Oregon State Qualification System (SQS)

National Qualification System (NQS)

- Supplements the Resource Management component of NIMS by establishing guidance and tools to standardize local processes for qualifying, certifying, and credentialing deployable emergency personnel

- Promotes interoperability nationwide by:
  - Establishing a common language for defining job titles
  - Enabling organizations to have confidence in the capabilities of personnel deployed for disasters and emergencies from other entities through mutual aid agreements and compacts.

National Qualification System (NQS)

NATIONAL QUALIFICATION SYSTEM
Qualification, Certification, and Credentialing of Incident Personnel

QUALIFICATION	CERTIFICATION	CREDENTIALING
Prerequisites Completed Position Task Book Completed	Qualification Review and Certification/Recertification	Credentials Issued or Reissued

Oregon State Qualification System (SQS)

- States are **required** to implement NQS to receive funding from the Emergency Management Performance Grant (EMPG) program

- The State NQS Implementation Workgroup was established in 2022 to develop the Oregon SQS.

- The first edition of the Oregon SQS Guidance was published in May 2024

- Adoption, implementation, and adherence to, the Oregon SQS is **required** for all jurisdictions receiving EMPG funding

- Part of Annual NIMS Compliance / Assessment

Emergency Operations Center (EOC) Skillsets

- Support EOC personnel qualifications

- Are modular and combine in multiple ways remain flexible for a variety of EOC positions

- Establish minimum performance criteria for EOC positions

- 20 Total Skillsets:
  - 3 "Level of Responsibility" Skillsets
  - 17 "Functional" Skillsets

- Can be used to build EOC Position Checklists, like an ICS Position Task Book

Level of Responsibility	
Coordination and Individual Contribution	
Leadership	
Policy and Direction	

Function	
Action Tracking	Public Affairs Coordination
Center Management	Recovery Coordination
Document and Records Management	Resource Ordering and Acquiring
EOC Facility Management	Resource Sourcing
Finance	Resource Tracking
Legal Counseling	Safety Advising
Organizational Representation	Situational Awareness
Performance Improvement	Understanding the Resource Requirement
Planning	

EOC Skillset Components

Skillset Title
Reflects the function or level of responsibility described in skillset.

Task Categories
Items summarizing groups of similar tasks within skillset

Tasks specific, demonstratable actions to be demonstrated by trainees

Codes how task must be demonstrated for evaluation

Emergency Operations Center (EOC) Skillset: Resource Sourcing

Task Categories:
Understand potential sources
Develop, evaluate, and implement courses of action for resource fulfillment

Task Category: Understand potential sources

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Demonstrate awareness of resource sources: • For various disciplines • Regional, state, local, tribal, territorial, Federal, private sector, and nongovernmental organization (NGO) sources • Preapproved vendors and on-call contracts	E, F, I, T		
2. Coordinate with resource acquisition personnel from other organizations to identify potential resources and gain better understanding of sourcing mechanisms.	E, F, I		
3. Prioritize the allocation of scarce resources.	E, F, I		
4. Demonstrate awareness of incident-specific fiscal and resource constraints.	E, F, I, T		

Code C: Task performed in training or classroom setting, including seminars and workshops.

Code E: Task performed during a full-scale exercise with equipment.

Code F: Task performed during a functional exercise.

Code I: Task performed during a real-world incident or event. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or nonemergency (planned or unplanned) events.

Code J: Task performed as part of day-to-day job duties.

Code T: Task performed during a tabletop exercise.

Code R: Task performed very rarely and required only if applicable to the incident. The Authority Having Jurisdiction (AHJ) can use this when adding tasks to a skillset.

