

# ALASKA ALL-HAZARDS QUALIFICATION GUIDE



## Alaska Intrastate Mutual Aid System

*Alaskans Helping Alaskans on Their Worst Day*



Developed under the sponsorship of the State Emergency Response Commission  
and the Alaska Intrastate Mutual Aid System Committee

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## Record of Changes

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# State Emergency Response Commission and Alaska Intrastate Mutual Aid System

Alaska Statutes 26.23.071 and 26.23.073 ([DHS&EM | Alaska Statute](#)) established the requirements for a State Emergency Response Commission (SERC) and Local Emergency Planning Committees (LEPC). Responsibilities of the SERC within the State of Alaska include implementation of the Superfund Amendments and Reauthorization Act (SARA) at the state level, establishment of Local Emergency Planning Districts and establishment and management of LEPC, and address and/or plan for all-hazards issues at the state level.

House Bill 366 amended the Alaska Disaster Act (AS 26.23) inserting sections [500-549](#) which established an Alaska intrastate mutual aid system and tasked management of this system to the SERC and the Division of Homeland Security and Emergency Management (DHS&EM). This system would be known as the Alaska Intrastate Mutual Aid System (AIMAS) and would be managed by the AIMAS Committee of the SERC. Along with the establishment of AIMAS, House Bill 366 also required the establishment of a tracking system for personnel with training and skills pertinent to disaster response, recovery, prevention, and preparedness, DHS&EM was tasked with this requirement. Implementation of the National Incident Management System, National Qualification System (NIMS) (NQS) as the Alaska All-Hazards Qualification System (AK-AQS) is intended to meet this requirement.

## Authorship

This document was authored by the Alaska Division of Homeland Security and Emergency Management State Training Office (STO) under the direction of the SERC AIMAS Committee. DHS&EM acts as the administrative arm of the SERC and the STO has been assigned the role of NIMS Implementation Coordinator for Alaska. As such, the STO was selected to author this document on the implementation of the NIMS National Qualification System within Alaska.

Questions regarding this document should be directed to the STO at

[mva.dhsem.training@alaska.gov](mailto:mva.dhsem.training@alaska.gov)

## Introduction

The purpose of the Alaska All-Hazards Qualification System (AK-AQS) is to effectively support all-hazards disaster emergency response providers, local jurisdictions, and response agencies by establishing policies and procedures for credentialing responders. This guide provides resources to assist responders and sponsoring agencies with the qualification, certification, and credentialing processes. This guide also provides the mechanism for documenting emergency response provider training and experience through Position Task Books (PTB) based upon the Federal Emergency Management Agency (FEMA) NQS and the Resource Typing Library Tool. FEMA's OneResponder professional qualifications management system will be used as Alaska's PTB documentation platform. The goal of this guide is to support incident management credentialing allowing development and movement of qualified all-hazard incident personnel across jurisdictional boundaries.

All participating agencies and jurisdictions, as defined in A.S. 26.23.500, agree to accept completed Type-3 credentials under this guide as responder qualification for service during a disaster emergency. Any organization or agency providing responders to meet a resource request must indicate whether the resource is qualified under this system. At their discretion, local

jurisdictions may accept responders for emergency services who are not qualified according to this guide.

This guide has been approved by the Qualifications Subcommittee of the AIMAS Committee. The SERC established the standing AIMAS Committee to assist in developing operational procedures and monitoring the use and progress of AIMAS pursuant to A.S. 26.23.071(e) (2).

## Alaska All-Hazards Qualification System Overview

The AK-AQS provides standardized qualification, certification, and credentialing processes to provide consistency across the state and support state-wide interoperability. The AK-AQS mirrors the NQS to the maximum extent possible. Using the NQS approach to credential incident management and support personnel ensures that personnel deploying through the AIMAS have the capabilities to perform the duties of their assigned roles, although it is not required for deployment.

### Scope

In accordance with NIMS, this guide is meant to provide guidance on the qualification, certification, and credentialing of emergency response providers acting within the State of Alaska. Emergency response providers can be considered either; on-scene personnel or Emergency Operations Center (EOC) personnel.

