State of Oklahoma NQS Implementation Plan

Priorities
1. *Identify Personnel requirements*
2. *Bridge response capability gaps*
3. *Support regional and mutual aid response requests*

Planned Work			Expected Results			
Resources/Inputs	**Activities**	**Outputs/Products**	**Outcomes**			**Goals/Impacts**
			Short-term *6 months*	**Mid-term** *1 year*	**Long-term** *2 years*	
• *NIMS Coordinator* • *OEMOHS strategy* • *Mutual aid plans* • *FEMA guidance* • *Regional Response plans* • *RRS Training Officers* • *OSUFTS* • *OneResponder*	• *Write/update applicable plans* • *Identify/assign roles and responsibilities* • *Introduce QRB process* • *Coordinate with stakeholder members and managers* • *Update/migrate data and tools*	• *Plans* • *Procedures* • *QRB authorities* • *OneResponder accounts (agency and responders)* • *PTBs issued for all RRS responders*	• *AHJ participation and "buy-in"*	• *User level training and participation* • *PTBs developed and in use* • *NQS validation*	• *All RRS meet NQS baselines* • *Merge agency tasks with partners*	• *Improve capability* • *Fill identified gaps* • *Improve efficiency* • *Reduce implementation time, cost, and paperwork* • *Increase training and deployments* • *Improve mutual aid interoperability*

Challenges, Limitations, and Considerations
- *Staff retention/turn-over (implementation staff, qualified personnel, trainees, etc.)*
- *Disaster declarations may alter timeline*
- *Leadership priorities may change or not align*
- *Political environment and election cycle*

ROAD MAP TO IMPLEMENTATION

- Define rolls and responsibilities
- Define agency level certification and credentialing
- Define authority having jurisdiction (AHJ) for PTB certification, credentialing, and validation
- Define AHJ for evaluation
- Establish EM policy for deployment of capabilities outside of mutual aid
- Establish grant application policy / certification for NQS and NIMS

Establish recommended pathway for NQS implementation:
- Within the EM construct
- Frequently deployed positions

Contact Stakeholdres and Training Officers:
- Introduce NQS and benefits
- Solicit input and feedback
- Identify challenges and opportunities
- Schedule benchmarks and way forward

OneResponder Management:
- Designation of workflow / authority / permissions
- Input requirements
- System management

Publish State Draft Implementation Plan

Agency / Capability reviewed and amended Position Task Book development (PTB) / review
- TTX
- ORE

Publish State Implementation Plan
- Authority Having Jurisdiction tailored task books

Agency PTB pre-validations:
- ORE

Agency PTB validations:
- ORE

Designated personnel established in OneResponder
- PTBs implemented and training requirements met / validated

2022

2023 - 2024

2025
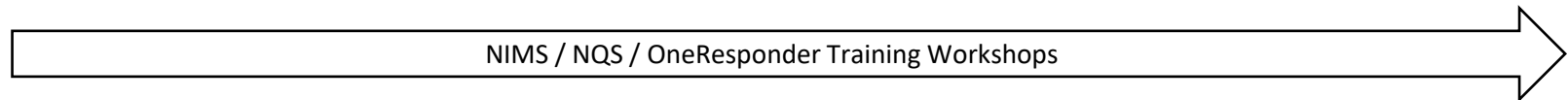
NIMS / NQS / OneResponder Training Workshops
- Virtual
- Live

Strategy

1. Oklahoma Emergency Response network will work to achieve FEMA's NQS Implementation Objectives (stated in the [NQS Implementation Objectives Fact Sheet)](#) by each objective's deadline. The strategy begins in FY 2022 and is phased in through FY 2025. Elements withing the EM response network that do not meet objective deadlines risk not being eligible to receive federal grant funding. <mark>Additionally, evidence indicating the agency's efforts towards NQS implementation will be required in the CY 2022 Stakeholder Preparedness Report (SPR).</mark>

2. In 2022, Oklahoma begins the planning process for NQS implementation. NIMS coordination and implementation falls under the direction of OKOHS; therefore, coordination and implementation of the NQS within the EM response construct will also be synchronized within the OKOHS programs. OKOHS will:

- Assist identifying NQS stakeholders
- Assist defining rolls and responsibilities
- Assist defining certification and credentialing authorities
- Assist identify validation requirements
- Provide an avenue to validate grant application requirements for EM response entities
- Assist developing the implementation plan for NQS within the EM response construct

3. Roles and Responsibilities

       a. OKOHS will coordinate identifying individuals within the EM response network that will implement their agency's NQS efforts. Those efforts include, but are not limited to:

          - Identifying personnel within their agency, within the EM response construct, that require certification, credentialing validation via a qualification review board (QRB) or other like type process

