

**2006 GEORGIA NIMS INCIDENT MANAGEMENT TEAM (IMT)  
INTEREST & INFORMATION SURVEY**

**SURVEY FORM DEADLINE:** No deadline to apply, team selection twice a year

**SURVEY OBJECTIVES:**

To build and maintain teams of highly qualified and motivated specialists who are able to manage complex emergency operations in a professional and cost effective manner.

**DATE AND LOCATION OF POSITIONS:**

Interested individuals will be assigned to one of the Regional (Type 3) or State (Type 2) Incident Management Teams, or a qualified pool list. Position or team assignment will be made according to needs and may not be the individual's preference. Assignment will begin approximately **January 2007**.

**AREA AND LEVEL OF CONSIDERATION:**

All interested individuals are highly encouraged to submit this form. If you are only qualified for trainee or apprentice positions you will be considered for those positions only. If pre-requisite training or experience has not been completed, training and certification needs will be identified based on your application. Citizen volunteers and professionals may participate through a "sponsor" agency. A "Memorandum of Understanding" (MOU) is required between the sponsor agency and the volunteer.

**SURVEY FORM REQUIREMENTS:**

The following is required: Complete this form. If you have interest in more than one position, prioritize in order of preference. Your supervisor must support your level of indicated participation.

Duties:

Individuals selected will be expected to perform at a high level of expertise as a member of an "All-Risk" Incident Management Team (IMT). Interaction between team members is an absolute necessity when performing in an emergency and often critical incident environment. Specific duties vary with positions and are listed in the "Ga. NIMS Qualification Guide" found at the following website address: [www.gema.state.ga.us](http://www.gema.state.ga.us)

Individuals, when assigned as team members, will be expected to attend and participate in position specific training as well as team training programs and maintain a state of readiness for assignment when called on to perform in assigned positions. Supervisory and sponsor agency support must be ensured.

If team member is available and local agency operational situations allow, they will be expected to respond in the event of dispatch in support of emergency incidents within Georgia.

Assignments to the Southern Region (Virginia, South Carolina, Tennessee, Georgia, Florida, Alabama, Mississippi, Louisiana, Texas, Arkansas, Oklahoma, Kentucky, Puerto Rico) is considered a priority, but optional. An assignment to any other state or federal declared disaster is optional.

GA-NIMS IQS Application Forms – November 2007

Please indicate clearly on the application form, which type of assignment you are willing to take:

A. In-State Only

B. In-State and Southern Region Only

C. Any Available Assignment (In-State, Southeast, Western States, National, etc.)

Your immediate supervisor and agency administrator must also approve full participation.

## GA. NIMS IMT Apprenticeship and Trainee Program

### Definitions:

**Trainee** – An individual who has satisfactorily completed the required NIMS course work and prerequisite requirements for a given ICS position, but lacks one or more qualifying training assignments in an IMT position.

**Apprentice** – An individual that has not yet completed the required NIMS course work or prerequisite requirements; however, the individual is interested in becoming qualified for a given ICS position. The apprentice position is an “accelerated development” opportunity. The apprentice and his or her supervisor must both be strongly committed to full participation on an Incident Management Team both during and beyond the apprenticeship.

### Objectives:

The objective of including trainees and apprentices on Incident Management Teams is to develop individuals to become future team members in positions that have an existing or predicted shortage of qualified people.

### Guidelines:

Incident Management Teams may take trainees and apprentices to any incident assignment. The number of trainees and apprentices combined will be negotiated with the host unit/agency.

A trainee should expect to work with the Incident Management Team until they are certified as fully qualified for the ICS position in which they are being trained. When a trainee becomes fully qualified, they may continue in that position at the Incident Commander’s discretion. They are not obligated to remain with the Team. At the end of their commitment, qualified individuals may not be retained as a trainee.

First priority should be to have trainees serve with the Incident Management Team since these individuals are closer to being fully qualified. Apprentices should only be used when there are an inadequate number of trainee applicants to meet the objectives stated above.

