
**NATIONAL QUALIFICATION
SYSTEM**



**STATE QUALIFICATIONS
SYSTEM GUIDANCE**

2024

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I. Overview

A. Authority

1. Comprehensive policies to credential emergency responders and managers are important to Oregon's ability to respond to and recover from disasters. State law describes the authority and responsibility to develop, implement and administer these policies. [Oregon Revised Statute \(ORS\) 401.052\(2\)](#) charges ODEM with the responsibility for:
 - a. Coordinating and facilitating private sector and governmental efforts to prevent, prepare for, respond to, and recover from emergencies; and
 - b. Coordinating exercises and training, planning, preparedness, response, mitigation, and recovery activities with state and local emergency services agencies and organizations.
2. State agencies and local governments are likewise charged with providing emergency program management functions, including establishment of an incident command structure for management of a coordinated response by all local emergency service agencies.
3. Oregon adopted the [National Incident Management System](#) (NIMS) as its incident management system through ORS 401.092. The adoption of NIMS includes incorporating the principles of NIMS and the [Incident Command System](#) (ICS) into the structure of activities to prevent, prepare for, respond to and recover from emergencies.

B. Scope

1. The State Qualifications System (SQS) Guidance provides the policies and procedures to ensure the state builds and maintains a workforce of qualified, certified, and credentialed personnel to serve in NIMS ICS positions or Emergency Operations Center (EOC) roles. This guide sets standards for any authority having jurisdiction (AHJ), including all levels of government and organizations, private sector entities, and nongovernmental organizations (NGO) with incident management or support responsibilities. It describes the basic principles of standard qualification, certification and credentialing processes. Oregon's qualification, certification and credentialing process shall be consistent with the most recently published [NIMS Guideline for the National Qualification System](#) (NQS).

C. Recognition of Other Qualifications Systems

1. Some AHJs use established qualification standards, such as the National Wildfire Coordinating Group (NWCG) PMS 310-1 Wildland Fire Qualification System Guide, to qualify and certify emergency response and management personnel. Entities using other established qualification standards should transition to using OR-SQS unless precluded by law or regulation; or if transitioning to OR-SQS would inhibit the AHJs effectiveness during an incident. Entities that continue to use other established qualification standards should use them in conjunction with OR-SQS.
2. Personnel with certifications obtained from other ICS-compliant qualification systems (NWCG, U.S. Coast Guard, All-Hazards Incident Management Team Association, etc.) are eligible for certification in those same positions under OR-

SQS. Personnel certified under other qualifications systems should submit their certifications to the ODEM State Training Officer (STO) for review and approval.

D. Minimum Standards

- A. OR-SQS credentials are Oregon’s minimum standard for intra- and inter-state mobilization and deployment.
- B. Personnel mobilized for intra- and inter-state deployment by AHJs in Oregon shall be credentialed per OR-SQS.
- C. Interim qualifications may be issued for up to 24 months after the publication of this guide in the event an application is missing one required training course (see Appendix A).
- D. Local AHJs may augment OR-SQS within their jurisdiction with unique ICS positions or tasks for incident personnel. Similarly, OR-SQS may augment the NQS with unique ICS positions or tasks for personnel in Oregon. State agencies and other local AHJs shall not require augmented standards when requesting assistance from other states, unless actual or anticipated conditions at an incident or event require augmented standards.

E. Principles of OR-SQS

- 1. These principles guide the implementation and management of OR-SQS:
 - a. OR-SQS adopts the ICS Position Task Books (PTBs) and EOC Skillset PTBs as the minimum performance criteria for Oregon’s qualification system.
 - b. EOC Skillset PTBs are separate from ICS PTBs. EOC Skillsets support standardized qualifications for EOC personnel, while remaining flexible enough to accommodate EOCs of all sizes and kinds. They are designed to be custom-tailored to an AHJ’s requirements. Specific procedures for the tailoring of EOC Skillsets are described in the NIMS EOC Skillsets User Guide. Although the EOC Skillsets themselves can be mixed-and-matched, the state has associated minimum training requirements with each Skillset (see Appendix D).
 - c. PTB guidelines are found in the front matter of each PTB. EOC Skillset PTB guidelines are found in the front matter of each EOC Skillset and in the NIMS Emergency Operations Center Skillset User Guide.
- 2. The [Resource Typing Library Tool](#) (RTL) is a site within FEMA’s [PrepToolkit](#) website. RTL is an online catalog containing resource-typing definitions, NIMS Job Titles and their corresponding Position Qualifications and NIMS PTBs. RTL standards are the minimum standard for ICS positions and resources.
- 3. In the event of any inconsistency or conflict between OR-SQS and NQS, OR-SQS shall control.
- 4. Being credentialed is not permission to self-deploy.

Note: The terms “should” and “shall” are applied meticulously in the guide, so that — when applied in phrases of direction — “should” indicates a recommended course of action, whereas “shall” indicates a mandatory course of action. Personnel shall consider the full contextual circumstances in any paragraphs that contain these words.

II. Components of the Qualification System

A. Position Qualification Requirements

1. Position Qualification Requirements are the minimum standards of training, experience, fitness, education, currency and other requirements for position-specific qualification. Position Qualification Requirements for ICS positions are described in RTLTL. Position Qualification Requirements for EOC positions are custom-tailored to an AHJ's unique requirements and shall include the training requirements in Appendix D. A completed PQR is the cornerstone of an application package.

B. Criteria for a PQR may include:

1. Education: Formal instruction based on a curriculum that prepares an individual with the core knowledge, skills, and ability to enter a discipline and perform job functions.
2. Training: Courses that must be completed prior to becoming qualified in a position.
3. Experience: Being qualified for and serving in subordinate and other pertinent positions, measured in terms of time spent applying the specific skills associated with the position.
4. Physical and Medical Fitness: The level of fitness or medical readiness that responders are required to meet to be deployable. The RTLTL describes certain position-specific physical and medical fitness requirements. OR-SQS delegates physical and medical fitness evaluations to the AHJ.
 - a. Fitness testing should be applicable to expected incident conditions for the specific position. AHJs should evaluate personnel using validated, commonly used fitness tests such as the Oregon Physical Abilities Test, the Work Capacity Test, the Candidate Physical Abilities Test or other similar assessments.

C. Currency

1. The RTLTL describes position-specific currency requirements.

D. Retention of Certification

1. Personnel certified in a position before the implementation of an OR-SQS revision shall retain their certification after OR-SQS is implemented.

E. Future Revisions of the Guide

1. The Governance Committee (GC) may augment certification requirements and require currently certified individuals to complete additional training or gain additional experience if circumstances exist that would justify such an addition. This situation is unusual and shall not result in the suspension or revocation of a certification while the individual completes the augmented requirements. Instead, the GC will set a reasonable timeline for the completion of the augmented requirements. If a previously certified person does not complete the augmented requirements during that grace period, only then will their certification be revoked.

III. Committee Structures and Responsibilities

A. Governance Committee (GC)

1. The GC will be comprised of a cross-section of seven individuals with expertise in both incident and EOC management. The number of members from any one agency or organization shall be limited to help ensure a balanced and representative structure. The GC will formulate and revise the OR-SQS policy, which will be approved and executed by the ODEM director.
2. The GC was established by the Oregon Statewide Qualification System Governance Committee Charter. Under authority of the charter, the GC will:
 - a. Establish State and Regional Qualification Review Boards and appoint members as needed.
 - b. Establish and maintain the training, education and membership requirements for GC members.
 - c. Establish an Appeals Subcommittee.
3. The GC will be composed of a primary and alternate representative from qualified individuals that will serve a pre-determined time on the committee.

