident, or significant planned event consisting of more than one (1) operational period.
   b. The three (3) remaining events may be planned events, full scale/functional exercises, or additional incidents regardless of the number of operational periods.
   c. Each incident, planned event, or exercise used for evaluating and documenting COMU position experience MUST be at a level of complexity that requires a written Incident Action Plan. Incident Action Plans and/or other incident documentation (ICS 204, 205, 205a, 207, 214s, 217as 225s, etc MUST identify the trainee as performing in the COMU position. (Designation as a trainee is acceptable.) This supporting documentation MUST be submitted as part of the trainee's Qualification Package.
   d. Evaluation records may be submitted for incidents, events, or exercises that occurred within 3 years prior to initiating the PTB.

7. The final evaluator's verification of all COMU PTBs (other than TERT positions) MUST be completed by a certified Type 3, or above, COML. TERT PTBs must be signed off by a certified TERT Team Leader.

8. Once a PTB has received the final evaluator's verification, the trainee will submit their COMU Qualification Package with the competed PTB and all supporting documents to the SWIC as outlined in STEP 4. The PTB's "Agency Certification" signature information WILL be filled out and signed by the SWIC.

9. It is the trainee's responsibility to make sure all documentation and signatures are present and correct.

STEP 4: Qualifications Review Board (QRB) Review and Certification Process

1. The Trainee's packet is next transferred from the SWIC to the QRB. Initially, the QRB will consist of volunteer representatives from varying communications disciplines and varying regions of Idaho.

2. The QRB will review applications to ensure they are complete and meet the requirements as explained in this policy. The QRB will typically complete this task on a quarterly basis. Deadlines for submitting new COMU Qualification Packages are December 1st, March 1st, June 1st, and September 1st.

3. If a COMU Qualification Package is not complete, the QRB and/or SWIC will request the additional documentation or return the packet to the applicant with an explanation of what is missing.

4. If a COMU Qualification Package is complete, it will be added QRBs agenda for evaluation. The QRB is a COMU peer-review subcommittee. QRB reviews can be in-person or conducted virtually. The QRB may require an interview with the candidate to obtain additional information or ask questions regarding their experience as needed. As such, instructions will be provided to the candidate in a timely manner.

5. If recommended for certification, the applicant will be recognized and issued a certificate signed by the QRB Chairperson and the SWIC. The SWIC will retain a copy of the COMU Qualification Package and enter the newly certified COMU personnel into the CASM Resource database.

6. If not recommended for certification, an explanation will be provided to the applicant and final evaluator by the SWIC regarding what additional experience or training is needed.

STEP 5: Credentialing Process

1. Once qualified and certified by the individual's agency, an applicant may apply for credentialing by IOEM.
2. Agency Approval: The applicant shall complete the application and receive agency approval from their chain of supervision. The agency head or designee will sign as the "Verifying Official" on the application to indicate that the agency affirms that:
    - The applicant is affiliated with the agency and in good standing (including volunteers)
    - The applicant has successfully passed a background check (if required)
    - The agency acknowledges that certification and/or credentialing does not provide any sort of insurance coverage for the applicant
    - The agency will notify the SWIC of the termination or change in status of the applicant in a timely manner
3. The application should then be submitted to the SWIC.
4. The SWIC shall verify the information submitted in the application.
5. Once endorsed, the applicant may submit the application to IOEM for credentialing. The credential will take the form of a wallet sized card that can be shown at incident sites to verify experience.
6. IOEM will issue the credential in coordination with the SWIC.

Change in Status / Decertification

Change in Status

If an individual moves to a different agency, they must submit a revised recognition application with approval from the new agency head or designee within 90 days. It is not necessary to resubmit PTB materials.

Decertification

AHJs are generally responsible for decertification or revoking an individual's position qualifications. AHJs are responsible for notifying the SWIC of the change in status. An individual may lose his or her certification for currency reasons, by voluntarily withdrawing, or for other reasons the AHJ deems appropriate. The AHJ may consider decertification when an individual:

- Takes or neglects to take actions that lead to unsafe conditions at an incident;
- Misrepresents incident qualifications;
- Fails to follow delegation of authority;
- Disregards identified safe practices; or
- Receives one or more "unacceptable" or equivalent performance rating(s). An official complaint shall be filed with the SWIC for review.

