

# Tennessee All-Hazards Incident Management Program Recognition of Prior Learning Application Instructions

## SECTION 1: GENERAL INFORMATION

One Recognition of Prior Learning (RPL) application must be completed and submitted for each ICS position requesting RPL consideration. Provide complete answers to each question.

## SECTION 2: INCIDENT MANAGEMENT TEAM AFFILIATION

Check the appropriate answer to each question regarding former or current Incident Management Team experience. If you answer “yes” to any question, provide the details required.

## SECTION 3: RELEVANT EXPERIENCE

### PART A

Provide the indicated information from all multi-operational-period incidents, Homeland Security Exercise and Evaluation Program (HSEEP) “Functional” or “Full-Scale” exercises, and/or any planned events that you have been assigned to that support the position you are applying for. You must include at least one actual unplanned incident. You can copy and submit additional page(s) if needed. Failure to complete all the information required in Part A may result in the incident, event, or exercise not being considered.

All incidents, exercises, or events you wish to use as documentation for the Relevant Experience section must:

- Have occurred within 10 years of the opening date of the application period
- Have the complete information provided in each box of Part A
- Include at least two (2) different deployment/exercise/planned event experiences
  - Each experience should span or continue through at least two (2) operational periods.
  - At least one (1) evaluation experience must be an actual incident. Exercises or events may not be substituted for the one required incident.

### PART B

Attach the appropriate backup documentation that will assist evaluation of the validity of each experience listed in Part A. Applicants must follow the lists on page 2 to guide their submittal. Failure to provide the backup documentation of the experience listed in Part A may result in the incident, event, or exercise not being considered.

- Include the appropriate documentation listed below. Make sure to attach all the additional documentation indicated for the position listed.

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### Example backup documentation includes but is not limited to:

- The appropriate pages/forms/section(s) of an Incident Action Plan (IAP). Each ICS position listed below has unique documentation requirements that must be followed. Those unique requirements are listed after each position.
- Completed or partially completed Position Task Book (PTB) for the position. If submitting a completed or partially completed PTB, there must be an ICS 225, an Incident Personnel Performance Rating Form, for each evaluation provided in the PTB.
- ICS 225, Incident Personnel Performance Rating Form, from the position you filled.
- Signed affidavit from the AHJ or agency head, or Incident Commander, that describes your specific position and the duties and responsibilities you filled during the incident or event.

### All Incident Action Plans submitted must always include the following forms:

- ICS 202, Incident Objectives: Signatures must be legible
- ICS 203, Organization Assignment List: Your name should be listed on the ICS 203 as filling the position you are applying for during the operational period
- ICS 204, Assignment List: Two (2) different ICS 204s from the same IAP are needed to assist in determining complexity and scope of the incident, event, or exercise, and the position filled
- The additional forms listed after the positions cited below

### Specific additional forms are needed to support the position being applied for:

- **Logistics Section Chief.** If no Communication Unit Leader or Medical Unit Leader was used, add two (2) different ICS 205s, Incident Communication Plans, and two (2) different ICS 206, Medical Plans, that have your signature as the preparer.
- **Planning Section Chief.** Include the full IAP. Your signature should appear on the bottom of the ICS 202 and on the ICS 203 as the Planning Section Chief.
- **Operations Section positions.** The two (2) ICS 204s, Assignment Lists, should include those that have your name on them as part of the organization managing what you are stating in the application.
- **Finance /Admin Section.** Add ICS 209, Incident Status Summary, or finance-related documents demonstrating the operability of the Finance Section; incident time records showing your assignment; or budget or spending authority delegation or letter.
- **Public Information Officer.** Add two different press releases that have your name as the Point of Contact (POC) or that indicate that you wrote the message.
- **Safety Officer.** Add two (2) different ICS 208, Safety Messages, or ICS 215As, Incident Action Plan Safety Analysis forms, with your name as having prepared them.
- **Liaison Officer.** Add two (2) different incident listings of the Assisting and Cooperating agencies, meeting flyer, or other document demonstrating Liaison Officer (LOFR) responsibilities on the incident (and a letter indicating you filled that role).

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- **Incident Commander.** The ICS 202 should have your signature on the bottom as the Incident Commander.
- **Situation Unit Leader.** Add two (2) ICS 209s, Incident Status Summary forms, or agency SitReps that include your name as the author or generator; or a map with an indication that you developed the forms.
- **Resources Unit Leader.** The two (2) ICS 204s, Assignment Lists, in the IAP submitted should have your signature as having completed the form.
- **Supply Unit Leader.** The ICS 203, Organization Assignment Lists, should show you filling that role.