EOC Training Progression
(FEMA NIMS Training Program, 2020)
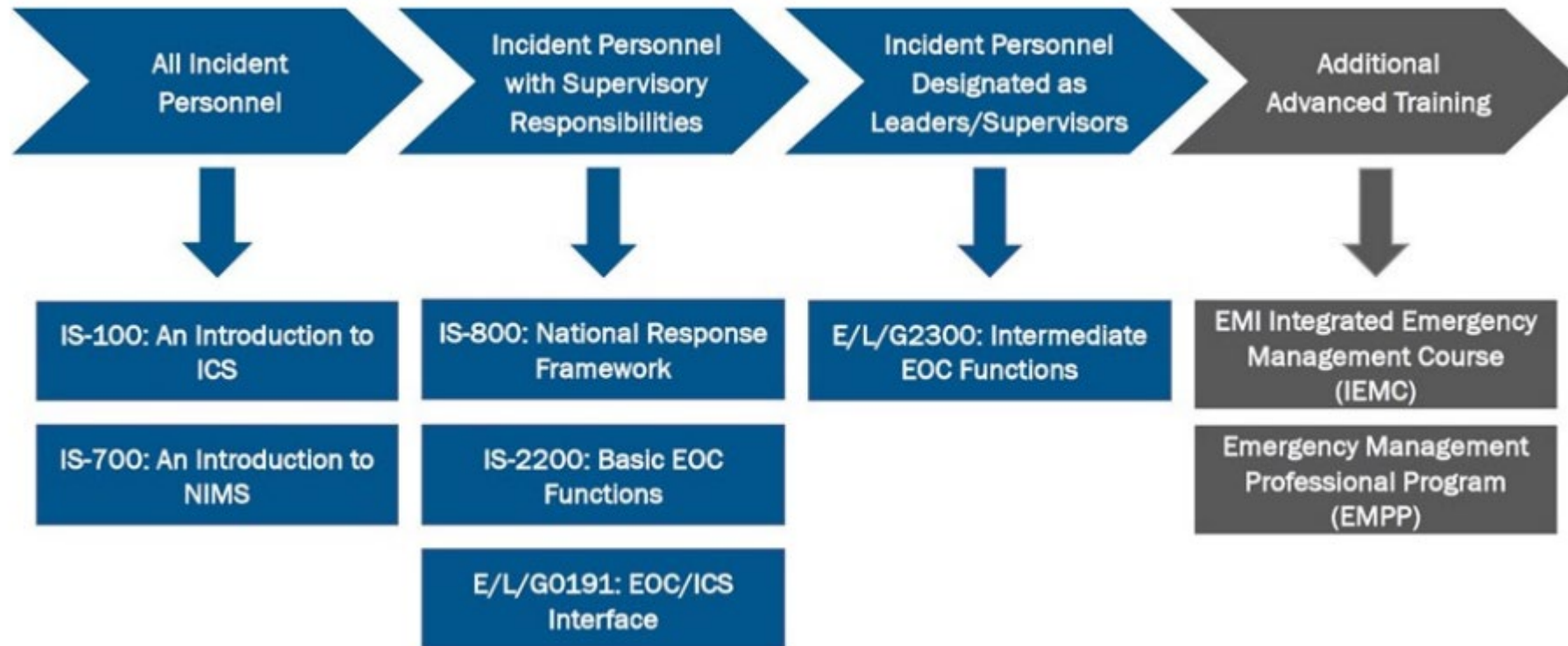
EOC Skillset Courses (230x Series)

- ## G2302: EOC Leaders Skillset Course
  - Leadership, Policy and Direction, EOC Center Management

- ## G2304: EOC Planning Support Skillset Course
  - Planning, Performance Improvement, Recovery Coordination

- ## G2306: EOC Resources Support Skillset Course
  - EOC Facility Management, Finance, Resource Ordering and Acquiring, Resource Sourcing, Resource Tracking, Understanding the Resource Requirement

- ## G2308: EOC Operations and Situational Awareness Skillset Course
  - Action Tracking, Document and Records Management, Organizational Representation, Situational Awareness

All courses cover Coordination and Individual Contribution Skillset

EOC Organizational Structures

Structure Type	Benefits
ICS or ICS-like Structure	The ICS organizational structure is familiar to those with ICS training. It most closely aligns with the structure used for on-scene incident management.
Incident Support Model	This structure puts the EOC director[4] in direct contact with those conducting situational awareness and information management. It streamlines resource sourcing, ordering, and tracking.
Departmental Structure	By operating in the context of their normal relationships, department/agency representatives can function in the EOC with minimal preparation and startup time.