The SWIC reserves the right to revoke the certification of any individual failing to uphold the requirements of the program or who exhibits unethical behavior. In such cases, the AHJ shall immediately be notified. Upon decertification, any issued credentials must immediately be returned to the SWIC.

Appeals

In circumstances where a trainee feels the qualifying authority made an error in evaluating his or her qualifications, or an individual receives notice of impending decertification, an AHJ should have a documented appeals process. In the absence of a decertification process at the agency level, the individual can appeal to the QRB/SWIC at the state level.

The SWIC will consult with the QRB and AHJ concerning appeals raised to the state level. In most cases, the SWIC will determine appropriate actions to take. Decertification and/or remedial actions will be determined and recommended to the individual. The SWIC may choose to handle the appeal informally or formally. If a formal process becomes necessary, both parties will agree to the methodology used. Since this program is largely volunteer based it is unlikely that such situations will be require elevation beyond the coordination steps listed above.

Currency Process:

Currency / Requalification Process:

1. The maximum time allowed for maintaining currency is 5 years. A mandatory criterion for re-recognition or credentialing will occur once every 5 years to keep the individual's qualifications and skills up to date and to maintain active participation in the Idaho COMU program. Currency for a COMU position can be maintained by meeting any of the following requirements:
    a. By successful performance in the position qualified for within 5 years. The requalification period is for 5 years from the date of qualifying incident, event, or full scale/functional Incident Action Plan.
    b. By successful performance in a higher COMU position.
2. Each individual must reapply by submitting a new Incident Action Plans, Incident Communications Plan, and/or After-Action Reports that documents their participation. Applicants must also submit a new credential application form. Requalification paperwork is to be submitted to the SWIC. Failure to re-apply within 120 days following the expiration of qualification will require completion of a new PTB.
3. Extensions may be granted on an individual basis in extenuating circumstance.

Materials to include in applicant's renewal packet:

☐ Application Form (check Renewal/Change in Status box)

☐ Incident/Event/Exercise Experience Record for any incident, event, or exercise that an individual participated in prior to currency but after the individual was originally recognized

☐ Written letter of acknowledgement/endorsement from agency head or agency command-level representative indicating that the individual is still actively participating in the COMU position for which they have been recognized.

To request a renewal, either via mail or electronic, please submit a copy of all renewal materials to address or email listed below:

Physical:
Statewide Interoperability Coordinator (SWIC)
IOEM, Building 600
4040 W. Guard Street
Boise, ID 83705

Electronic:
bshields@imd.idaho.gov

Reciprocity/ Historical Recognition

Reciprocity

An applicant may request certification in Idaho after moving from another state or if they hold a corresponding NWCG certification. To do so, they must submit a complete package including a copy of their completed PTB to the SWIC along with the following:

- Copies of course completion certificates
- Documented record of experience
- Letter of support from the previous State's SWIC or State Interoperability Governing Body, if moving from another state, or a letter of recommendation from a supervisor if seeking NWCG reciprocity.

The QRB shall review the application materials and grant reciprocity if sufficient documentation of experience exists. It is at the discretion of the QRB and SWIC to request further information or verification of the applicant's skill level. This may be accomplished through inclusion in an incident, event or exercise. Applicants who are certified under this process must meet all minimum requirements for the position certified in order to be considered for recertification.

Historical Recognition

All applicants must provide evidence of professional training and education regardless of historical background. Applicants will not be considered qualified based solely on anecdotal historical experiences. This ensures that current and standardized professional education and training requirements are met.   The applicant shall seek recognition by filing an application with evidence of education, training, and experience with the SWIC. The QRB shall review the application materials and grant initial certification if sufficient documentation of experience exists. It is at the discretion of the SWIC or QRB to request further information or verification of the applicant's skill level. This may be accomplished through inclusion in an incident, event, or exercise.