B. Qualification Review Board (QRB)

1. The QRB is responsible for ensuring application packages meet the standards described in the PQRs. Each of the six geographic ODEM regions has a QRB to review the application packages of local AHJ trainees within the Region. A seventh State QRB will review the application packages of state-agency trainees.
2. Membership
 - a. QRB membership includes a broad cross-section of entities, individuals, and disciplines with IMT and EOC experience. Every QRB should have at least one member qualified as an ICS Section Chief (or above) and at least one member qualified in their AHJ's EOC Skillsets.
 - b. Regional QRBs will have five members as follows:
 - 1) One tribal or local fire representative (Fire Defense Board, fire department, etc.).
 - 2) One tribal or local emergency management agency employee.
 - 3) One tribal or local law enforcement supervisor.
 - 4) One tribal or local public health representative.
 - 5) The ODEM Regional Preparedness and Response Coordinator.
 - c. The State QRB will have three members as follows:
 - 1) One ODEM representative.
 - 2) One fire incident management team representative (OSFM, ODF, or DPSST).
 - 3) One Oregon State Police representative, lieutenant or above.

C. Appeals Subcommittee

1. The Appeals Subcommittee is a three-member subcommittee appointed by the GC chair for the purpose of reviewing appeals from trainees whose position certifications were not forwarded to the Credentialing Official (CO) for credentialing, or from credentialed personnel who have had their credentials revoked or decertified. Members of the Appeals Subcommittee are appointed

from the roster of the GC as needed and shall include at least one member qualified in the position being appealed.

D. GC Leadership Guidelines

1. Nominations and Elections

- a. Each committee will elect a chair, vice chair and secretary from the members of the committee.
- b. The chair may serve a second consecutive year as chair at the mutual agreement of the committee and the chair.
- c. The vice-chair will assume the position of the chair at the end of the chair's term.
- d. The vice-chair position will be filled as the result of an election by the committee members. The vice-chair shall not be from the same organization as the chair.
- e. When the chair serves a second-year term, the election for the vice-chair will take place the following year.
- f. The nomination for the vice-chair of the GC position will occur during the month of March with an election in April; unless the chair is serving a consecutive year as permitted above.
- g. The secretary of the GC is appointed by the GC chair during the month of April.
- h. A nomination or appointment will only be valid if the candidate declares verbally at the meeting, or in writing or by electronic mail prior to the meeting, that they are willing to take office if elected or appointed.
- i. The outgoing chair will brief the incoming chair on all pertinent matters and past and pending decisions. Appointment to a committee is for a period of three years or until resignation.

2. Committee Operations

- a. A majority of the members of the committee constitute a quorum for the transaction of business. Official action by the committee requires the approval of a majority of the members of the council.
- b. The committee shall adopt rules necessary for the operation of the committee.

E. Committee Leadership Roles and Responsibilities

1. Chair:

- a. Is responsible for administrative action to ensure mission attainment established for the committee; assigns task groups as needed.
- b. Establishes the time and place for all committee meetings.
- c. Requests attendance of specially qualified individuals for any committee meeting
- d. Represents the committee in dealings with other OR-SQS established committees.
- e. Assembles and prepares all material to be acted upon by the committee.

2. Vice-chair:

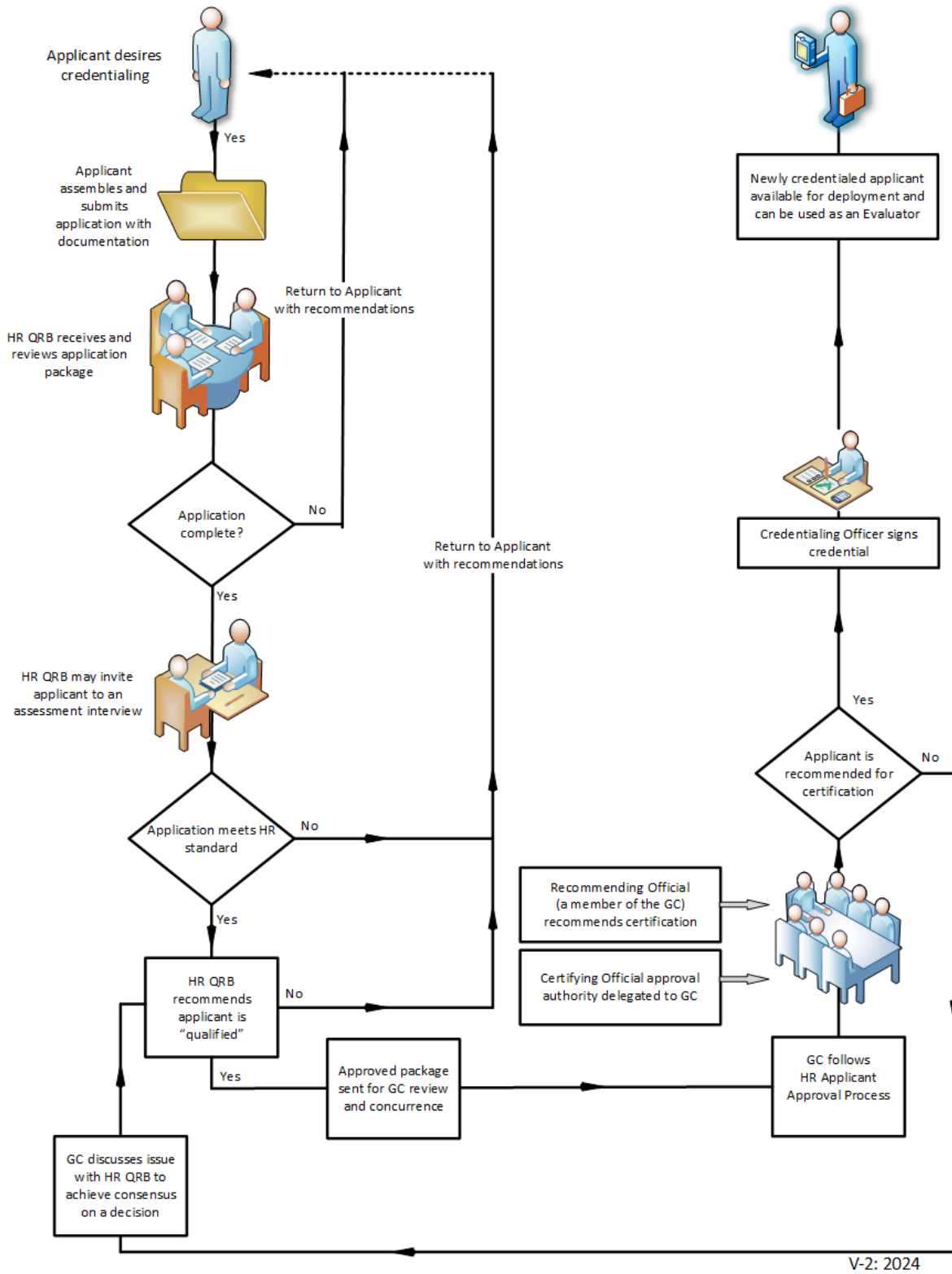
- a. Assumes the duties and responsibilities of the chair during the absence of the chair or at the request of the chair.