### PART C

- Attach a copy of your current resume detailing your training and the experience you have indicated that you have

### PART D

- Attach a (one-page-maximum) Experience Narrative. This narrative should describe details regarding the incidents, exercises, or events, and the applicant's duties and responsibilities in regard to them. The narrative should indicate your level of participation in requisite meetings, the planning process, and compliance with all National Incident Management System (NIMS) and Incident Command System (ICS) principles. Specifically address the position to which this application applies. General recommendation letters or certificates of participation or attendance are not acceptable.
- Each exercise, event, or incident detailed should include the name and contact information for someone familiar with the details who can answer any questions regarding the applicant's involvement.

## SECTION 4: RELEVANT TRAINING

Attach scanned PDF color copies (if submitting paper-based application, submit only color photocopies) of training certificates pertinent to the ICS position for which you are requesting Recognition of Prior Learning (RPL). Do not send certificates unrelated to the position.

Attach other certificates if they assist in demonstrating your competency or knowledge, skills, and abilities in the position.

### Required training certificates for all positions – must attach

- ICS-100: Introduction to Incident Command System
- ICS-200: Basic Incident Command System for Initial Response
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-700: Introduction to the National Incident Management System (NIMS)
- ICS-800: Introduction to the National Response Framework

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**Required training certificate for Command and General Staff positions – attach if applicable**

- ICS-400- Advanced Incident Command System

**Training certificates that may be submitted to support the position for which you are requesting recognition – attach if completed**

- NFA 0337, Command and General Staff Functions for Local Incident Management Teams
- USFA O-0305, USFA Type 3 All-Hazards Incident Management Team (AHIMT) Introduction

**Command Staff Position-Specific Training – attach if completed**

- Incident Commander
- Liaison Officer
- Safety Officer
- Public Information Officer

**General Staff Position-Specific Training – attach if completed**

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

**Unit Leader and Other ICS Supervisor Position-Specific Training – attach if completed**

- Communications Unit Leader
- Division Group Supervisor
- Facilities Unit Leader
- Supply Unit Leader
- Finance/Administration Unit Leader
- Resources Unit Leader
- Situation Unit Leader
- Strike Team Task Force Leader

## SECTION 5: RECOMMENDATIONS

List any recommendations and references who may be contacted during the review process and who will help provide detailed personal knowledge of your experience while serving within the Incident Command System. These experiences should include, but are not limited to, the following: incidents; evaluated exercises (Functional or Full-Scale) that follow HSEEP guidelines; and events in which you performed in the specific position for which you are applying.

Attach letters and any other related documentation to support this section. Experience claims will be validated and verified.

## SECTION 6: REQUIRED SIGNATURES

### **Applicant**

Read the declaration and certification. Sign application if in agreement. Unsigned applications are considered incomplete and will not be processed.

### **Review and Support**

Forward completed and signed application to the persons listed on the application. Request they read the declaration and certification and sign application if in agreement. Applications without supervisor's signature are considered incomplete and will not be processed.

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## INSTRUCTIONS FOR SUBMITTING RPL APPLICATION

- Direct any application-related questions to:
  - Jim Bean, CQC Chair -jim.Bean@sullivancountyttn.gov
- Providing false or inaccurate information may result in rejection of this application and future applications may not be considered.
- Prior to submitting, double-check the instructions to ensure the application is complete and filled out correctly.
  - All appropriate information provided for Sections 1 and 2
  - Experience listed meets criteria for Section 3, Part A
  - Appropriate documentation of experiences for Section 3, Part B
  - Resume detailing training and experience for Section 3, Part C
  - Experience Narrative explaining experience for Section 3, Part D
  - Training documentation in correct order for Section 4
  - References provided for Section 5
  - Required signatures obtained for Section 6
- Prior to submitting your application, ensure that all of your required and recommended training certificates are included.
- Save all applications and supporting documentation as one PDF. Compile application in this order:
  - The entire application (all sections in order)
  - Section 3 documentation of the relevant experience (in the order specified)
  - Section 4 training certificates (in the order specified)
- If submitted electronically, your file MUST comply with the following naming convention:

➤ **[Lastname\\_Firstname\\_Position.pdf \(Smith\\_John\\_OSC.pdf\)](#)**

### Position Acronyms:

Incident Commander: <b>IC</b>	Division/Group Supervisor: <b>DIVS</b>
Public Information Officer: <b>PIO</b>	Resources Unit Leader: <b>RESL</b>
Safety Officer: <b>SOF</b>	Situation Unit Leader: <b>SITL</b>
Liaison Officer: <b>LOFR</b>	Supply Unit Leader: <b>SPUL</b>
Operations Section Chief: <b>OSC</b>	Facilities Unit Leader: <b>FACL</b>
Planning Section Chief: <b>PSC</b>	Communications Unit Leader: <b>COML</b>
Logistics Section Chief: <b>LSC</b>	Finance/Admin Unit Leader: <b>FAUL</b>
Finance/Admin Section Chief: <b>FSC</b>	Division/Group Supervisor: <b>DIVS</b>
Other: Enter Acronym and position:	

- Submit your email (electronic) application to: [glampkin@knoxvilletn.gov](mailto:glampkin@knoxvilletn.gov)**