Appendix A: Communications Unit Qualification Review Board (QRB)

QRB Membership and Organization

The QRB will be composed of the following members who are approved by the SWIC:

- SWIC or designee
- 3-4 SMEs who possess a high level of operational and/or training experience in the COMU field
- Preferably voluntary members from varying DIGB regions across Idaho
- Additional members as approved by the SWIC

QRB Duties

The QRB will establish a proper record for any review or audit it performs and shall establish processes and internal controls that subject each applicant to a standardized and proper level of review by the group. The SWIC will work in coordination with a rotating QRB Chairperson elected via concurrence of board members.

The QRB shall:

- Determine if an individual meets the requirements for qualification
- Review all documents that establish that the position trainee has completed all the position qualification criteria
- Forward the application package with their recommendation to the SWIC for approval
- Make recommendations for COMU training opportunities
- Develop continuing educational processes and programs
- Develop regional response/call-out guidelines and processes
- Conduct quarterly meetings to review COMU applications and discuss current issues.

Appendix B: Acronyms and Glossary of Terms

Acronym	Definition
AHIMT	All-Hazard Incident Management Team
AHJ	Authority Having Jurisdiction
AUXC	Auxiliary Communications
CASM	Communications Assets Survey and Mapping Tool
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Communications Unit Technician
DHS	U.S. Department of Homeland Security
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
ESF	Emergency Support Function
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
ICC	Incident Communications Center
ICS	Incident Command System
ICTAP	Interoperable Communications Technical Assistance Program
INCM	Incident Communications Center Manager
INTD	Incident Tactical Dispatcher
IOEM	Idaho Office of Emergency Management
IPSCC	Idaho Public Safety Communications Commission
ITSL	Information Technology Support Unit Leader
LMR	Land Mobile Radio
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NQS	National Qualification System
NWCG	National Wildlife Coordinating Group
PII	Personally Identifiable Information
PTB	Position Task Book
QA	Quality Assurance
RADO	Radio Operator
SATCOM	Satellite Communications
SID	Student Identification
SME	Subject Matter Expert
SOG	Standard Operating Guidelines
SOP	Standard Operating Policy
SWIC	Statewide Interoperability Coordinator
TA	Technical Assistance
TERT	Telecommunicator Emergency Response Taskforce
THSP	Technical Specialist

Agency Having Jurisdiction (AHJ) –
1. The AHJ is defined as the governmental unit having statutory responsibility for the incident or event, and/or
2. An AHJ may also be the agency who employs the qualified person.

Core Competencies – When a single PTB is used for multiple positions the core competencies are competencies that are common to all the positions identified in the PTB. 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. When able, 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 for which an individual is qualified, at least once every five (5) years on a qualifying incident, event, or exercise.

Evaluator – The individual that is responsible for evaluating a Trainee using a PTB. The Evaluator must be qualified in the position they are evaluating, qualified in a position that supervises that position in the ICS, or an equivalent incident supervisor.

Final Evaluator – The Evaluator who is signing the verification statement at the front of the PTB after all tasks have been completed. The Final Evaluator should be qualified and proficient in the position being evaluated.

Incident Command System (ICS) – Incident Command System is 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 Complexity – Incident complexity is a characterization used to describe the level of difficulty, severity, or overall resistance to control, that incident management personnel face while trying to manage an incident or event to a successful and safe conclusion or to manage one type of incident compared to another type. It is essential to understand the relationship between certain position qualifications that are typed to correlate with incident complexity typing.

Incident Qualification Card - A card issued to persons showing their incident management and trainee qualifications to fill specified fire management positions in an incident management organization, also known as a "Red Card."

National Qualification System (NQS): A set of interoperable qualifications, credentials, and associated processes for the Nation's disaster workforce, applied across all levels of government and throughout the whole community.

National Wildfire Coordinating Group (NWCG) – The purpose of NWCG is to coordinate programs for the participating wildfire management agencies so as 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.

