The National Integration Center (NIC) develops doctrine and tools to lead the whole community implementation of the National Preparedness System (NPS) and the National Incident Management System (NIMS).

NIMS National Qualification System (NQS)

National Integration Center

February 2019
Benefits of NQS

- NQS provides the tools for jurisdictions and organizations to implement their own qualification and certification processes to share resources more seamlessly with other jurisdictions and organizations.

- NQS enhances mutual aid. By speaking with one voice, entities can:
  - Rapidly identify personnel who have the needed qualifications for the job;
  - Supplement their team with confidence knowing that the mutual aid they receive consists of the capabilities for which they asked;
  - Efficiently define staffing requirements; and
  - Clarify recruitment and training requirements.

- NQS also supports the National Preparedness Goal by creating a network of qualified personnel for potential nationwide deployment.
The National Integration Center (NIC) develops doctrine and tools to lead the whole community implementation of the National Preparedness System (NPS) and the National Incident Management System (NIMS).

NQS Guidance and Tools

<table>
<thead>
<tr>
<th>NQS Doctrine</th>
<th>NQS Tools</th>
</tr>
</thead>
</table>
| NIMS Guideline for the NQS  
Provide guidance on building and maintaining policies and processes that create a deployable workforce of qualified, certified, and credentialed personnel to manage all-hazard incidents. | NIMS Job Titles/Position Qualifications  
Establish minimum qualifications for personnel serving in deployable NIMS positions. |
| | NIMS Position Task Books  
Identify the minimum competencies, behaviors, and tasks to become qualified for a NIMS incident management or support position. |
| | OneResponder and Other Supporting Technologies  
Deliver state-of-the-art support for NQS implementation with additional support tools shaped by NQS users. |
Development: A Collaborative Effort

- Each NIMS supplemental document follows a four-stage process.

1. **Development**
   - Develop documents with input from subject matter experts

2. **National Engagement**
   - Solicit input from stakeholders on draft documents

3. **Adjudication**
   - Adjudicate comments, update drafts, and obtain concurrence

4. **Rollout**
   - Release and promote documents

Development of Resource Management supplemental guidance and tools is a collaborative effort involving all sectors of the nation’s disaster community. FEMA:

- Draws upon industry, NIMS, and other government best practices;
- Involves subject matter experts; and
- Engages partners in development, communications, and feedback
NQS Overview

Working Together

Learn more: https://www.fema.gov/national-qualification-system
Send us e-mail: FEMA-NIMS@fema.dhs.gov
NQS Concept of Operations

- NQS uses a performance-based approach that focuses on verifying the capability of personnel to perform as required in the various NIMS positions.

- A continuum of the integrated qualification, certification, and credentialing processes constitutes the NQS approach.
Job Titles / Position Qualifications Overview

Job Titles / Position Qualifications describe the education, experience, training, and other qualifications for a specific position.

These documents consist of the following sections:

- **Description**: A description of the primary functions of the position.
- **Education**: The minimum education required for the position.
- **Training**: The minimum training required for the position.
- **Experience**: The minimum experience required for the position.
- **Physical/Medical Fitness**: The necessary level of physical/medical fitness for the position.
- **Currency**: The minimum currency requirements to maintain the position.
- **Technical Licenses and Certification**: Any licenses or certifications necessary for the position.

Learn more: [https://www.fema.gov/national-qualification-system](https://www.fema.gov/national-qualification-system)
Send us e-mail: FEMA-NIMS@fema.dhs.gov
Position Task Books

- Position Task Books (PTBs) identify the competencies, behaviors and tasks that personnel must demonstrate in order to become qualified for a defined incident position.

- Various organizations use PTBs to demonstrate competencies.

- PTBs provide an observable, measurable, and standardized method of documenting the trainee’s performance in a position.
  
  - The PTB is used to document the trainee’s successful performance of the specified tasks.
  
  - PTBs do not replace the use of an Incident Personnel Performance Rating (ICS Form 225).