Per NIMS:

**On-Scene Personnel:** Use the Incident Command System (ICS), which defines common position titles and responsibilities, enabling people from different organizations or jurisdictions to seamlessly integrate into a common incident structure.

**EOC Personnel:** Use EOC Skillsets to define roles and responsibilities within any given EOC. Unlike on-scene personnel, there is no nationwide structure for EOC operations/organization. Instead, FEMA developed the EOC Skillsets framework which allows for common terminology in tasks and requirements but is still adaptable to each unique EOC layout.

Despite these differences, qualifications will continue to be tracked and assessed via PTB assignment and completion. Premade PTBs exist for ICS personnel whereas PTBs will have to be created for EOC personnel, based on EOC Skillsets.

More information on PTB assignment and completion can be found within Appendix B. General Information on EOC Skillsets can be found on the FEMA Emergency Operations Center Guidance and Tools webpage ([Emergency Operations Center Guidance and Tools | FEMA.gov](https://www.fema.gov/emergency-operations-center-guidance-tools)).

### Roles and Responsibilities

**Trainee:** The trainee is the individual seeking qualification, certification, and credentialing to provide emergency response services within the State of Alaska. It is the trainee's responsibility to:

- Request a PTB from their representative Authority Having Jurisdiction (AHJ).
- Complete the required training, education, and experience within the assigned PTB.

- Share training and experience with the coach, evaluator, and OneResponder training manager.
- Meet with an evaluator after each assignment to discuss past performance and future expectations.
- Return printed PTBs to the representative AHJ.
- Upload supporting documentation to OneResponder.
- Understand that a PTB evaluation record does not replace the standard performance evaluation process by the trainee's home agency/AHJ.
- Coordinate with the AHJ to maintain currency once credentialed for a position.

**Coach/Evaluator:** The coach and evaluator roles will likely overlap or be conducted by the same person at most AHJs. Responsibilities include but are not limited to:

Coach:

- Provide instruction, training, and mentoring to facilitate the trainees' PTB completion.
- Be present and available to foster the trainee's growth in the assigned position.
- Demonstrate tasks for the trainee.
- Provide constructive feedback to the trainee.

Evaluator:

- Maintain currency in the position for which they are evaluating a trainee.
- Be familiar with the competencies, behaviors, and tasks of the evaluated position.
- Observe the trainee's behaviors and tasks during each incident, event, or exercise.
- Complete an evaluation record for each qualifying event.
- Provide constructive feedback to the trainee.

More information can be found in the NIMS NQS Supplemental Guide for Coaches and Evaluators ([National Qualification System Supplemental Documents | FEMA.gov](#)).

**Authority Having Jurisdiction:** The AHJ is the representative and home agency responsible for the qualification of a trainee. It is the AHJ's responsibility to:

- Identify and assign responders to an ICS/ EOC position.
- Issue an appropriate PTB to all trainees.
- Manage the responder's qualifications and certifications for each individual and position.
- Review PTBs before they are forwarded for Qualification Review Board (QRB) review.
- Assign at least two personnel as Organizational Managers in OneResponder.
- Communicate with the STO for all issues regarding AIMAS, OneResponder, and this guide.
- Establish, staff, and maintain a QRB.

**State Training Office (STO):** The STO is housed within the Preparedness Section of the State of Alaska, Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management, and is the entity responsible for the credentialing process. It is the STO's responsibility to:

- Manage OneResponder and the Resource Inventory System (RIS) at the State level.
- Provide process assistance to individual AHJs and QRBs when requested.
- Maintain the AIMAS webpage at <https://mutualaid.alaska.gov>
- Maintain the List of NIMS ICS All-Hazards Credentialed personnel.
- Issue hardcopy credentials upon request.
- Act as the NIMS coordinator to FEMA Region 10.