- b. Acts as a clearinghouse for progress reports, recommendations and information on committee activities. Records, edits, files and distributes committee meeting notes.
 - c. Will ensure that the charter is reviewed every three years by selected members of the Governance Committee.
- 3. Secretary
 - a. Is responsible for taking official minutes of Governance Committee activities and meetings.
 - b. Distributes agendas, minutes, and other communication items to committees and regional teams as necessary.
 - c. The secretary position may be staffed by either a member of the committee or a staff member from the committee agency or association elected to serve as secretary. If a staff member fills the position, they shall be a non-voting member of the committee.
- 4. All Committees and Members
 - a. May request additional information from any applicant or AHJ to assist in discharging the duties of the committee.
 - b. Shall document the reason(s) or cause(s) for disapproving of any applicant or request regarding qualifications and appeals.
- 5. Governance Committee (GC) Specific
 - a. Vice-chair ensures that the enabling charter is reviewed every three years by selected members of the Governance Committee.
 - b. Gives assistance, as requested by the chair or vice-chair and reviews information submitted by other group members.
 - c. Checking and reporting upon projects as assigned.
 - d. Members to serve as a conduit between the Governance Committee and agencies to inform them of group action and keep them posted on current progress and new developments.
 - e. Fostering interagency cooperation.
 - f. Regular committee meetings will be held at least quarterly, or more frequently if deemed necessary. All meetings will be facilitated.
 - g. Representation from at least four of the member organizations and five members shall constitute a voting quorum.
 - h. Voting by correspondence or by conference call is permissible if the subject(s) to be discussed and voted on, including accompanying background materials, are provided to the members by the chair.

IV. Historical Recognition

- A. Historical Recognition (HR) is a process that enables AHJs to recognize an individual's prior certifications, qualifications, education, training, and experience as a way of meeting some or all the criteria to qualify for a particular incident-related position. Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position through this process.
- B. The HR phase shall extend for two years from the publication of this guide. When new positions are added to the RTLT, the HR phase will extend for one year from the date of publication of the new position. During the HR phase, special procedures will be in effect to recognize existing qualifications, certifications, and credentials, as well as education, training or significant on-the-job incident experience. The HR procedures do not apply to physical and medical fitness or currency qualification requirements.
- C. The OR-SQS uses a performance-based HR process to assess an individual's prior qualifications. It does not apply to the credentialing of individuals with valid certifications and credentials outside of OR-SQS.
- D. An individual seeking HR submits documentation of prior education, training and experience to the QRB. The QRB assesses the documentation and determines which qualification criteria the candidate has met and which still need to be met. The QRB may invite the applicant to an assessment interview to answer questions about the documentation and prior education, training and experience. Based on its assessment, the QRB may find that the individual's prior education, training and experience:
 - 1. Does not enable the individual to meet any of qualification criteria for the position.
 - 2. Enables the individual to meet some but not all qualification criteria.
 - 3. Enables the individual to meet all qualification criteria for the position.
- E. When the QRB determines that the individual's prior education, training, and experience meets all criteria for a given position, the QRB recommends that the CO certify the individual as qualified for the position. When the QRB determines that the individual's prior education, training, and experience do not meet all the qualification criteria for the position, the QRB notifies the individual and their sponsoring organization of their findings and may make recommendations regarding training and development opportunities. If the unmet criteria involve PTB competencies, the sponsoring AHJ issues a PTB to the trainee.