Pure ICS EOC Structure

ICS-like EOC Structure

Departmental EOC Structure

EOC Skillset Crosswalk

Legend:
- Included in ALL courses
- 2302: EOC Leader Course, including management of EOC skillsets
- 2304: EOC Planning and Support
- 2306: EOC Resources Support
- 2308: Operations and Situational Awareness
- Blank = Unknown
- x = Required

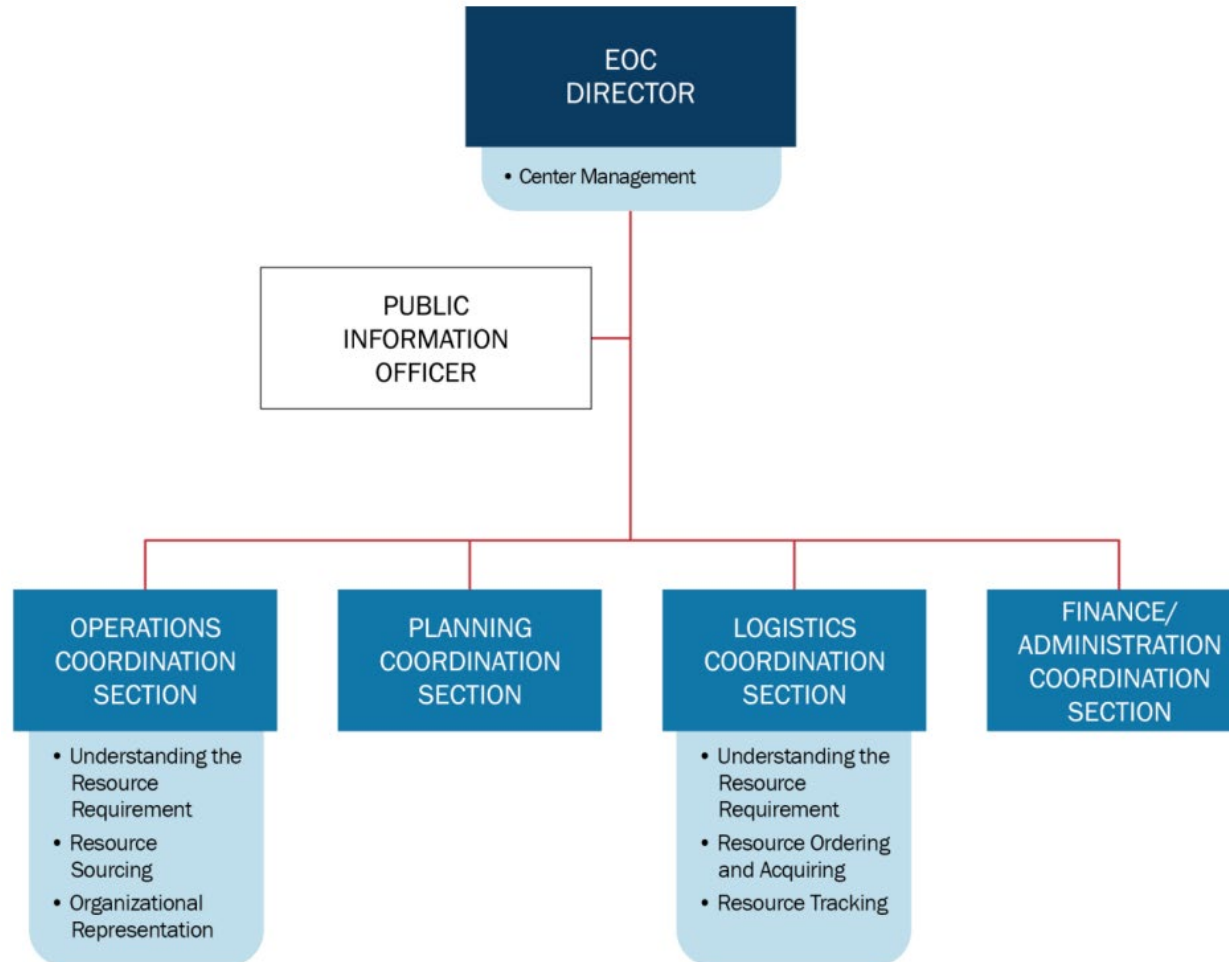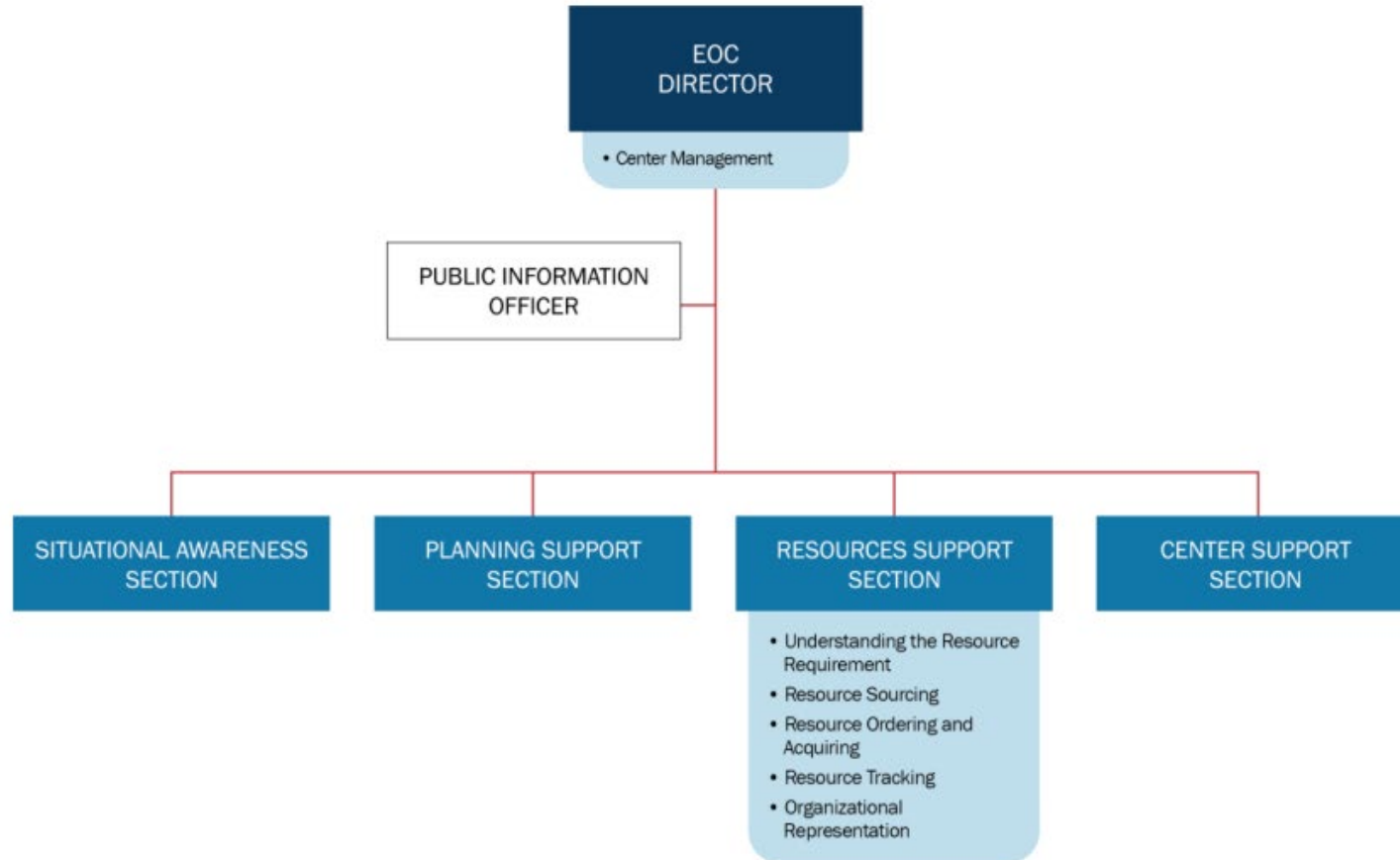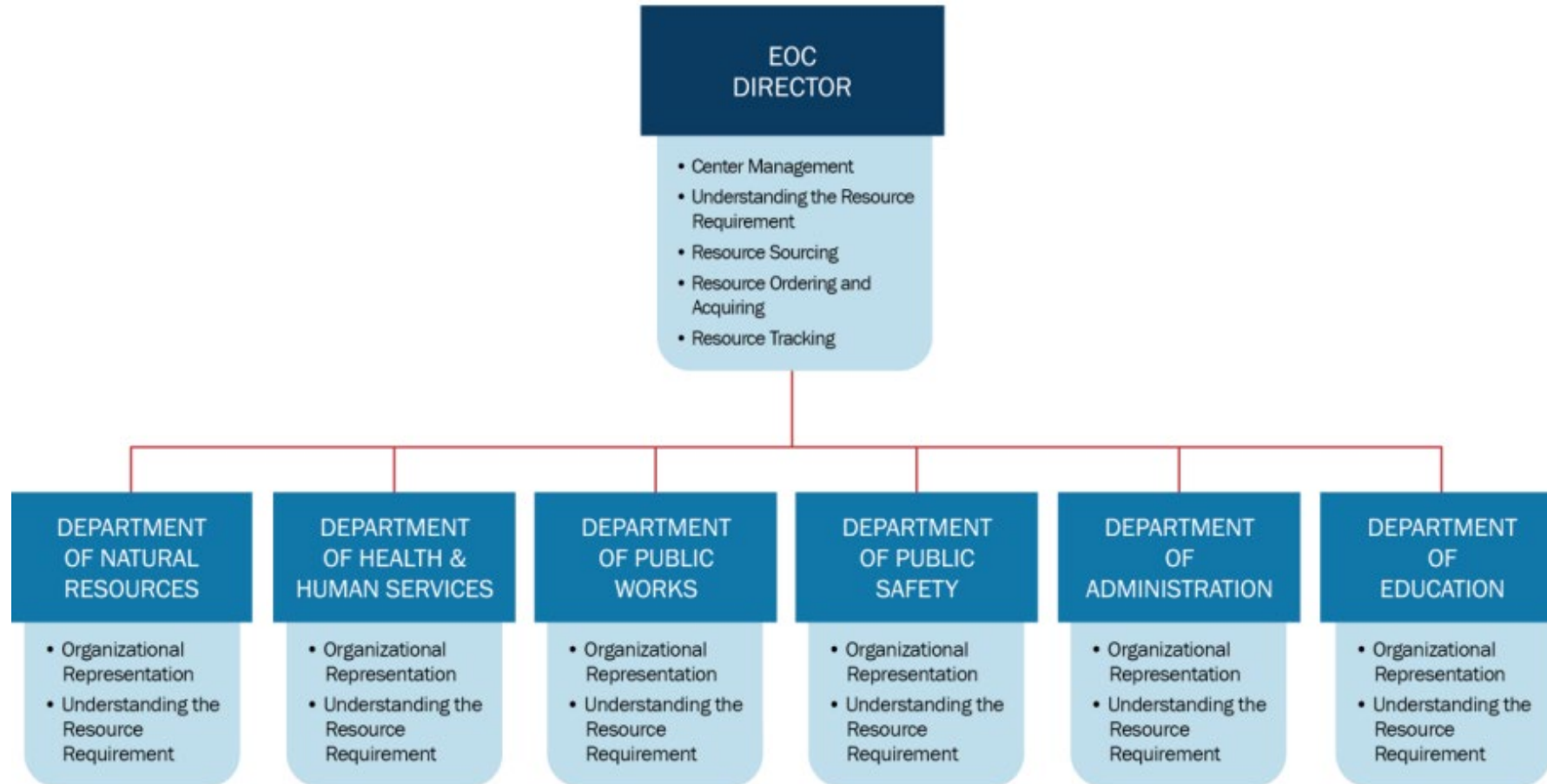|	Coordination and Individual Contribution	Leadership	Policy and Direction	Action Tracking	EOC Center Management	Document and Records Management	EOC Facility Management	Finance	Legal Counseling	Organizational Representation	Performance Improvement	Planning	Public Affairs