Apprentices should have the potential to become qualified for the target position in three years. A development plan will be prepared that identifies the formal courses and the training assignments needed for the apprentice to become qualified in the desired timeframe. The Section Chief of the unit in which the apprentice is assigned will ensure that the development plan is prepared. The apprentice, the Unit Leader and/or Section Chief, and the immediate supervisor of the apprentice will work closely with each other to ensure that the planned development is accomplished.

**POOL MEMBER POSITIONS:**

If you do not wish to be a full time team member on one of the Georgia Incident Management Teams, but would like to be considered for an assignment with a team, submit this form for a pool member position. Clearly indicate on the form that you are interested as a pool member only; otherwise you will be considered for the full time team membership. Pool members will be requested when a full time team member cannot fill a position.

**TRAINEE/APPRENTICE POSITIONS:**

Trainees and apprentices are selected for Georgia Incident Management Teams to develop individuals to become future team members in positions that have an existing or predicted shortage of qualified personnel. The number of trainees and apprentices combined will vary by the assignment. Please review Appendix A (enclosed) for further details relative to how trainees and apprentices will be utilized.

Apprentices should have the potential to become qualified for the target position in three to six years. Trainees will generally be assigned for one (1) year and will be assigned to train in the position for which they apply. Upon the recommendation of the Incident Commander, Ga. NIMS IQS Credentialing Authority may elect to retain selected trainees for more than a one year period, dependent upon the achievement of training objectives.

**QUALIFIED IMT POSITIONS:**

Individuals submitting information for “fully qualified” Incident Management Team positions must meet Incident Command System qualification standards as published in the **“Ga. NIMS Incident Qualification System Guide”** found at the following website address: [ganims.gov](http://ganims.gov) or at [www.ganims.gov](http://www.ganims.gov).

Individuals must be functionally qualified at the Type 3-2 level for the positions they will be interested in and/or filling; or indicate on their application that they are interested as an Apprentice or Trainee.

**SELECTION PROCESS:** The Ga. NIMS IQS Credentialing Authority, along with Incident Management Team Subject Matter Experts, will meet to review all application forms and select team members. Some of the selection criteria are as follows:

- ✓ **EXPERIENCE** – This is both experiences in the position you have interest for and experience with previous incident management teams (In-State, Southern, wildfire, all-risk or others).
- ✓ **OTHER QUALIFICATIONS** – The broader the qualifications—the better.
- ✓ **AVAILABILITY** – Past availability history as well as signed [Certification of IMT Availability](#).
- ✓ **APPLICATION** - Completed form, [Certification of Qualifications](#), and possible interviews with the selecting official or their designate.

**WHERE TO SUBMIT FORMS:**

Completed forms should be submitted to: **Mr. Ronnie Register**  
GA-NIMS IQS Applications Coordinator  
Georgia Emergency Management Agency  
PO Box 18055  
Atlanta, GA 30316  
FAX: (404) 635-7375.

**2006 GA. NIMS INCIDENT MANAGEMENT TEAM  
APPLICATION FORM**

Name (Print Last, First)	Primary Employing Unit (Name & Address)
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If you are interested for more than one position, indicate the priority in which you wish to be considered. If you are interested as a Pool Member Position, or are a Trainee or Apprentice, mark "Pool", "Trainee" or "Apprentice" to the right of the position title.

Position(s):

1 <sup>st</sup>		Pool <input type="checkbox"/>	Trainee <input type="checkbox"/>	Apprentice <input type="checkbox"/>
2 <sup>nd</sup>		Pool <input type="checkbox"/>	Trainee <input type="checkbox"/>	Apprentice <input type="checkbox"/>
3 <sup>rd</sup>		Pool <input type="checkbox"/>	Trainee <input type="checkbox"/>	Apprentice <input type="checkbox"/>

\* Other Qualifications:

\* Other qualifications may be used to "fill-out" the team during mobilizations should there be vacancies.