Historical Recognition Process Summary

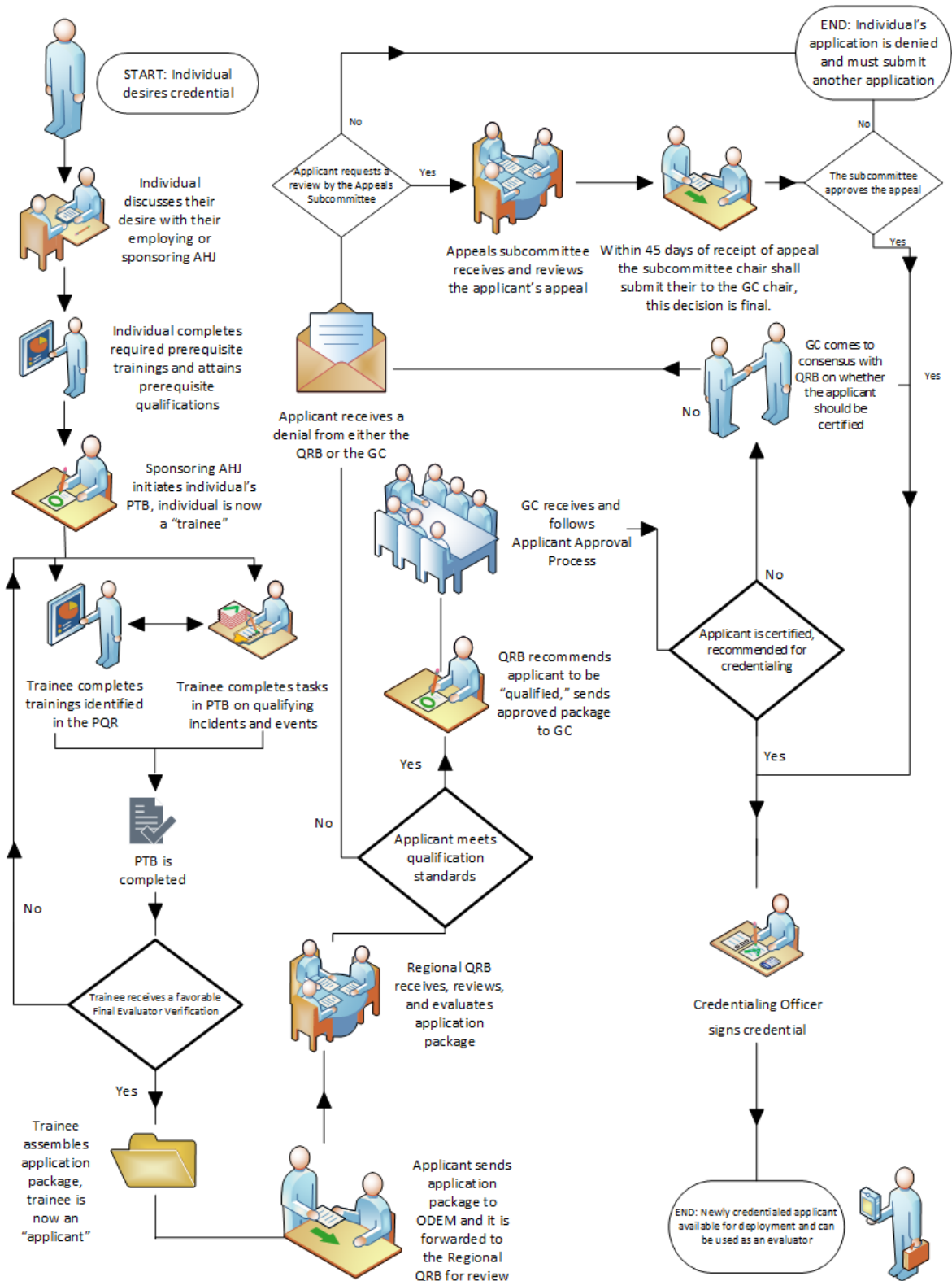


V. Qualification

- A. Process Overview
 1. The processes in this section apply to trainees seeking new ICS and EOC qualifications.
- B. The following sequential steps enable an individual to become certified as qualified and then credentialed for an ICS position or EOC skillset. These steps, and the individuals or committees responsible, are as follows:
 1. Qualification
 - a. Individual discusses their desire to train for a new or higher position with employing or sponsoring AHJ.
 - b. The individual applies for, attends, and completes prerequisite training and attains any prerequisite qualifications.
 - c. The sponsoring AHJ initiates a PTB for the desired position. Individuals who have initiated PTBs are identified as “trainees” for the position and are permitted to function in the position on qualifying incidents and events.
 - d. The trainee completes the required training in the PQR. Required training may be completed concurrently with PTB completion.
 - e. The trainee gains experience while completing the PTB. The trainee’s performance is continuously evaluated while they complete the PTB.
 - f. The trainee can use each evaluation event for only one PTB, unless the trainee fills a different position than the original assignment and it is documented on a subsequent Evaluation Form with supporting documentation.
 - g. After a trainee receives a favorable final evaluator Verification, the trainee assembles their application, incident and event records and documentation as directed in the application instructions. This combined documentation is an application package. The trainee shall retain a copy of the application package for their records.
 - h. The application package is sent to ODEM and forwarded to the appropriate Regional QRB for review.
 - i. The Regional QRB chair ensures all members have received the application packages.
 - j. The QRB, with assistance from SMEs if needed, uses the criteria on the Application Review Checklist to review and evaluate the application and all supporting documents to determine that the trainee has met the requirements in the PQR and is eligible for the new position.
 - k. Supporting documents may include training course records and certificates, PTBs, experience documentation, incident personnel performance ratings, documentation from the sponsoring AHJ indicating that medical and physical requirements are met and other materials the QRB deems necessary to establish eligibility.
 2. Certification

- a. If the documentation meets the criteria on the Application Review Checklist, the QRB recommends the applicant be qualified and documents this on the checklist.
 - b. If the documentation does not meet the criteria on the Application Review Checklist, the QRB documents the reason(s) on the Checklist and returns the package to the applicant.
 - c. If the applicant disagrees with the QRBs rejection of the application, the applicant may request that their application be reviewed by the Appeals Subcommittee.
3. Credentialing
- a. If certification is approved, the QRB sends the endorsed application package to the Credentialing Official (CO) via the Certifying Official. The ODEM Director is the Certifying Official in Oregon.
 - b. The CO generates the credential, notifies the applicant, and issues the applicant a new/revised credential and congratulatory letter.
 - c. The CO retains the application package for archiving.

Incident Management Qualifications Process



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VI. Maintenance, Loss of Certification, Decertification and Recertification

A. Maintenance of Certification

1. Certified and credentialed personnel shall stay proficient in their positions.

B. Currency Requirements

1. Currency requirements are described in the RTL.
2. Remaining Current:
 - a. Individuals are responsible for tracking the currency of their credentials. An individual shall apply for recertification between 120-60 days prior to the expiration of their current credential. Failure to reapply prior to expiration of their position credential may result in loss of certification.
3. Currency documentation is submitted to the CO and shall include one or more of the following:
 - a. Incident Action Plan(s) with person's name on the appropriate forms (ICS 202, ICS 203, ICS 204, etc.).
 - b. Incident, event or exercise performance evaluations (such as an ICS 225, Incident Personnel Performance Rating, or equivalent) from qualified evaluators or supervisors.
 - c. A summary of experience since the last credential was awarded. Include:
 - 1) Number of deployments and assignments.
 - 2) Number of operational periods for each assignment and deployment.
 - 3) Variety of incidents.
 - 4) The complexity level (type) of incidents, planned events and exercises during which the individual performed.

C. Loss of Certification

1. Reasons
 - a. An individual may resign a certification at any time.
 - b. An individual will lose their certification(s) if they lose currency in the position.
 - c. Individuals who lose their qualification(s) are not available for assignment in the decertified and non-qualified position(s) outside their local AHJ. A local AHJ can determine how the individual may perform within their AHJ irrespective of their OR-SQS qualification status.

D. Recertification after Loss of Certification

1. An individual who desires reinstatement of a certification lost due to resignation or loss of currency shall submit a request to the GC.
2. The GC will examine the circumstances to determine if the individual should revert to trainee status for that position or:
 - a. Be reinstated without additional requirements (ex.: individual is within position currency interval).
 - b. Be issued a new PTB to complete.
 - c. Complete further training.

- d. The individual can gain the requisite experience through the performance assignment method. If the performance assignment method is recommended, the individual shall perform the duties of the position for a minimum of two operational periods under the supervision of an evaluator before recertification is granted.
 3. A return to trainee status may have the advantage of introducing the individual to new technology, procedures, and advances in incident and event management. Evaluation of an individual's currency and competency is critical whenever qualifications have been lost.
- E. Decertification
 1. Decertification is the process the GC may invoke to remove an individual's position(s) certification. The GC may decertify personnel when it is documented that the individual:
 - a. Has documented poor performance at an incident or event.
 - b. Demonstrates non-compliance with this guide.
 - c. Performed in a fraudulent, unsatisfactory manner.
 - d. Acted in an unsafe manner.
 - e. Misrepresented attendance or participation in the PTB process.
 - f. Took insubordinate actions that led to unsafe conditions on the incident.
 - g. Intentionally misrepresented incident qualifications or currency.
 - h. Deliberately disregarded identified safe practices.
 - i. Is no longer employed or sponsored by the participating AHJ.
 - j. The GC may decertify personnel for other reasons after an investigation of the facts surrounding the circumstances that raised the issue of decertification to begin with.
- F. Guidelines for Decertification
 1. Decertification of a certification only applies to performance in the NIMS position or EOC Skillset the person was deployed for or was performing; it is not intended to affect regular job-related duties. Individuals who are decertified are not available for assignment in the decertified/non-qualified position(s) outside their local AHJ. A local AHJ can determine how the individual may perform within their AHJ irrespective of their OR-SQS qualification status.
 2. Incident Commanders (ICs) and EOC Managers, or similar, do not have the authority to decertify the qualifications of an individual. A qualified person may be demobilized from an incident by the IC and EOC Manager, or similar. ICs and EOC Managers, or similar, are responsible for providing documented reasons for relieving an individual, forwarding the information to the Governance Committee. ICs and EOC Managers, or similar, shall include a copy of the individual's Incident Personnel Performance Rating Form (ICS 225) or similar personnel performance documentation in the documentation package.

G. Recertification after Decertification

1. The Governance Committee has established processes to evaluate and prescribe the steps required to regain certification on a case-by-case basis for an individual who has been decertified for reasons described above. Recertification may include, as appropriate, training outlined in the PQR or training relevant to the reason(s) for decertification. Recertification of a decertified individual should, in most cases, include performance of the duties of the position for at least two operational periods under the supervision of an evaluator before recertification is granted.
2. Decertified personnel shall surrender their credential for the decertified position to the CO within two weeks of decertification.

H. Appeals

1. Appeals of certification denial or of decertification shall follow this procedure:
 - a. Appeals shall be made in writing by the individual who was denied the requested qualification or who was decertified and should be emailed to the GC no later than 30 days after notification of initial review and denial. Appeals shall contain:
 - 1) A description of the reason for or circumstances leading to the appeal.
 - 2) Supporting documentation.
 - 3) Description of the desired outcome.
 - b. The GC shall appoint an Appeals Subcommittee within 30 days of receipt of the appeal.
 - c. The Appeals Subcommittee chair shall render their written decision to the GC chair within 45 days of the GC's receipt of appeal. The decision of the Appeals Subcommittee chair shall be final.

VII. Revocation and Transferring Qualifications

A. Revocation

1. Only individuals who maintain employment or sponsorship with an AHJ and whose qualifications are current should possess OR-SQS credentials. When an individual's employment or sponsorship with an AHJ is terminated, the employing or sponsoring AHJ should retrieve OR-SQS credentials from the individual and notify the GC within 15 days.