Coordination	Recovery Coordination	Resource Ordering and Acquiring	Resource Sourcing	Resource Tracking	Safety Advising	Situational Awareness	Understanding the Resource Requirement
ICS or ICS-Like Model																				
EOC Director	x	x			x															
Policy Group	x	x	x																	
Public Information Officer	x	x											x							
Safety Officer	x	x																x		
Liaison Officer	x	x								x										
Operations Section	x	x								x				x						x
Planning Section	x	x		x		x					x	x					x		x	
Logistics Section	x	x					x								x	x				x
Finance/Admin Section	x	x						x												
ISM Model																				
EOC Director	x	x			x															
Policy Group	x	x	x																	
Legal Advisor	x	x							x											
Public Information Officer	x	x											x							
Situational Awareness Section																				
Situational Awareness Section Leader	x	x				x													x	
Situational Awareness Specialist	x					x													x	
Information Analysis Specialist	x																		x	
Information Management Support Specialist	x					x														
Planning Support Section																				
Planning Support Section Lead	x	x		x		x					x	x								
Recovery POC	x										x			x						
Future Planning Specialist	x					x					x	x								
Current Planning Specialist	x											x								
Performance Improvement Specialist	x					x					x									
Resource Support Section	x	x								x					x	x	x			x
Center Support Section	x	x					x	x												x