<b>ARE YOU A CURRENT IMT MEMBER?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>ARE YOU A FULL TIME EMERGENCY AGENCY EMPLOYEE?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>ARE YOU A CIVILLIAN APPLICANT ?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>(Unpaid volunteer, retiree, professional, etc.)?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ASSIGNMENT INTEREST (CHECK ONLY ONE):**

<b>IN-STATE ONLY</b>	<b>IN-STATE &amp; SOUTHERN REGION ONLY</b>	<b>ANY AVAILABLE ASSIGNMENT</b> <small>(In-State, Southern Region, National, etc. Will need to be Red Carded)</small>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Certification of IMT/JOB Qualifications**

I certify that I have reviewed the training and experience records for \_\_\_\_\_ and find that the individual fully meets the training, experience requirements for the IMT position(s) applied for as outlined in the GA. NIMS IQS Guide

Employing Agency (or Sponsor for Civilian Applicant) \_\_\_\_\_

Training/Qualification Coordinator (Printed Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**GA-NIMS Incident Qualification System (GA-NIMS IQS)  
IMT Applicant Information Form**

<b>IMT Applicant Information</b>			
Social or Driver's License #		Employment Kind (Career, Seasonal, Cooperator, Volunteer)	
First Name		Current IMT Member (Y/N) Level (3 or 2)	
Last Name		Enrolled in IMT Development Program (Y/N)	
Date of Birth			
I agree to allow a security background check regarding my personal information (initial if "Yes")			

<b>Incident Qualification (only the jobs you anticipate working)</b>			
<b>Qualified Jobs</b>		<b>Trainee Jobs</b>	
Job Title	Job Title	Job Title	Job Title

JOB TITLE = Title of job on Type 3 IMT that you anticipate working (ex: Safety Officer)

List only training relevant to the IMT job(s) applying for

<b>Incident Qualification Training Entry</b>			
Course Code	Date Completed (YY/MM)	Course Code	Date Completed (YY/MM)

Incident Management Position Experience Record						
Only list experience in which you performed IMT job(s) relevant to the position applying for						
Job Performed	Incident Type (See Codes)	Incident Date MM/DD/YY	State	Operational Periods (Shifts)	Management Type or Complexity Level (See Below)	Incident Name Fire code/ Fire number if known
INCIDENT COMMANDER	PE	07/21/00	GA	9	1	G-8 SUMMIT 900324 (EXAMPLE)

Indicate incident type: WF=Wildfire / AR=All Risk / LE=Law Enforcement / PE=Planned Event

ICS Management Types Complexity Levels	
<p>TYPE A - national area command team assigned                      TYPE 1 - national type 1 team assigned                      TYPE 2 - regional type 2 team assigned                      TYPE 3 - extended attack with multiple resources                      TYPE 4 - initial attack                      TYPE 5 - initial attack with very few resources</p>	

NIMS or ICS Instructor Experience			
Course Code	Date of Instruction (YY/MM)	Instructor Level L=lead U=unit	Group(s) Taught

Position Task Books Initiated, But Not Completed		
Job Code	Initiated Date	Initiated By: (name)

**Position Task Books Completed**

<i>Job Code, and Initiated Date</i>	<i>Job Code, and Initiated Date</i>	<i>Job Code, and Initiated Date</i>
<i>Final Evaluator</i>	Final Evaluator	Final Evaluator
<i>Title</i>	Title	Title
<i>Home Unit</i>	Home Unit	Home Unit
<i>Phone Number</i>	Phone Number	Phone Number
<i>Certifier's Name</i>	<i>Certifier's Name</i>	<i>Certifier's Name</i>
<i>Title</i>	Title	Title
<i>Home Unit</i>	Home Unit	Home Unit
<i>Phone Number</i>	Phone Number	Phone Number
<i>Certification Date</i>	Certification Date	Certification Date

**Certification of Availability and Financial Support**

It is imperative to the success of GA-NIMS-IQS that individuals assigned to Team positions read the Team Guidelines and maintain a state of readiness if called to serve.

It is the intent that Federal Grant Funds be used to financially support team member participation in training, drills and activities necessary for individual development towards qualification. In the event Federal Grant Funds are not available, the sponsoring agency may be encouraged to provide financial support for team member participation in training, drills and activities necessary for individual development towards qualification.

In the event of activation to a Federal Declared Disaster, all efforts will be made to obtain Federal financial reimbursement.

**I understand the statements above and support the team member's participation**

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Supervisor's Signature

Title

Date

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Agency Administrator's Signature

Title

Date