



OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

Oregon State Qualification System Applying for Historical Recognition Consideration

As Oregon implements the National Qualification System to support the credentialing of Incident Management System and Emergency Operations Center personnel, it recognizes the importance of the valuable experience these personnel have acquired over the years. To support the implementation, the Oregon Statewide Qualification System will accept applications for historical recognition in Incident Management positions and Emergency Operations Center skillsets from June 1, 2024, to June 1, 2026. Applications for historical recognition will not be accepted after that period. Historical Recognition Qualification Review Board meetings may occur after the cutoff. The historical recognition process is a separate and distinct process from reciprocity to other qualification systems like the National Wildland Coordinating Group.

Eligible Incident Management Positions | Emergency Operations Center Skillsets

Incident Management Positions	Emergency Operations Center Skillsets
Communications Unit Leader	Action Tracking
Demobilization Unit Leader	Center Management
Documentation Unit Leader	Coordination and Individual Contribution
Finance/Admin Section Chief	Document and Records Management
Incident Commander	EOC Facility Management
Information Technology Services Leader	Finance
Liaison Officer	Leadership
Logistics Section Chief	Legal Counseling
Operations Section Chief	Organizational Representation
Planning Section Chief	Performance Improvement
Public Information Officer	Planning
Resources Unit Leader	Policy and Direction
Safety Officer	Public Affairs Coordination
Situation Unit Leader	Recovery Coordination
	Resource Ordering and Acquiring
	Resource Sourcing
	Resource Tracking
	Safety Advising
	Situational Awareness
	Understanding the Resource Requirement

Criteria and Documentation

To qualify for historical recognition certification, individuals must be able to meet the following criteria and provide supporting documentation:

- Demonstrate completion of all tasks in a position task book or a skillset; this may include completed PTB or other documentation such as ICS-225 or similar.
- Experience operating in the position(s) within the last five years.
- Completed required training per position or skillset.
- Supporting documentation may include:
 - Evaluation Documents that list:
 - Assessment of experience.
 - Number of assignments.
 - Variety of incidents.
 - Complexity of the incident during which the responder performed tasks.
 - Documented experience in the day job.
 - Completed Incident Command System Form(s) 225 from incident management supervisor(s).
 - Incident Action Plans with the individual identified in the position, at a minimum ICS Form 203 or staffing chart/list.
- For each experience, the identified supervisor, evaluator or trainer with contact information.

How to Apply

For historical recognition consideration, an applicant must submit a formal letter requesting acknowledgment of prior experience; supervisor approval; a position task book or skillset with tasks associated with prior experience listed in supporting documentation; certificates of training completion or transcript; and supporting documentation. This information must be emailed to oem.training@oem.oregon.gov. If requesting historical recognition for multiple positions or skill sets, all must be listed in the formal letter.

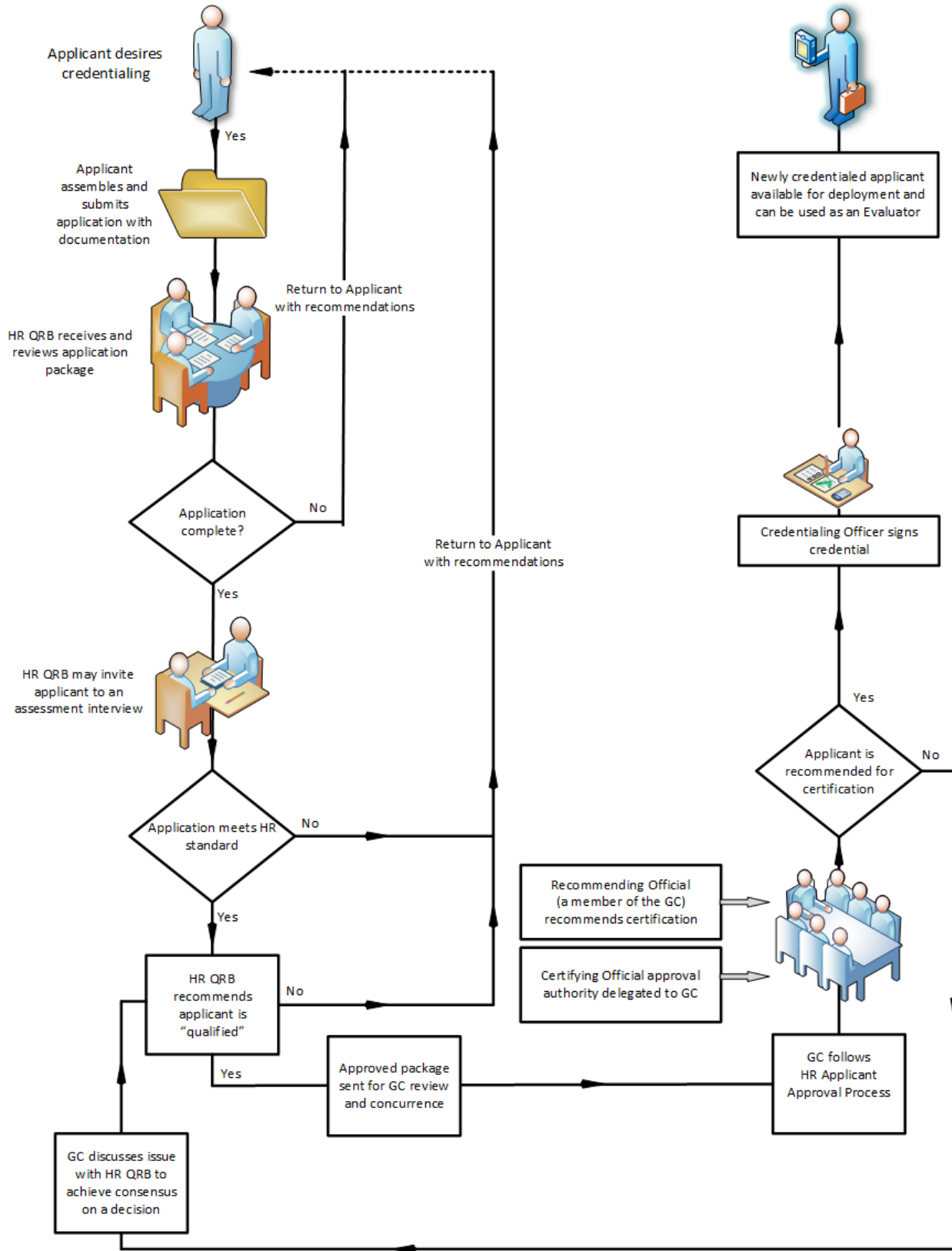
Historical Recognition Qualification Review Board Review and Interview

After submission, the Historical Recognition QRB will review the documentation and establish a need for an interview based on the level of responsibility for each position. Interviews will be coordinated by the Oregon Department of Emergency Management. After a documentation review and interview, the Historical Recognition QRB will make a recommendation for certification, partial recognition, or no recognition.

Certification and Credentialing

Based upon recommendation by the Historical Recognition QRB, the Oregon Department of Emergency Management will issue a letter with the status of certification with requirements for maintaining certification as outlined in the State Qualification Guide. Then the applicant's agency will be responsible for issuing appropriate credential documentation.

Historical Recognition Process Summary



V-2: 2024