EOC Skillsets for EOC Director

Legend:
- Included in ALL courses
- 2302: EOC Leader Course, including management of EOC skillsets
- 2304: EOC Planning and Support
- 2306: EOC Resources Support
- 2308: Operations and Situational Awareness
- Blank = Unknown
- x = Required

	Coordination and Individual Contribution	Leadership	Policy and Direction	Action Tracking	EOC Center Management	Document and Records Management	EOC Facility Management	Finance	Legal Counseling	Organizational Representation	Performance Improvement	Planning	Public Affairs Coordination	Recovery Coordination	Resource Ordering and Acquiring	Resource Sourcing	Resource Tracking	Safety Advising	Situational Awareness	Understanding the Resource Requirement
ICS or ICS-Like Model																				
EOC Director	x	x			x															
Policy Group	x	x	x																	
Public Information Officer	x	x											x							
Safety Officer	x	x																x		
Liaison Officer	x	x								x										
Operations Section	x	x								x				x						x
Planning Section	x	x		x		x					x	x					x		x	
Logistics Section	x	x					x									x	x			x
Finance/Admin Section	x	x						x												
ISM Model																				
EOC Director	x	x			x															
Policy Group	x	x	x																	
Legal Advisor	x	x							x											
Public Information Officer	x	x											x							
Situational Awareness Section																				
Situational Awareness Section Leader	x	x				x													x	
Situational Awareness Specialist	x					x													x	
Information Analysis Specialist	x																		x	
Information Management Support Specialist	x					x														
Planning Support Section																				
Planning Support Section Lead	x	x		x		x					x	x								
Recovery POC	x											x		x						
Future Planning Specialist	x					x					x	x								
Current Planning Specialist	x											x								
Performance Improvement Specialist	x					x					x									
Resource Support Section	x	x								x					x	x	x			x
Center Support Section	x	x					x	x												x

EOC Position Checklists

- Posted to OEM Website as outline in the Skillset Crosswalk, these are the minimums set forth by the SQS committee for consistency and EMPG compliance

- You may add additional skillsets, individual tasks, or other requirements for your organization.

- Checklists are allowed to be retroactively signed off for events and experience for up to five years

- Once a checklist is complete with a final evaluator signing off, submit it to the OEM Training Program

ICS Position Qualification

- Combination of formal training and experience documented via completion of Position Task Book (PTB)

FEMA

Position Qualification for Operational Coordination
Incident Management

COMPONENT	TYPE 1	TYPE 2	TYPE 3
TRAINING	Same as Type 2	Same as Type 3	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff - Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-800: National Response Framework, An Introduction 7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 8. E/L 0962: National Incident Management System Incident Command System All-Hazards Planning Section Chief Course, or equivalent 9. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent
EXPERIENCE	Same as Type 2, PLUS: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Type 1 Planning Section Chief, or equivalent AHJ documentation 2. Satisfactory performance as a NIMS Type 2 Planning Section Chief	Same as Type 3, PLUS: 1. Successful completion of the NQS PTB for the NIMS Type 2 Planning Section Chief, or equivalent AHJ documentation 2. Certification for a NIMS typed position within the Planning Section 3. Satisfactory performance as a NIMS Type 3 Planning Section Chief	1. Successful completion of the NQS PTB for the NIMS Type 3 Planning Section Chief, or equivalent AHJ documentation 2. Experience in incident management in a subordinate position within the Planning Section

Position Task Book: Planning Section Chief (Type 3)

PLANNING SECTION CHIEF (TYPE 3)

1. Competency: **Assume position responsibilities**

Description: Successfully assume the role of Planning Section Chief and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: **Ensure readiness for assignment**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

1. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable:
● Supplies:
  ○ Office supplies appropriate to the function
  ○ Authority Having Jurisdiction (AHJ) identification badge and qualification card
● Reference materials:
  ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines)
  ○ AHJ operations guides or other operational guides
  ○ Position manuals
● Forms:
  ○ Agency-specific forms appropriate to the function
	E, F, I		

2. Obtain complete incident and logistical information: ● Incident name, number, anticipated duration, size, type, responsibilities and expectations ● Reporting time and location ● Transportation arrangements and travel routes ● Contact procedures during travel (telephone/radio) ● Expected working conditions ● Personal Protective Equipment (PPE) ● Security measures ● Updated contact information and information links	E, F, I		
3. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines: ● Arrive with go-kit and any additional equipment ● Carry out check-in procedures and ensure assigned personnel do the same	E, F, I		