B. Transferring Qualifications (Portability)

1. OR-SQS is designed to ensure that a credential is applicable regardless of the nature of the hazard, employer or sponsor. Individuals who are qualified under OR-SQS and change their employment or sponsorship shall be allowed to transfer their qualifications to their new employer or sponsor. The new employer or sponsor may impose augmented requirements on the individual, but the individual shall not be required to re-qualify in a position in which they are currently credentialed.

- a. The new employing or sponsoring AHJ may verify an individual's qualifications by requesting documentation from the CO. The new employing or sponsoring AHJ shall specifically describe the requested documentation in writing. After receiving a signed request, the CO shall provide documentation to the AHJ and provide a copy to the individual.

VIII. ICS Position Task Books

A. Adoption and Use

1. OR-SQS uses the NQS PTBs for qualification. PTBs are located on the RTLT and the FEMA website.
2. Positions Lacking a PTB:
 - a. If the OR-SQS adopts a position that has no published NQS PTB, the GC shall first seek to modify an existing PTB from a nationally recognized system (e.g., FEMA, USCG, NWCG). New PTBs shall only be written following an exhaustive search of existing PTBs from nationally recognized systems. If a new PTB must be written, the GC shall document the reasons for writing the new PTB and affirm that a search of nationally recognized systems was conducted with unsatisfactory results.
 - b. When a nationally recognized system PTB is used in an all-hazard position in OR-SQS, hazard-specific tasks (wildfire, maritime, etc.) should be modified to apply to the all-hazard environment.

B. Phases of the PTB Training Process

1. A trainee is typically involved in three phases of activities during the PTB process: training, coaching and evaluation. When a trainee needs to learn a new knowledge, skill, or ability, the trainee should be paired with a coach. The coach instructs and trains the trainee to meet the performance qualification criteria for the position. When the trainee is ready, an evaluator observes and assesses the trainee's performance.
 - a. The coach and the evaluator have different functions, but often are the same individual. The individual who evaluates the trainee when their PTB is completed is known as the final evaluator. The duties and qualifications of the final evaluator are different from the coach and evaluator qualifications.

C. Training

1. During training, the trainee's role is to observe the coach performing the tasks associated with the position. The coach and trainee discuss the tasks and the coach's actions. The number of times the trainee observes the coach depends on the complexity, risk and the trainee's experience with the task.

D. Coaching

1. During coaching, the trainee practices the skill or task under the guidance and observation of a coach. Coaching consists of the coach observing the trainee performing tasks, assessing the trainee's performance and providing feedback. It also provides the coach with an opportunity to correct any problems and ensure the task is performed safely.

E. Evaluation

1. When the trainee is ready to perform the task(s) to be assessed, the trainee asks an evaluator to assess his or her competency. The evaluator observes, evaluates and records performance. Only when the trainee is performing a task that may endanger the trainee or others does the evaluator typically step in to offer corrective guidance.

F. Final Evaluation

1. When the PTB is completed, the trainee receives a final evaluation. The final evaluator reviews the entire PTB, ensures that all tasks have been completed and verified and completes and signs the final verification portion of the PTB.

G. PTB Process

1. OR-SQS Standards

- a. The evaluation process shall remain free from bias and shall not give preferential or discriminatory treatment to any organization or individual.
2. A trainee shall not have multiple PTBs open for a specific position simultaneously. Example: a trainee cannot work on both a Type 2 Incident Commander and a Type 3 Incident Commander PTB at the same time.
3. For those ICS positions with multiple complexity levels (Types), the individual shall qualify at the lowest complexity level in that position, then work toward the next-higher complexity level. Example: an individual desiring to qualify as a Type 1 Incident Commander must first qualify as a Type 4, 3 and 2 Incident Commander.
4. Trainees shall complete PTBs for each new position except when the HR process is used for implementation of a new program or newly included ICS position.
5. An individual cannot use the same PTB they completed for qualification at one complexity level (e.g., for a Type 3 position) in place of completing a new PTB for the next-highest complexity level (e.g., a Type 2 position).
6. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and the recommendation that the relevant certifying official qualify the trainee.
7. A trainee cannot complete a PTB on fewer than two qualifying incidents, events or qualifying exercises.
 - a. The amount of experience needed, and the performance of tasks required to complete a PTB and receive a final evaluation by a qualified evaluator are directly related to a position's role in managing safe operations and level of involvement with major management decisions. As an example, it is likely that a Status Check-In Recorder trainee can complete the associated PTB with less incident experience and performance than a Type 3 Incident Commander trainee would take to complete that position's PTB.
8. There may be several bulleted statements listed under a task. The bulleted statements are guidelines or examples for the evaluator to consider ensuring the intent of the task has been completed. Not all bulleted statements for a task are required to be completed if the overall intent of the task has been satisfied.

H. Coach, Evaluator and Final Evaluator Qualifications

1. Many of the coach's responsibilities are like those of an evaluator, but to preserve the integrity of the qualifications system the roles of coaching and evaluating should remain separate. This does not mean that the person doing the coaching must be a separate person from the person doing the evaluating. Like a schoolteacher who teaches a lesson and then administers a test, the coach and evaluator may be the same person. They may also be different people. The critical point is that the trainee is always made aware of when they are being coached, trained or evaluated. The functions of coaching and evaluating shall remain separate, as noted, and shall be performed in sequence, never at the same time.
2. Coach and Evaluator Qualifications
 - a. To be qualified as a coach or evaluator for Task Code "I and "R" in the PTB, the coach or evaluator shall be qualified in the position being coached or evaluated; or in an ICS organizational structure, be qualified to supervise the position being coached or evaluated.
 - b. Coaches and evaluators should have previously performed successfully as a fully qualified individual on two separate qualifying incidents or exercises prior to serving as a coach or evaluator.
 - c. Other Task Codes in the PTB may be evaluated in other situations. Examples include in a classroom by an instructor(s), usually qualified as described in "C" above or "J" during daily work by a day-to-day supervisor.
3. Final Evaluator Qualifications
 - a. The final evaluator is the individual who evaluates the trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed. The final evaluator is then responsible for completing the final evaluator's verification statement inside the front cover of the PTB.
 - b. A final evaluator's qualifications are different from those of a coach or evaluator. A final evaluator shall be fully qualified in the position for which the trainee is being evaluated, not just ICS-qualified in a position that would supervise the trainee. The qualifications are based on the increased responsibility of the final evaluator and the depth of knowledge and understanding of the position being evaluated that only a qualified individual may possess.
4. There are advantages in using evaluators from different agencies. If no local final evaluators are available, a neighboring AHJ should be contacted for assistance in supplying a final evaluator.

I. PTB Evaluation Documentation

1. A trainee shall be evaluated on at least two qualifying incidents, planned events or exercises.

2. Standards
 - a. There should be one fully completed Incident Evaluation Record in the PTB with accompanying signoffs completed by the trainee’s immediate supervisor on relevant tasks for each trainee experience. If the trainee had multiple supervisors on an extended incident, evaluations from all supervisors are recommended.
 3. A trainee’s evaluator shall complete an ICS 225, Incident Personnel Performance Rating, to provide feedback for each qualifying incident, planned event, or exercise where they completed tasks or were evaluated.
 - a. If a trainee receives one or more “unacceptable” ratings on the ICS 225, Incident Personnel Performance Rating, the evaluator should provide a copy of the rating to either the Incident Commander—if on an incident—or the person responsible for supervising the qualifying exercise. The supervisor receiving the copy should send the evaluation, under separate cover, to the GC.
- J. PTB Completion Timeframes
1. Individuals who have begun the process of qualifying for a NIMS ICS position under previous editions of OR-SQS can continue to use those standards, providing they complete the process before any deadlines noted in the latest OR-SQS revision pass.
 2. Standards
 - a. Any individual who has an initiated PTB should complete any required training courses that are newly imposed during the time the PTB is open.
 - b. To qualify in any subsequent position, the individual shall meet the OR-SQS standards identified in the current edition.
 3. A PTB shall be valid for five years from the day it is initiated.
 4. If the PTB is not completed within five years from the date of the PTB initiation or within three years of the first task being evaluated (whichever is more recent), the PTB expires. A new PTB may be initiated. Prior experience documented in the expired PTB may be considered in completion of the new PTB at the discretion of the AHJ. If a new PTB is initiated, OR-SQS controls.