- Authorities Having Jurisdiction may add discipline- or hazard-specific tasks to NIMS PTBs.
**NQS Positions**

**Current NQS Positions (1 of 2)**

- FEMA released 56 NIMS Job Titles/Positions Qualifications and accompanying PTBs

<table>
<thead>
<tr>
<th>Command &amp; General Staff</th>
<th>Intelligence &amp; Investigations Section</th>
<th>Logistics Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Commander</td>
<td>Intel &amp; Investigations Section Chief</td>
<td>Logistics Section Chief</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Forensic Group Supervisor</td>
<td>Service Branch Director</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Intelligence Group Supervisor</td>
<td>Support Branch Director</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Investigative Ops Group Supervisor</td>
<td>Supply Unit Leader</td>
</tr>
<tr>
<td>Science and Technology Advisor</td>
<td>Investigative Sup Group Supervisor</td>
<td>Communications Unit Leader</td>
</tr>
<tr>
<td>Access and Functional Needs (AFN) Advisor</td>
<td>Mass Fatality Management Group Supervisor</td>
<td>Facilities Unit Leader</td>
</tr>
<tr>
<td></td>
<td>Missing Persons Group Supervisor</td>
<td>Food Unit Leader</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ground Support Unit Leader</td>
</tr>
<tr>
<td>Finance &amp; Administration Section</td>
<td>Mass Care Services</td>
<td>Medical Unit Leader</td>
</tr>
<tr>
<td>Finance/Admin Section Chief</td>
<td>Donations Coordinator</td>
<td>Communications Technician</td>
</tr>
<tr>
<td>Compensation/Claims Unit Leader</td>
<td>Donations Specialist</td>
<td></td>
</tr>
<tr>
<td>Cost Unit Leader</td>
<td>Shelter Facilities Support Team Leade</td>
<td></td>
</tr>
<tr>
<td>Procurement Unit Leader</td>
<td>Shelter Resident Services Leader</td>
<td></td>
</tr>
<tr>
<td>Time Unit Leader</td>
<td>Shelter Manager</td>
<td></td>
</tr>
</tbody>
</table>
The National Integration Center (NIC) develops doctrine and tools to lead the whole community implementation of the National Preparedness System (NPS) and the National Incident Management System (NIMS).

## NQS Positions

### Current NQS Positions (2 of 2)

<table>
<thead>
<tr>
<th>Planning Section</th>
<th>Operations Section</th>
<th>Public Health, Healthcare, and Emergency Medical Services</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Section Chief</td>
<td>Operations Section Chief</td>
<td>Disaster Portable Morgue Unit Leader</td>
<td>Human Services Disaster Assessment Team Leader</td>
</tr>
<tr>
<td>Demobilization Unit Leader</td>
<td>Air Operations Branch Director</td>
<td>Disaster Portable Morgue Unit Supply Specialist</td>
<td>Human Services Recovery Support Specialist</td>
</tr>
<tr>
<td>Documentation Unit Leader</td>
<td>Air Support Group Supervisor</td>
<td>Human Remains Recovery Team Leader</td>
<td>State Coordinating Officer</td>
</tr>
<tr>
<td>Resources Unit Leader</td>
<td>Air Tactical Group Supervisor</td>
<td>Morgue Admitting Specialist</td>
<td></td>
</tr>
<tr>
<td>Situation Unit Leader</td>
<td></td>
<td>Morgue Forensic Team Leader</td>
<td></td>
</tr>
<tr>
<td>GIS Analyst</td>
<td></td>
<td>Morgue Processing Unit Leader</td>
<td></td>
</tr>
<tr>
<td>GIS Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIS Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rapid Needs Assessment Team Leader  
Rapid Needs Assessment Technical Specialist  
State Coordinating Officer
NQS Positions

NQS Phase 2 Positions

Emergency Operation Center

- Skillsets:
  - Recovery Planning
  - Planning
  - Performance Improvement
  - Information Management
  - Situation Analysis
  - Leadership (generic)
  - Policy and Direction
  - Understand the Resource Requirement
  - Source Resources
  - Acquire Resources Externally
  - Track Resources
  - EOC Facility Management
  - Finance
  - Public Affairs
  - Legal
  - Organizational Representative
  - Common Tasks
  - EOC Management
The National Integration Center (NIC) develops doctrine and tools to lead the whole community implementation of the National Preparedness System (NPS) and the National Incident Management System (NIMS).

