



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

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.

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.
- 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



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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) operational periods, however, please do not submit more than one (1) full Action Plan per qualifying experience unless requested by the Qualification Review Board or unless you are applying for Historical Recognition as a Planning Section Chief.
- One (1) Performance Rating form (e.g., ICS 225 or similar). Performance Rating forms should be signed by the individual's Direct Supervisor during the qualifying experience.

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).

Additional required documentation, based on the position to which you are applying, include:

- Public Information Officer: Add at least one press release that have your name as the Point of Contact (POC) or that indicate that you wrote the press release. Please also submit a second work sample, which may be a social media post or second press release.
- Planning Section Chief: Include a second signed and complete Action Plan for the same incident, event, or exercise in which you are clearly listed as the Planning Section Chief.

PART C

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. Compile the application in this order:
 1. Historical Recognition Application for an EOC Position Qualification (all sections in order)
 2. Section 2 supplemental documentation (i.e., Letters of Reference)
 3. Section 3 supplemental documentation (e.g., IAPs, ICS 225, experience narratives, etc.)
 4. Section 4 supplemental documentation (i.e., SERT TRAC transcript)
- Use the following naming convention for the application: *Lastname_Firstname_Position.pdf*
- Upload the completed application and supplemental documents at <https://www.surveymonkey.com/r/historicalrecognition>