IX. EOC Skillsets

- A. Adoption and Use
 1. Like PTBs used for ICS position qualifications, EOC Skillsets establish minimum performance criteria. However, unlike ICS PTBs, EOC positions have no standard definitions or PTBs. Instead, EOC leaders can mix and match EOC Skillsets to build custom EOC PTBs that align with the unique roles and responsibilities of positions in their EOC. This allows EOC leaders to qualify their personnel with the combination of skills necessary to perform the EOC’s functions.
 2. OR-SQS uses the NQS EOC Skillsets for qualification. EOC Skillsets are located on the FEMA website.

B. Phases of the EOC Skillsets Training Process

1. A trainee is typically involved in three phases of activities during the EOC Skillsets process: training, coaching and evaluation. When a trainee needs to learn a new knowledge, skill, or ability, the trainee should be paired with a coach. The coach instructs and trains the trainee to meet the performance qualification criteria for the position. When the trainee is ready, an evaluator observes and assesses the trainee's performance.
 - a. The coach and the evaluator have different functions, but often are the same individual. The individual who evaluates the trainee when their EOC Skillsets are completed is known as the final evaluator. The duties and qualifications of the final evaluator are different from the coach and evaluator qualifications.

C. Training

1. During training, the trainee's role is to observe the coach performing the tasks associated with the position. The coach and trainee discuss the tasks and the coach's actions. The number of times the trainee observes the coach depends on the complexity, risk and the trainee's experience with the task.

D. Coaching

1. During coaching, the trainee practices the skill or task under the guidance and observation of a coach. Coaching consists of the coach observing the trainee performing tasks, assessing the trainee's performance and providing feedback. It also provides the coach with an opportunity to correct any problems and ensure the task is performed safely.

E. Evaluation

1. When the trainee is ready to perform the task(s) to be assessed, the trainee asks an evaluator to assess their competency. The evaluator observes, evaluates and records performance. Only when the trainee is performing a task that may endanger the trainee or others does the evaluator typically step in to offer corrective guidance.

F. Final Evaluation

1. When the EOC Skillsets are completed, the trainee receives a final evaluation. The final evaluator reviews the entire PTB, ensures that all tasks have been completed and verified, and completes and signs the final verification portion of the EOC Skillsets.

G. EOC Skillsets Process

1. OR-SQS Standards
 - a. The evaluation process shall remain free from bias and shall not give preferential or discriminatory treatment to any organization or individual.
2. Trainees shall complete EOC Skillsets for each new position except when the HR process is used for implementation of a new program or newly included EOC position.
3. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and the recommendation that the relevant certifying official qualify the trainee.
4. A trainee cannot complete EOC Skillsets on fewer than two qualifying incidents, events or qualifying exercises.

- a. The amount of experience needed, and the performance of tasks required to complete an EOC Skillset and receive a final evaluation by a qualified evaluator are directly related to a position’s role in managing safe operations and level of involvement with major management decisions.
 - 5. There may be several bulleted statements listed under a task. The bulleted statements are guidelines or examples for the evaluator to consider ensuring the intent of the task has been completed. Not all bulleted statements for a task are required to be completed if the overall intent of the task has been satisfied.
- H. Coach, Evaluator and Final Evaluator Qualifications
 - 1. Many of the coach’s responsibilities are like those of an evaluator, but to preserve the integrity of the qualifications system the roles of coaching and evaluating should remain separate. This does not mean that the person doing the coaching must be a separate person from the person doing the evaluating. Like a schoolteacher who teaches a lesson and then administers a test, the coach/evaluator may be the same person. They may be different people. The critical point is that the trainee is always made aware of when they are being coached/trained or evaluated. The functions of coaching and evaluating shall remain separate, as noted, and shall be performed in sequence, never at the same time.
 - 2. Coach and Evaluator Qualifications
 - a. To be qualified as a coach or evaluator for Task Code “I and “R” in the PTB the coach and evaluator shall be qualified in the EOC Skillsets being coached or evaluated. See Appendix B for additional guidance.
 - b. Coaches and evaluators should have previously performed successfully as a fully qualified individual on two separate qualifying incidents and exercises prior to serving as a coach and evaluator.
 - c. Other Task Codes may be evaluated by qualified coach and evaluators, or the following alternates:
 - 1) Code C: Seminar leader or lead instructor.
 - 2) Code F: Certified incident or exercise evaluator.
 - 3) Code J: Trainee’s supervisor or equivalent supervisor.
 - 4) Code T: Exercise controller or evaluator.
 - 5) The ODEM State Training and Exercise Officer may evaluate Task Codes C, F, J and T at their discretion.
 - 3. Final Evaluator Qualifications
 - a. The final evaluator is the individual who evaluates the trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed. The final evaluator is then responsible for completing the final evaluator’s verification statement inside the front cover of the EOC Skillsets.

- b. A final evaluator’s qualifications are different from those of a coach and evaluator. A final evaluator shall be fully qualified in the EOC Skillsets for which the trainee is being evaluated, not just qualified in a position that would supervise the trainee. The qualifications are based on the increased responsibility of the final evaluator and the depth of knowledge and understanding of the position being evaluated that only a qualified individual may possess.
 - 4. There are advantages in using evaluators from different agencies. If no local final evaluators are available, a neighboring AHJ should be contacted for assistance in supplying a final evaluator.
- I. EOC Skillsets Evaluation Documentation
- 1. A trainee shall be evaluated on at least two qualifying incidents, planned events or exercises.
 - 2. Standards
 - a. There should be one fully completed Incident Evaluation Record in the EOC Skillsets with accompanying signoffs completed by the trainee’s immediate supervisor on relevant tasks for each trainee’s experience. If the trainee had multiple supervisors on an extended incident, evaluations from all supervisors are recommended.
 - 3. A trainee’s evaluator shall complete an ICS 225, Incident Personnel Performance Rating, to provide feedback for each qualifying incident, planned event, or exercise where they completed tasks or were evaluated.
 - a. If a trainee receives one or more “unacceptable” ratings on the ICS 225, Incident Personnel Performance Rating, the evaluator should provide a copy of the rating to either the Incident Commander—if on an incident—or the person responsible for supervising the qualifying exercise. The supervisor receiving the copy should send the evaluation, under separate cover, to the GC.
- J. EOC Skillset Completion Timeframes
- 1. Individuals who have begun the process of qualifying for a NIMS EOC Skillset under previous editions of OR-SQS can continue to use those standards, providing they complete the process before any deadlines noted in the latest OR-SQS revision pass.
 - 2. Standards
 - a. Any individual who has an initiated EOC Skillset should complete any required training courses that are newly imposed during the time the EOC Skillset is open.
 - b. To qualify in any subsequent position, the individual shall meet the OR-SQS standards identified in the current edition.
 - 3. An EOC Skillset shall be valid for five years from the day it is initiated.
 - 4. If the EOC Skillset is not completed within five years from the date of the EOC Skillset initiation or within three years of the first task being evaluated (whichever is more recent), the EOC Skillset expires. A new EOC Skillset may be initiated. Prior experience documented in the expired EOC Skillset may be considered in completion of the new EOC Skillset at the discretion of the AHJ. If a new EOC Skillset is initiated, OR-SQS controls.