### NQS Positions

#### NQS Phase 3 Positions

<table>
<thead>
<tr>
<th>Recovery</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Task Force Leader</td>
<td>HM Community Education and Outreach Specialist</td>
</tr>
<tr>
<td>Housing Task Force Field Coordinator</td>
<td>HM Community Planner</td>
</tr>
<tr>
<td>Senior Housing Advisor</td>
<td>HM Floodplain Management Specialist</td>
</tr>
<tr>
<td>Damage Assessment Coordinator</td>
<td>HM Engineering and Architect Specialist</td>
</tr>
<tr>
<td>State Disaster Recovery Coordinator</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Historical Protection</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHP Environmental Specialist</td>
<td>Incident/Exercise Evaluator</td>
</tr>
<tr>
<td>EHP Historic Preservation Specialist</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident Management</th>
<th>Supplemental Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Group Supervisor</td>
<td>Qualification Review Board guide</td>
</tr>
<tr>
<td></td>
<td>Coach &amp; Evaluator Guide</td>
</tr>
</tbody>
</table>
The National Integration Center (NIC) develops doctrine and tools to lead the whole community implementation of the National Preparedness System (NPS) and the National Incident Management System (NIMS).

NATIONAL INTEGRATION CENTER

NQS Technology Solution: OneResponder

- A web-based application hosted in a cloud environment that is free and accessible to all members of the whole community.

- Key features provide jurisdictions or organizations the ability to:
  - Manage their own resource catalogs in real time
  - Share qualification data with selected partners
  - Assign roles, establish partnerships, and set privacy levels and data accessibility for their members
  - Develop reports and dashboards of qualified personnel
  - Portability of qualifications if individuals change jobs
  - Manage their own position qualifications
  - Manage and issue electronic Position Task Books (ePTBs)

Empowering Emergency Management as a Profession
NQS Technology Solution: OneResponder

- The FEMA National Integration Center (NIC) maintains a master catalog of resource types and qualification requirements – referred to as *Qual Sheets*.

- Participating SLTTs adopt and customize the master catalog to match their specific resource needs and capabilities.
  - The participating SLTTs control their own data, resource catalogs, build their own regional networks, and determine who they want to share information with.
  - They also control the qualifications process for their own responders through the use of PTBs.

- Responders manage their own qualifications process within the rules set by their AHJ, access the system through mobile friendly tools, and work directly with valid PTB Evaluators to secure task endorsements.

*Empowering Emergency Management as a Profession*
The National Integration Center (NIC) develops doctrine and tools to lead the whole community implementation of the National Preparedness System (NPS) and the National Incident Management System (NIMS).

**NQS Technology Solution: OneResponder**

**OneResponder Manager**
- Desktop/Laptop Users
- Strong community content (documents, FAQs, calendar, etc.)
- SLTT Managers controlling their own Catalog, Responders, Partners, and Qualifications

**FEMA Manager**
- Desktop/Laptop Users
- Primary back end tool used by NQS Admins, Managers, and Analysts

**Responder Portal**
- SLTT Responders
- Mobile Device Users
- Very large community
- Self Service

**Empowering Emergency Management as a Profession**
Stay Involved

- Moving forward, FEMA continues to update additional NIMS guides, training, and supporting material, as necessary

- **How to stay involved:**
  - Visit [www.fema.gov/national-qualification-system](http://www.fema.gov/national-qualification-system) to download the NQS documents
  - Visit [https://rtlt.preptoolkit.fema.gov/Public](https://rtlt.preptoolkit.fema.gov/Public) to view the additional Resource Typing Definitions and Job Titles/ Position Qualifications
  - Email [FEMA-NIMS@fema.dhs.gov](mailto:FEMA-NIMS@fema.dhs.gov) with any questions.