

# All-Hazards IMT Position Task Books

## Submission and Review Process

Listed below is a summary of the procedures for an applicant to submit a completed Colorado All-Hazards Position Task Book. More information and detail is provided in the All-Hazards Incident Management Teams Association (AHIMTA) Interstate Incident Management Team Qualifications System (IIMTQS), which is attached to this summary.

### **Applicant PTB Submission Requirements**

Prior to submission of a Position Task Book, the applicant must fulfill all requirements stated in the AHIMTA IIMTQS Position Descriptions (Section XV) and in the AHIMTA Position-specific task books.

Applicants must provide an **electronic** copy (via email, flash drive or CD).

*Electronic copies and questions should be sent to **both** email addresses below:*

[jeremy.utter@state.co.us](mailto:jeremy.utter@state.co.us)

[ColoradoPTB@gmail.com](mailto:ColoradoPTB@gmail.com)

If needed, an electronic storage device containing the PTB may be mailed to:

Colorado Division of Homeland Security & Emergency Management

Colorado IMT/EOC Committee

c/o Jeremy Utter

9195 E Mineral Ave Ste #200

Centennial, CO 80112

### **PTB Sub-committee Review Process**

Each completed PTB will be reviewed by at least 2 people that are preferably qualified/certified in the position.

The Colorado PTB Evaluation Matrix (attached) will serve as a guide to determine the minimum requirements have been met and to serve as a summary of the applicant's PTB.

**DHSEM WILL PROVIDE A WRITTEN RESPONSE TO THE APPLICANT WITHIN 15 DAYS OF RECEIPT OF THE POSITION TASK BOOK.**

***THE TASK BOOK SUB-COMMITTEE WILL PROVIDE A RESPONSE TO THE APPLICANT WITHIN 90 DAYS OF RECEIPT FROM DHSEM, OF THE POSITION TASK BOOK.***

The response will be one of the following within 90 days of receipt

1. Approved – Signed by the IMT/EOC Committee Chair and the Director of DHSEM.
2. Not approved – with an explanation of deficiencies and corrective actions needed
3. Pending – additional information or clarification is needed. Pending shall not exceed an additional **45** days, unless there are extenuating circumstances (e.g. all qualified reviewers are deployed).

### **COLORADO CURRENCY**

Steps to maintain currency are summarized (see AHIMTA IIMTQS, Section VIII, p 39).

Additionally, it is the responsibility of the individual to ensure the following information is entered, kept current and is accurate:

- 1) Contact information
- 2) WebEOC status and availability
- 3) IMT affiliation
- 4) Sponsoring agency and contact