# Type 3 Position Qualification

- Type 3 PTBs posted to OEM Website
- PTBs are allowed to be retroactively signed off for events and experience for up to five years

- Qualification: Once a PTB is complete with a final evaluator signing off, submit it to the OEM Training Program
- Certification: It will then be reviewed by a qualification review board and either approved or denied and sent to the governance committee for final approval
- Credentialing: The OEM Director/Deputy Director signs the letter officially credentialling an individual in a Type-3 ICS Position

Incident Management Qualifications Process

V-3: 2024
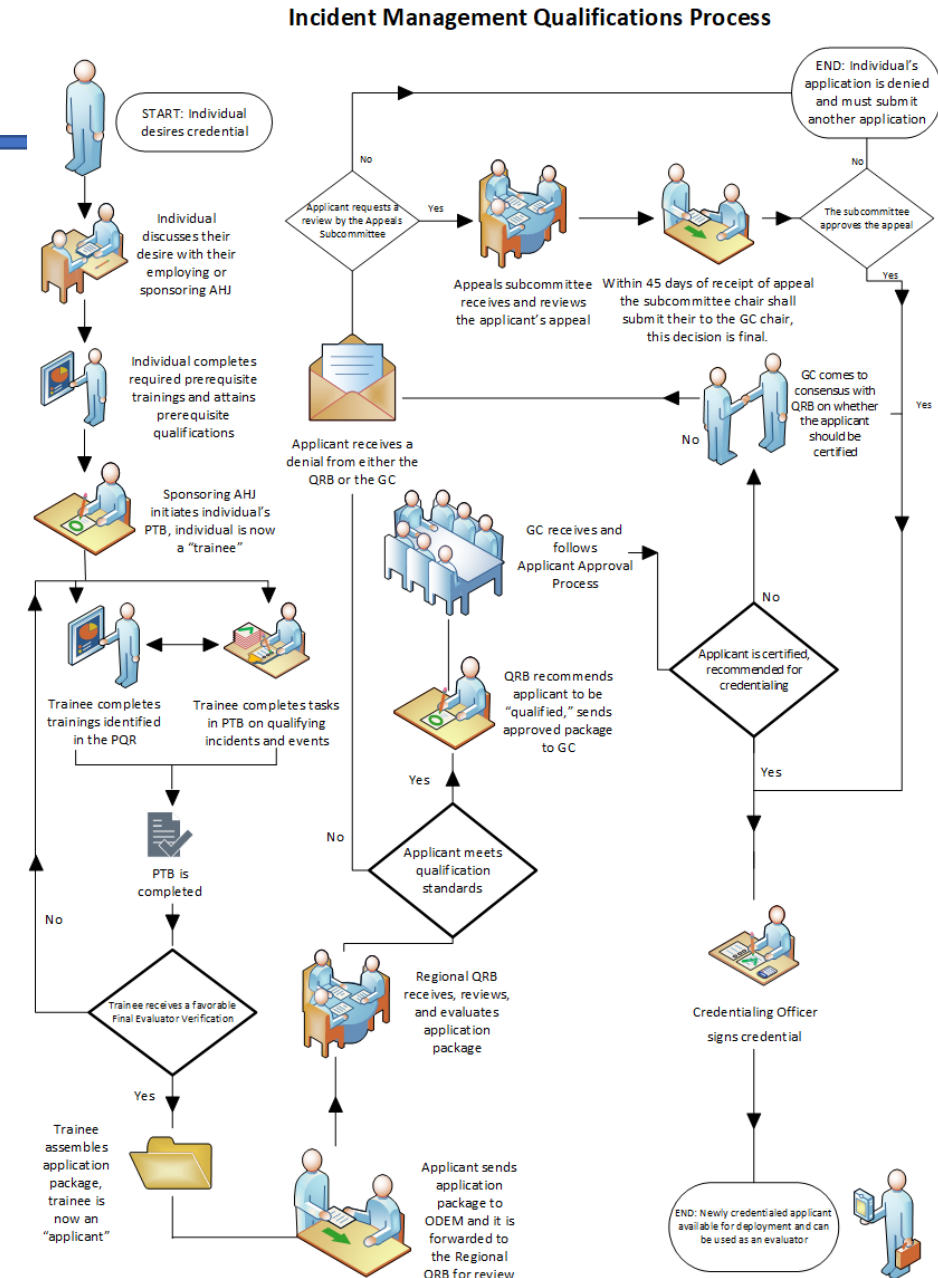
Historical Recognition – by June 1, 2026

