

START

Is your position fully or partially paid with EMPG funding from WVEMD?

No

Are you assigned to the WVEMD State EOC?

No

You're not required to complete a task book, but WVEMD encourages your participation in NQS to support the goal of increasing interoperability between all jurisdictions.

Would you like to participate in NQS?

No

END

You must complete the Required Training for EMPG-funded personnel:
IS-100 IS-120 IS-200
IS-230 IS-235 IS-240
IS-241 IS-242 IS-244
IS-700 IS-800

You're "Deployable"

You're required to complete a Task Book.

Select a method for task book completion:
1) Recognition of Prior Learning (RPL)
2) Standard

Do you want WVEMD to manage all NQS administration for your agency?

Yes

Your agency must:
* Abide by all NQS requirements determined by FEMA and WVEMD.
* Follow all internal NQS procedures determined by WVEMD.
* Have access to Google Drive, which serves as the primary site for NQS activity and management.
* Use all other systems WVEMD utilizes for NQS.

You must select either an official WVEMD or FEMA task book.

Work on your Task Book.
Proceed once you've completed all tasks, required training, and "Records of Experience." Ensure "Supporting Documentation" is acceptable.
Submit to State NQS Coordinator.

Your agency must:
* Abide by all NQS requirements determined by FEMA and WVEMD.
* Develop its own NQS procedures, which must be reviewed and approved by the WVEMD QRB.
* Ensure WVEMD has access to all systems your agency utilizes for NQS.
* Attend quarterly meetings with the State NQS Coordinator to review NQS implementation and alignment.

Review and make adjustments based on WVEMD QRB's recommendations.

Are you creating a custom task book?

Yes

Create your Custom Task Book.
Custom task books can either be made using the FEMA EOC Skillsets, or from scratch using FEMA's task book template. You must identify and justify required training.
Submit to State NQS Coordinator.

Was your custom task book approved by the WVEMD QRB?

No
Review and make adjustments based on WVEMD QRB's recommendations.

Format Task Book
Ensure your task book is accessible on all systems you're using for NQS.

Was your application approved by the WVEMD QRB?

No
Review and make adjustments based on WVEMD QRB's recommendations.

Final procedures by WVEMD QRB

Issuance of Credentials

During any emergency or disaster in West Virginia, does your position require you to perform tasks relevant to incident management, incident response, or incident support?

No

Does your agency have mutual aid agreements that require your position to perform tasks relevant to incident management, incident response, or incident support?

No

During any incident, does your position require you to integrate with an Emergency Operations Center (in-person or virtual; Federal, State, or Local)?

No

Prepare your RPL application.
* Task Book
* Records of Experience
* Supporting Documentation
* Training Certificates
Submit to State NQS Coordinator.

Was your RPL application approved by the WVEMD QRB?

No
Review and make adjustments based on WVEMD QRB's recommendations.

Locally developed NQS procedures must, at a minimum, include or address the following:
* General NQS Policies
* Appointment of Local QRB and Local NQS Coordinator.
* How the local NQS program will be developed, implemented, and maintained.
* How task book progression and evaluation will be accomplished.
* How Task Book Evaluators will be designated.
* If applicable, how custom task books are developed and the justification for required training.
* Coordination with WVEMD for Issuance of Credentials.
* Coordination with WVEMD for potential situations of decertification and appeals.
Submit to State NQS Coordinator.

Were your NQS procedures approved by the WVEMD QRB?

No

Review and make adjustments based on WVEMD QRB's recommendations.

Was your custom task book approved by the WVEMD QRB?

No
Review and make adjustments based on WVEMD QRB's recommendations.

Format Task Book
Ensure your task book is accessible on all systems you're using for NQS.

Was your application approved by the WVEMD QRB?

No
Review and make adjustments based on WVEMD QRB's recommendations.

Final procedures by WVEMD QRB

Issuance of Credentials



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