

ICS Qualifications Program

Purpose: The purpose of this program is to adequately prepare and train staff for identified ICS positions and to provide a method of documentation of staff qualification.

Phase 1: Complete all historical grandfathering documentation for staff who have already attained all of the training and experience for designated ICS positions.

Phase 2: Completion of task books and OSPR verification documents for all staff not who have not completed all of the training.

Current Proposed Timeline

Early February:	Meeting with Verification Coordinators <ol style="list-style-type: none">1. Provide program overview, roles and responsibilities and expectations2. Provide sample task books, OSPR verification documents and historic grandfathering documents.3. Review timeline and guidelines4. Review PQS-Taskbook Video
Early March:	Verification Coordinators meet with Subject Matter Experts
Early April:	Check-In Meeting with Verification Coordinators to discuss any issues.
April 15:	Draft verification documents will be completed
May 15:	Draft historic grandfathering documents completed.
Early June:	First Quarterly Meeting <ol style="list-style-type: none">1. Review list of grandfathering documentation2. Review list of all staff currently working on task books/verifications books and currently timeline for completion3. Compare current “qualifications” with the ICS Position list and identify any shortfalls.
Late August:	Second Quarterly Meeting <ol style="list-style-type: none">1. Review drill calendar and task books to determine who needs to go to drills.
December	Third Quarterly Meeting <ol style="list-style-type: none">1. Review program (pluses and needs improvements)2. Generate Report of Status of the Program3. Plans for 2014