- Proof of experience **equivalent** to a complete PTB is required via an application packet
- Experience must **relevant** – within the last 5 years

- Qualification: Once a historical recognition application packet is complete, submit it to the OEM Training Program
- Certification: It will then be reviewed by the historical recognition qualification review board and either approved or denied and sent to the governance committee for final approval
- Credentialing: The OEM Director/Deputy Director signs the letter officially credentialling an individual in a Type-3 ICS Position

Historical Recognition Process Summary

V-2: 2024
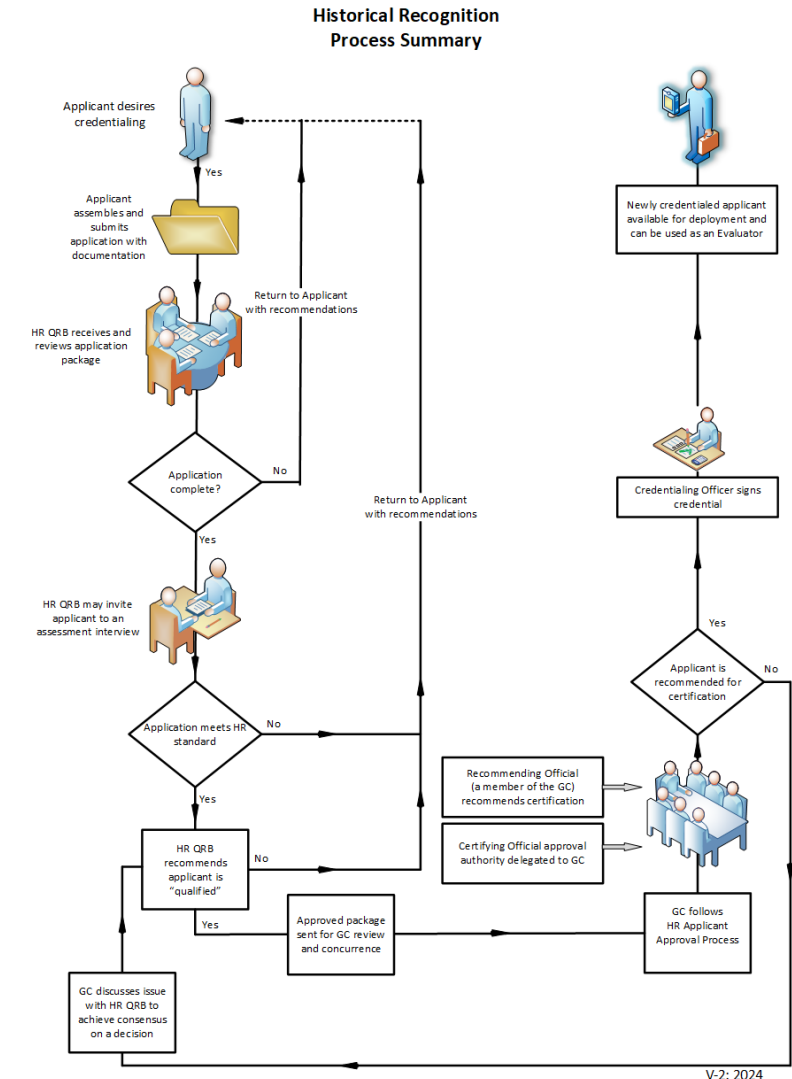
Historical Recognition Timeline

- COVID 19- 2020   Deadline is December 31, 2025

- Labor Day Wildfires 2020   Deadline is December 31, 2025

- COVID 19- 2021 Vaccine   Deadline is June 1, 2026

HISTORICAL RECOGNITION FINAL DEADLINE: June 1, 2026

Resources

- National Incident Management System (NIMS), 2017
  - Expanded content on EOC's
- Emergency Operations Center How-to Quick Reference Guide, 2022
  - Expands on 2017 NIMS Update
- National Incident Management System Guidelines for the National Qualification System, 2017
  - Primarily focuses on ICS qualifications
- Emergency Operations Center Skillsets User Guide, 2018
  - In-depth explanation of the skillset process
- Oregon Department of Emergency Management State Qualification System Guidance, 2024
  - Spells out how Oregon will implement the FEMA NQS and EOC Skillsets
- Oregon Department of Emergency Management State Qualification System Webpage
  - Overview of SQS with continual updates