Historical Recognition Application Instructions

Section 1: General Information

A new application must be submitted for each Emergency Operations Center (EOC) position in which you are requesting Historical Recognition. It is strongly recommended to enter your home address, personal phone number, and personal email address rather than a work address, phone, or email in case you change employment during the year-long Historical Recognition period. If awarded, any credentials will be mailed to whatever address is listed in your application.

Section 2: References

List at least two professional references who may be contacted during the review process and who can provide detailed personal knowledge of your ability to fulfill the functions of the selected EOC position. A letter of recommendation should also be submitted for each reference listed. The most recent organization, title, and contact information should be provided for each reference. These references do not need to be supervisory but must be someone who worked with the applicant in an EOC.

Section 3: Relevant Experience

PART A

Completely and accurately provide all requested information for each experience (e.g., incidents, events, and exercises). You may submit additional pages if needed. Failure to completely answer all fields for a given experience may result in the experience not being considered by the Qualification Review Board.

Include at least two (2) separate qualifying experiences, one of which must be an unplanned incident. Exercises or events may not be substituted for the one required incident.

Each qualifying experience must:
- Have occurred within 10 years of the opening date for the Historical Recognition application period.
- Meet the criteria of Type 1, Type 2, **or** Type 3 complexity in accordance with the National Incident Management System (NIMS) Incident Complexity Guide (2021).
- Involve a partial or full EOC activation.
- Include documentation clearly indicating the applicant's performance of the duties for the selected position during at least two (2) distinct, consecutive operational periods.
- Include supplemental documentation that provides context for the duties held and experience gained during the experience. Refer to Part B for additional information.

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2489 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Telephone: 850-815-4000
www.FloridaDisaster.org

FLORIDA CENTRAL OPERATION AND COORDINATION OFFICE
660 C Fred Jones Boulevard
Auburndale, FL 32809-5631

- Have been conducted in an Emergency Operations Center in the State of Florida.
- Have been conducted in compliance with Homeland Security Exercise and Evaluation Program (HSEEP) guidelines and designed to simulate real-world conditions, focusing on the actual deployment and execution of emergency management functions, rather than just discussing plans or procedures. These exercises typically involve hands-on activities, decision-making, and the use of equipment and resources, reflecting the operational environment where emergency operations would be carried out.

PART B

Attach supplemental documentation that will assist in the evaluation of each experience listed in Part A. Failure to provide the supplemental documentation of the experiences listed in Part A may result in the incident, event, or exercise not being considered by the Qualification Review Board.

For each qualifying experience, individuals must submit:

- A signed and complete Action Plan (e.g., IAP or similar) for one (1) operational period. You should also include additional ICS 203 or ICS 207 forms (or similar) to document that you served in the selected position for at least two (2) consecutive operational periods, however, please <u>do not</u> submit more than one (1) full Action Plan per qualifying experience unless requested by the Qualification Review Board.

All Action Plans must, at a minimum, include the following elements:

- Objectives identified by Command Staff or key leadership (e.g., ICS 202, Incident Objectives or similar).

- Organizational charts which clearly indicate the applicant's role during the qualifying experience (e.g., ICS 203 Organization Assignment List, ICS 207 Incident Organization Chart, or similar). Your name should be clearly listed as filling the position for which you are applying during the operational period. Provide at least two (2) different organizational charts from different operational periods.

- Work assignments that identify resource capabilities deployed to support incident objectives (e.g., ICS 204 Assignment List or similar).

PART C

Attach a position description, signed by your "gray sky" supervisor. This position description should thoroughly demonstrate the daily responsibilities of the role, how the position fits in to the overall EOC structure, and who the position directly reports to.

PART D

Attach a copy of your current resume with an emphasis on your "gray sky" role(s) and recent experiences in an Emergency Operations Center. This may include any relevant volunteer or contract work.

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Section 4: Relevant Training

Once all required training certificates listed on the Historical Recognition Application are uploaded into SERT TRAC, you can download a copy of your transcript to include in the application packet. You may include additional certificates or licenses if they assist in demonstrating your competency or knowledge, skills, and abilities in the selected position.

Disclaimer and Signature

Applicant Attestation

Read the declaration and sign the application if in agreement. Unsigned applications are considered incomplete and will not be considered by the Qualification Review Board.

Submission Instructions

- Direct any application-related questions to: EMST@em.myflorida.com

- Prior to submitting, double-check that the application is filled out completely and accurately.

- Prior to submitting, ensure that all required training certificates are approved in SERT TRAC.

- Save the application and supplemental documentation as a single PDF. Scanned documents that are not legible will not be considered and may delay or prevent processing.
- Use the following naming convention for the application: *Lastname_Firstname_Position.pdf*

- To submit your application for Historical Recognition, please follow the following steps to request access to the SharePoint application site.

- Go to https://portal.floridadisaster.org

  o Sign in under External Community login entering the credentials provided for the Share Point site, select Sign In.

  o To request credentials or assistance select Request Assistance in the lower left hand corner. A new email window will open.

  o In that email, please explain the need, e.g.: "I need assistance obtaining a SharePoint account username to initiate my task book". Please include the following information in the email as well: Name, Email Address and contact phone number.

- Once access has been requested, the SharePoint Administrator will send the access information in an email. Once received, please change the temporary password to something unique and memorable following the guidelines provided.

- The application and supporting documents can be submitted via the form referenced above. All documents must be attached along with the application upon submission, including all position-specific documentation.

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