

## National Qualification System

### Policy Guidance

Version 1.1 - 7/18/2023

#### Purpose:

In the Post-Katrina Emergency Management Reform Act (PKEMRA), FEMA was tasked with implementing 6 USC 320 “Credentialing and Typing” in response to which they developed the National Qualification System (NQS).

The NQS provides tools for jurisdictions and organizations to implement their own qualification and certification processes to share resources more seamlessly. The NQS also tracks and maintains qualified personnel for disaster response. Use of the NQS will ensure WVEMD maintains a fully functional and qualified Incident Command staff within the State Emergency Operations Center (SEOC). The NQS also supports the National Preparedness Goal by creating a network of qualified personnel for potential nationwide deployment.

#### Goals:

- Maintain qualified SEOC Incident Command staff
- Support national preparedness through qualified personnel network
- Enhance mutual aid through qualified, credentialed responders

#### Guidelines:

The WV EMD NQS program follows guidance from:

- FEMA Preparedness Grants Manual
- NQS Implementation Objectives
- NIMS Guidelines for NQS
- And other federal/state resources (see Support Documents)

#### Implementation:

WV EMD will implement NQS through these steps:

1. Identify the Authority Having Jurisdiction (AHJ) - the WV EMD Director
2. Establish a Qualification Review Board (QRB)
3. Identify Evaluators and Mentors
4. Assign Personnel to Incident Response Positions

## 5. Conduct and Track Progress

### Certifying Official:

The WV EMD Director has designated the Preparedness and Response Section Chief as the Certifying Official to administer the NQS program. Responsibilities include certifying, qualifying, credentialing, adjudicating appeals, and overseeing the program.

### Program Benefits:

1. Facilitates resource sharing between organizations
2. Rapidly identifies qualified personnel
3. Supplements teams with qualified mutual aid
4. Defines staffing and training requirements
5. Creates network for potential nationwide response

### Qualification:

NQS qualification involves:

- Training, coaching, and experience to perform position duties
- Documenting position competencies and tasks
- Meeting prerequisites

Performance is measured through Position Task Books.

### Qualification Review Board:

- Evaluates trainee readiness for a position
- Recommends certification to the Certifying Official

### Certification and Credentialing:

- Certification: Official documentation of qualification
- Credentialing: Verifies identity and qualifications
- Only issued by the AHJ

## Job Titles/Position Qualifications Overview:

### Outlines:

- Position description
- Required education
- Required training
- Required experience
- Necessary fitness
- Maintenance requirements
- Licenses/certifications

### Position Task Books:

- List competencies, behaviors, and tasks for a position
- Standardize skills demonstration
- Can be customized by AHJs

### State/Local Guidelines:

#### Supervisors:

- Issue PTBs and enter in the tracking system
- Assign required training
- Provide mentors/evaluators list
- Review progress quarterly

#### Trainees:

- Complete PTBs
- Seek evaluator sign-off
- Correct QRB-identified deficiencies

### Support Documents:

See attached implementation plan, guidelines, forms, task books, and other resources.