

NCAHIMT FAQs



Who can start my task book?

NCEM Branch Managers are the initiating authorities for the Type 3 AHIMT Unit Leader positions and the AHIMT Qualification Board is the initiating authority for Type 3 Command and General Staff positions. The State Interoperability Executive Committee (SIEC) will initiate the PTBs for the communication section. Communication PTBs must be signed off as completed by the SIEC and submitted to the appropriate NCEM Branch Managers for final signature and inclusion in the AHIMT Program. All Command and General Staff positions require completion of a unit leader PTB in that section with the exception of PIO and Liaison Officer.

Can my supervisor or an IC sign my PTB?

Only a credential person at or above the PTB level you are working can sign your PTB. A credentialed IC can sign off on Operations and Plans PTBs. Refer to the AHIMT Qualifications Guide; "Prerequisite Experience" for the position and "Other Position Assignments that will maintain currency" basically outlines which positions that position can sign for.

I completed my All Hazard Planning Section Chief Course, how can I get a Position Task Book for my credentials?

To start working towards your credentials as a Type 3 PSC, you would first have to complete a position task book at the unit leader level within the planning section; usually it's the Resource Unit Leader PTB or the Situation Unit Leader PTB. To begin those task books you would have to attend the course and send your certificate to the NCEM Branch Manager requesting the appropriate PTB be initiated. Once you have completed a unit leader task book in the planning section you could with a signature of reference from the NCEM Branch Manager request by application a Type 3 PSC PTB from the AHIMT Workgroup, Qualification Board.

PTB sections that must be checked off on a wildfire, is that the only incident I can get the task checked off on?

The credentialed person that you are working the task with must use common sense, review the requirements of the task and see if the objective can be met on the event you're working. In most cases when the PTB refers to a wildfire, we would interpret that to mean an actual event. We are using NWCG Task Books while awaiting the final All Hazard PTBs, so certain allowances are expected.

Can you email me a copy of the PTB?

Position Task Books must be initiated and are in hard copy only due to the signatures required.

What do you need to start me a Unit Leader Task Book?

The NCEM Branch Manager would need a letter from your Agency Supervisor authorizing you to complete a PTB, giving permission for you to deploy on incidents if available and a copy of your Training Certificate for the position of the PTB requested.

When I complete my Unit Leader PTB how do I get a Section Chief PTB?

Your PTB is completed when all tasks are signed off and the NCEM Branch Manager signs the final signature. Once this is done, you would fill out an AHIMT application and the NCEM Branch Manager would sign it recommending you for a Type 3 PTB.

If I send in my IAP documenting my experience in the field, does that give me an additional five year credential period added to my current expiration date?

No. It just restarts the five years from the date of the qualifying IAP.