National Interagency Fire Center (NIFC) – The national center for fire management programs located in Boise, ID. This includes tactical and operational communications support for wildfires. See also www.nifc.gov

Position Task Book (PTB) – The PTB will serve as the "lesson plan" for a Trainee's on-the-job training. As the Trainee is capable of accomplishing tasks, the PTB serves as the official record documenting evaluation of the Trainee's 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 recognized. It is recommended a Trainee complete a PTB on a minimum of two qualifying incidents, events, or qualifying exercises – one of which should be an incident.

Qualifying Exercise – An exercise or simulation meeting the requirements as specified within this document. It is recommended that the qualifying exercise follow the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Qualifying Incident/Event – An incident or event that meets the incident complexity, duration of time, and relevancy to the COMU position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the COMU position they are filling.

Recommended Training – Training that is not required to be completed in order to qualify for a position but is recommended to support the position. This training is identified as a recommendation that may guide an individual to increase knowledge and/or skills. This may be acquired through on-the-job training, work experience, or training.

Trainee (The Individual) – An individual, approved by their Employing/Sponsoring Organization, who is preparing to be recognized for a COMU position once prerequisites are met and the PTB has been initiated.

Idaho All-Hazards
Communications Unit Recognition
Submission Checklist

Name _____

       First Name   Middle Initial/Name   Last Name

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Email Address _____

Position for which you are applying for recognition _____

Rank and/or Working Title _____

Agency Name _____ 24/7 Phone Number _____

Agency Address _____

Agency City _____ State _____ Zip Code _____

Agency Contact Name _____ Title _____

Contact Phone Number _____ Email Address _____

☐ All-Hazards Course Prerequisite Training Completed (Attach Copies of Certificates of Completion or Training Record):
    ☐ ICS 700
    ☐ ICS 800
    ☐ ICS 100
    ☐ ICS 200
    ☐ ICS 300 *(This course is only required for COML recognition)*

☐ Copy of Certificate of Completion from All-Hazards position training course

☐ Legible All-Hazards Position Taskbook, including the following completed elements:
    ☐ All numbered tasks initialed by appropriate approval authorities
    ☐ Contact information provided for each evaluator at the end of the Taskbook
    ☐ Final Evaluator's Verification
    ☐ Idaho Agency Certification

Applicant Signature _____ Date _____

Submission of Materials

Mail or In Person   **Electronic**
SWIC Office, Idaho Office of Emergency Management, Idaho Military Division   bshields@imd.idaho.gov
4040 W Guard St, Building 600 Boise, ID 83706   **For Questions, call** (208) 258-6566

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For SWIC Office Use:

_____ _____ _____
         Received By   *Title*   *Date*

Idaho All-Hazards
Communications Unit Recognition
Agency Certification

Name _____
           First Name   Middle Initial/Name   Last Name

Address _____

City _____   State _____   Zip Code _____

Telephone Number _____   Email Address _____

Position for which you are applying for recognition _____

Rank and/or Working Title _____

[Note: Requirements for qualification are described in the Idaho All-Hazards Communications Unit Recognition Procedure, available online at https://ioem.idaho.gov/operations/emergency-communications/

Revision of Agency Certification

I certify that the individual named above has met all requirements for qualification in the All-Hazards Communications Unit position specified and that such qualification has been issued.

Certifying Official's Signature _____   Date _____

Print Official's Name _____   Title _____

Phone Number _____   Email Address _____

Agency Name _____

Agency Address _____

Agency City _____   State _____   Zip Code _____

Removal of Agency Certification

Please remove our Agency's certification from the record of the individual named above.

Authorizing Official's Signature _____   Date _____

Print Official's Name _____   Title _____

Phone Number _____   Email Address _____

Agency Name _____

Agency Address _____

Agency City _____   State _____   Zip Code _____

Submission of Materials

Mail or In Person   **Electronic**
SWIC Office, Idaho Office of Emergency Management, Idaho Military Division   bshields@imd.idaho.gov
4040 W Guard St, Building 600 Boise, ID 83706   **For Questions, call** (208) 258-6566

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For SWIC Office Use:

_____   _____   _____
              Received By   *Title*   *Date*