X. Qualifying Incident, Event and Exercise Guidelines

A. General

1. A qualifying incident, event or exercise provides a trainee either:
 - a. The opportunity to gain experience and demonstrate PTB performance and evaluation while filling an ICS position as a trainee; or
 - b. The ability to maintain currency in an ICS position for which the individual is currently qualified.
2. Although the experience gained on qualifying exercises can help to strengthen a trainee's ability to perform in an ICS position, a trainee should complete at least one position performance assignment on an incident or event during qualification.
3. The tasks listed in the PTB for a given position are the same at different complexity levels. The difference is the complexity level of the incident when those tasks are accomplished.
4. An individual who is in trainee status, regardless of other qualifications they may hold, shall not coach or evaluate another trainee on the same incident, event or exercise.

B. Qualifying Incident and Event Attributes

1. An incident or event where trainees have tasks evaluated and initialed, or which is used to maintain currency of an individual's qualification, should be of equal or greater complexity level than the complexity level indicated on the trainee's PTB or certification level (for maintaining currency). Example: A Type 2 Logistics Section Chief (LSC) trainee should complete their Type 2 LSC PTB on a Type 2 incident, event, or exercise. Position performance assignments and experiences on higher-typed incidents, events, or exercises can be used toward lower-typed PTB completion. Lower-typed incidents, events, or exercises cannot be used toward higher-typed PTB completion.
2. The incident should be of sufficient length to provide adequate opportunities to demonstrate the knowledge, skills, and abilities necessary to learn, practice, and eventually be evaluated on PTB tasks in question or practice. The NIMS Incident Complexity Guide includes Incident Effect and Incident Management Indicators that provide guidance to determine incident complexity level.

C. Qualifying Exercise Attributes

1. These guidelines provide consistency and authenticity when a local AHJ uses or recognizes an operations-based exercise to evaluate personnel, provide an opportunity for trainees to complete tasks in their PTBs, or maintain qualification currency for an ICS position identified within this guide. AHJs should use the [Homeland Security Exercise and Evaluation Program \(HSEEP\)](#) guidance and this guide when developing exercises.
2. Preparatory Training
 - a. **IMPORTANT:** Exercise players should be given an appropriate level of foundational knowledge through classroom or other learning methods to ensure they are sufficiently prepared for an exercise. Players should not be thrown into an exercise unprepared, especially trainees. Exercises are not where the fundamentals are learned, nor are they the appropriate

venue for demonstrating performance without adequate preparatory learning and practice opportunities.

3. Preliminary training before undertaking a qualifying exercise includes completing:
 - a. ICS 100, 200, 700 and 800.
 - b. ICS 300 and 400.
 - c. Position-specific training appropriate to the position to be played and significant progress (recommend 50% or greater) in the target PTB.

D. Exercise Components

1. The exercise shall be an operations-based, functional or full-scale exercise. Drills are not qualifying exercises.
2. An analysis of the exercise's incident scenario shall be equal to or higher than the complexity type rating for the position or currency level being sought.
3. If elements of the planning process are required to be exercised or evaluated, the scenario shall encompass multiple operations periods or require at least one complete cycle of the planning process.
4. Appropriate Command and General Staff positions should be filled.
5. Trainees may be evaluated by a fully qualified individual who is a player in a supervisory position within the ICS structure (e.g., a fully qualified Incident Commander could evaluate a Planning Section Chief trainee; a fully qualified Planning Section Chief could evaluate a Resources Unit Leader trainee).
6. Trainees may be evaluated by a qualified individual who is an evaluator in the exercise.
7. When a subordinate ICS position is not filled in an ICS organization, the supervisor of that position assumes all functional responsibilities of the unfilled subordinate position.
8. The exercise should require a significant level of coordination between functional areas and the establishment or maintenance of positive and productive working relationships necessary on an actual incident or event.
9. To be considered as a qualifying exercise for Unit Leader positions, the Section Chief and at least two of the Section's Unit Leader positions should be filled.
10. Exercise injects shall prompt trainees to implement the plans, policies, procedures and protocols that require testing during the exercise.
11. A sufficient number and quality of injects shall be provided to fully engage the trainee and immerse them in the ongoing simulated incident response.
12. The scenario should be multijurisdictional (preferred) or involve significant multi-agency in the same Jurisdiction.
13. If the scenario involves Unified Command, then all Unified Commander positions should be filled and present during the exercise.
14. A resource ordering process must be used that either uses or simulates the AHJs processes and procedures.
15. The exercise must include completing an IAP, including intermediate forms such as the ICS 215 and ICS 215A.

XI. Training Course Equivalency

A. General

1. These policies apply to in-person, hybrid and online training.
2. NQS allows for equivalent courses to take the place of certain specified training. OR-SQS sets standards in Oregon for determining course equivalency.
3. An equivalent course must, at minimum, provide some measurable benefits to the training program, such as:
 - a. Increased number of trained personnel.
 - b. Cost savings through reduced training costs.
 - c. Broadened target audience.
 - d. Enhanced learning experience for students.
 - e. Improved learning outcomes for students and the AHJ.

B. Methodology

1. The State Training Officer will determine course equivalency after considering if the proposed course:
 - a. Meets or exceeds all learning and performance objectives of the original course. The presentation of the learning and performance objectives must be adequate to reasonably ensure a trainee who completes the training will be successful as a trainee.
 - b. Meets or exceeds the instructor qualification requirements of the original course.
 - c. Meets or exceeds student prerequisite position qualification or training requirements of the original course.
 - d. Does not conflict or contradict established OR-SQS, NQS, or NIMS guidelines or standards.
 - e. Curriculum and delivery meet or exceed the NIMS curriculum's baseline standards.
 - f. Tests and assessments are similar in scope to those of the original course.
2. When the STO determines course equivalency, ODEM will publish guidance allowing the equivalent course to be used for qualification (see Appendix C).

Appendix A: Interim Qualification

- A. Interim qualifications may be issued to applicants who have met all qualification requirements except for a single training course required by the FEMA Resource Typing Library Tool.
- B. Certain courses have limited availability, but this should not stall the qualification process. An applicant who has completed all other ICS Type 3 Position qualification requirements, including PTB completion, package submission, and any other required steps, may be authorized an Interim Qualification pending the completion of any single required training course.
- C. Interim Qualifications are temporary and will expire two years from the issue date if the required training is not completed. The Interim Qualification will be made permanent, and a new qualification letter will be issued upon verification of successful completion of the final missing course.

Appendix B: Interim Guidance for EOC Skillset Coaches, Evaluators and Final Evaluators

- A. Emergency Management agency heads are granted interim authority to act as coaches, evaluators and final evaluators for EOC Skillset PTBs. An agency head or designee has authority; however, the agency head retains responsibility for ensuring compliance with OR-SQS. This authority shall sunset two years after publication of this guide, or when the State Training Officer determines that there are enough EOC Skillset-qualified personnel in Oregon to serve as coaches, evaluators and final evaluators.
- B. Federal guidance on EOC skillsets continues to be updated. Changes will be considered by the OR-SQS planning committee.
- C. This provision does not extend to ICS PTBs. It is applicable only to EOC Skillset PTBs.
- D. No individual shall sign off on their own PTBs.