          - Scheduling personnel for training to meet certification and credentialing

          - Developing QRBs for their agency and personnel

          - Ensuring training documentation is uploaded into OneResponder

          - Validating documentation uploaded to OneResponder by or for personnel assigned to their agency

          - Issuing and tracking Position Tasks Books (PTBs) for personnel assigned to their agency

          - Assisting the Authority Having Jurisdiction (AHJ) editing, validating, or creating agency duty specific PTBs when those provided by the FEMA resources are not valid

          - FEMA PTBs can be found at: [Position Task Books | FEMA.gov](#)
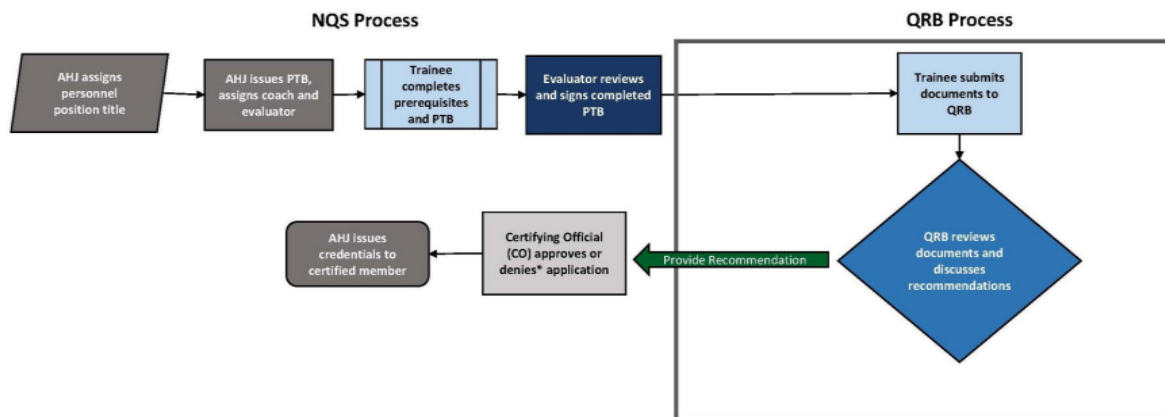
b. OKOHS:

    - Provides senior administrative oversight for NQS implementation within the State of Oklahoma

    - With an agency's director's permission, typically the Fire Department Chief, designate individuals within the RRS network, typically the agency Training Officer, and provide administrative authority within the OneResponder network to conduct administrative actions for their agency.

    - Maintains state level authority for verification of agency compliance

    - Assist in providing training and validation opportunities for agencies within the EM response network to exercise PTB requirements

4. Certification and Credentialing Authorities

    a. Authorities Having Jurisdiction* (AHJs) are responsible for qualifying, certifying, and credentialing personnel. AHJs are encouraged to implement qualification, certification, credentialing processes consistent with FEMA NQS guidance to ensure their personnel are prepared to perform the responsibilities associated with their specific incident-related positions

    b. Within the NQS construct, agency directors and chiefs are considered AHJs. AHJ responsibilities may be delegated within the agency for action items

    c. AHJ responsibilities include pre-identifying, typing, and qualifying incident management or support personnel based on minimum qualification criteria that align with the NIMS Job Titles/Position Qualifications

    d. AHJs determine how they will incorporate PTBs into their certification and credential processes, along with how those process are completed and documented.

    c. AHJs, in accordance with all applicable state laws, are the certification, credentialing, recertification and decertification entity for their agencies.

NQS Process

AHJ assigns personnel position title → AHJ issues PTB, assigns coach and evaluator → Trainee completes prerequisites and PTB → Evaluator reviews and signs completed PTB

QRB Process

Trainee submits documents to QRB → QRB reviews documents and discusses recommendations → Provide Recommendation → Certifying Official (CO) approves or denies* application → AHJ issues credentials to certified member

Authorities Having Jurisdiction (AHJ)

AHJ is the NIMS term for entities that have the authority and responsibility to develop, implement, maintain, and oversee the qualification, certification, and credentialing process within their organization or jurisdiction. AHJs include state, tribal, or Federal Government departments and agencies, training commissions, NGOs, or companies, as well as local organizations, such as police, fire, public health, or public works departments.

GENERAL FEMA GUIDANCE

- The state or jurisdiction chooses their most frequently deployed positions to be NQS qualified. NQS Job Titles and PTBs do not cover all deployable emergency management positions, just the most frequently deployed. NQS FAQ Sheet April 2022

- FEMA strongly encourages, but does not require, jurisdictions to use all NQS tools and resources. If choosing another qualification process, a jurisdiction should incorporate the minimum qualifications defined in the associated job title position qualification sheet for the deployable position

- If the AHJ is applying for the EMPG Grant, the QRB will be applicable to all levels involved. The AHJ determines the need for a QRB and for what positions.

- Each organization owns its resources and processes and determines which deployable personnel will be NQS certified