Appendix C: Equivalent Courses

NQS	NFA	NWCG	USCG
E0949 NIMS ICS All-Hazards Communications Unit Leader Train-the-Trainer			
E0950 NIMS ICS All-Hazards Incident Commander Course			ICS-410 Incident Commander, Course Code 502320
E0951 NIMS ICS All-Hazards Incident Commander Train-the-Trainer			
E0952 NIMS ICS All-Hazards Public Information Officer Course			
E0953 NIMS ICS All-Hazards Public Information Officer Train-the-Trainer			
E0954 NIMS ICS All-Hazards Safety Officer Course		S-404, Safety Officer	ICS-404 Safety Officer, Course Code 501384
E0955 NIMS ICS All-Hazards Safety Officer Train-the-Trainer			
E0956 NIMS ICS All-Hazards Liaison Officer Course			ICS-402 Liaison Officer, Course Code 100330
E0957 NIMS ICS All-Hazards Liaison Officer Train-the-Trainer			
E0958 NIMS ICS All-Hazards Operations Section Chief Course		S-430, Operations Section Chief	ICS-430 Operations Section Chief, Course Code 502321
E0959 NIMS ICS All-Hazards Operations Section Chief Train-the-Trainer			
E0960 NIMS ICS All-Hazards Division/Group Supervisor Course		S-339, Division/Group Supervisor	ICS-339 Division Group Supervisor, Course Code 501388
E0962 NIMS ICS All-Hazards Planning Section Chief Course		S-440 Planning Section Chief	ICS-440 Planning Section Chief, Course Code 502322
E0963 NIMS ICS All-Hazards Planning Section Chief Train-the-Trainer			
E0964 NIMS ICS All-Hazards Situation Unit Leader Course			ICS-345 SITL/RESL/DEMOB Unit Leaders, Course Code 100180
E0965 NIMS ICS All-Hazards Resources and Demobilization Unit Leaders Course			ICS-345 SITL/RESL/DEMOB Unit Leaders, Course Code 100180
E0967 NIMS ICS All-Hazards Logistics Section Chief Course			ICS-450 Logistics Section Chief, Course Code 100461

E0968 NIMS ICS All-Hazards Logistics Section Chief Train-the-Trainer			
E0969 NIMS ICS All-Hazards Communications Unit Leader		S-358, Communications Unit Leader	ICS-358 Communications Unit Leader, Course Code 502331
E0970 NIMS ICS All-Hazards Supply Unit Leader Course			
E0971 NIMS ICS All-Hazards Facilities Unit Leader Course		S-354, Facilities Unit Leader	
E0973 NIMS ICS All-Hazards Finance/Administration Section Chief Course			ICS-460 Finance Section Chief, Course Code 100460
E0974 NIMS ICS All-Hazards Finance/Administration Train-the-Trainer			
E0975 NIMS ICS All-Hazards Finance/Administration Unit Leader Course			
E0978 NIMS ICS All-Hazards Situation Unit Leader Train-the-Trainer			
E0984 NIMS ICS All-Hazards Task Force/Strike Team Leader		S-330, Task Force/Strike Team Leader	
E0986 NIMS ICS All-Hazards Air Support Group Supervisor Course		S-375, Air Support Group Supervisor	
E0987 NIMS ICS All-Hazards Introduction to Air Operations		S-270, Basic Air Operations	
E0988 NIMS ICS All-Hazards Air Group Supervisor Train-the-Trainer			
E0989 NIMS ICS All-Hazards Introduction to Air Operations Train-the-Trainer			
			ICS-344 Marine Transportation Safety and Recovery Unit Leader, Course Code 100337
		S-620, Area Command	ICS-620 Area Command, Course Code 501380
	O305, Type 3 All-Hazards Incident Management Team	S-420, Command and General Staff	

Not all equivalences are identified in this document. Future decisions of other equivalences will be at the discretion of the ODEM State Training Officer.

Appendix D: EOC Skillset Requirements

All EOC Skillset PTBs must include one of the following “Level of Responsibility” Skillsets:

- Coordination and Individual Responsibility (every EOC position).
- Leadership (supervisory EOC positions).
- Policy and Direction (elected/appointed officials, MAC Group, etc.).

This table describes the required training associated with the Level of Responsibility Skillsets:

Coordination and Individual Responsibility	Leadership (Coordination and Individual Contribution PLUS the following)	Policy and Direction
IS-100	IS-800	G0402
IS-700	IS-2200	
	G0191	

**As the number of EOC Skillset-qualified personnel grows, the required training associated with certain EOC Skillset PTBs will increase. AHJs should consider implementing additional requirements at the local level, such as E/L/K2300, 2302, 2304, 2306, 2308; and IEMC to further develop their EOC workforce ahead of OR-SQS requirements planned in future versions of the guide.*

Public Information Officers have additional, position-specific training requirements. EOC personnel who are assigned the Public Affairs Coordination Skillset shall complete the following training:

Public Affairs Coordination AND Coordination and Individual Responsibility	Public Affairs Coordination AND Leadership (Coordination and Individual Contribution PLUS the following)
IS-100	IS-800
IS-700	IS-2200
IS-29	G0191
	E/L/K0105

**As the number of Public Affairs Coordination Skillset-qualified PIOs grows, the required training associated with certain EOC Skillset PTBs will increase. AHJs should consider implementing additional requirements for PIOs at the local level, such as E/L/K2300, 2302, 2304, 2306, 2308, G0300, G0400; the FEMA Advanced and Master PIO Programs; and IEMC to further develop their EOC workforce ahead of OR-SQS requirements planned in future versions of the guide.*

Appendix E: Interoperability

The state, via the State Interoperability Executive Council (SIEC), maintains a robust, NIMS-compliant qualification program for Information and Communications Technology (ICT) positions. OR-SQS recognizes that these positions, being of a technical nature, require document reviews by those with experience in these fields. Therefore, OR-SQS is the authority for positions within the ICT Branch.

The NIMS requirement for Communications Unit Leaders (COMLs) to obtain a Federal Communications Commission (FCC) General Radiotelephone Operator's license is waived for 24 months from the publication of this guide.

Appendix F: Glossary

- AHIMTA: All-Hazards Incident Management Team Association
- AHJ: Authority Having Jurisdiction
- CO: Credentialing Official
- DPSST: Department of Public Safety Standards and Training
- EOC: Emergency Operation Center
- FCC: Federal Communication Commission
- FEMA: Federal Emergency Management Agency
- GC: Governance Committee
- HR: Historical Recognition
- HSEEP: Homeland Security Exercise and Evaluation Program
- IAP: Incident Action Plan
- IC: Incident Commander
- ICS: Incident Command Structure
- IEMC: Integrated Emergency Management Course
- IMT: Incident Management Team
- LSC: Logistics Section Chief
- MAC: Multi-Agency Coordination
- NGO: Non-Governmental Organization
- NIMS: National Incident Management System
- NQS: National Qualification System
- NWCG: National Wildfire Coordinating Group
- ODEM: Oregon Department of Emergency Management
- ODF: Oregon Department of Forestry
- ORS: Oregon Revised Statute
- OR-SQS: Oregon Statewide Qualification System
- OSFM: Oregon State Fire Marshal
- OSP: Oregon State Police
- PIO: Public Information Officer
- PQR: Position Qualification Requirements
- PSC: Planning Section Chief
- PTB: Position Task Book
- QRB: Qualification Review Board
- RTLT: Resource Typing Library Tool
- SME: Subject Matter Expert
- STO: State Training Officer
- USCG: United States Coast Guard