**Qualification Review Board:** A QRB is a diverse group of emergency response and management professionals convened by an AHJ tasked with reviewing and certification of a trainee's qualifications. It is the responsibility of each AHJ to establish and maintain a QRB for the purpose of certification. Each QRB must have a single member designated as a Certifying Official (CO). The CO is ultimately responsible for certification decisions and will act as the QRB's signatory for all certifications. Further general information on QRB establishment, processes, and procedures can be found in the FEMA NIMS NQS Supplemental Guide for Qualification Review Boards ([National Qualification System Supplemental Documents | FEMA.gov](#)). It is the QRB's, and the CO's by extent, responsibility to:

- Review trainee PTBs for completeness.
- Certify trainee qualifications for the desired position.
- Endorse the QRB decisions to certify the trainee's qualifications.

## AK-AQS, NIMS Resource Management, and Mutual Aid

The Resource Management component of NIMS involves four key activities: typing resources; qualifying, certifying, and credentialing incident management and support personnel; planning for resources; and acquiring, storing, and inventorying resources.

Sharing emergency resources among jurisdictions and organizations is an important emergency preparedness strategy utilized throughout Alaska. Using AK-AQS to certify and credential personnel allows an AHJ to share a common language of defined minimum capabilities with other entities. This common framework makes sharing emergency resources through mutual aid possible and practical.

Establishing and maintaining both formal and informal mutual aid arrangements enhances preparedness and readiness by enabling communities and organizations to activate, deploy, share, and rapidly scale resources across jurisdictions and organizations.

### Concept of Operations

AK-AQS uses a performance-based approach that focuses on verifying the capabilities of personnel to perform as required in various incident-related positions. This approach incorporates education, training, and experience to build proficiency and establishes performance as the primary qualification criterion. This approach differs from training-based systems which use the completion of training courses or passing scores on examinations as qualification criteria. A performance-based approach is advantageous over a training-based system because it provides greater confidence in on-the-job performance as evaluators have observed the proficiencies of the individual through their performance of a series of pre-designated tasks.

The following figure depicts the continuum of the integrated qualification, certification, and credentialing processes that constitute AK-AQS. A summary of activities for each of the three processes is described below. The summary will be specific to the AK-AQS system.



- **Qualification:** The process of enabling personnel to perform the duties of a specific position and documenting their proficiency in the capabilities required by the position. During the qualification process, trainees, individuals seeking to become qualified, meet the prerequisites for the position they are pursuing by completing training courses, obtaining professional and/or technical licenses and certifications, if appropriate, and meeting the physical and medical fitness requirements established for the position they are pursuing. During this process, the trainee will be expected to document their progress in a standard PTB (e.g., NQS or National Wildfire Coordination Group, etc.) within OneResponder.
- **Certification/Recertification:** The process of QRB recognition, stating that an individual has met the established criteria and is qualified for a specific position. As part of the certification process, a QRB examines the trainee's records of performance and reviews the evidence that the trainee meets all the requirements for the position, including historical recognition, if appropriate. If the trainee meets all requirements, the CO certifies the individual as "qualified" for the position and relays that to the AHJ which represents the individual, and the STO which maintains the state credentialing system. Recertification is the confirmation that an individual has maintained their qualification for the position. The AHJ maintains records regarding its personnel and establishes procedures for the periodic review of these individuals' qualifications and currency in their positions. This may result in a formal periodic recertification or decertification if individuals no longer meet minimum qualification standards or are not current in the position requirements.
- **Credentialing:** The process of providing documentation that identifies personnel and verifies their qualifications for certain positions. Once an individual is certified for a position, the AHJ will notify the STO and the STO will update the State List of Credentialled Personnel. The List of Credentialled Personnel will be housed on the DHS&EM webpage. The STO may also provide hard copy credentials when requested.

A deeper look at Qualification, Certification, and Credentialing will follow.

## Qualification Process

AK-AQS qualification is the process of:

- Enabling personnel to perform the duties of specific incident-related positions and meet any other prerequisites established for the positions; and
- Documenting that individuals have demonstrated the capabilities and competencies required for those positions.

Enabling personnel to perform the duties of a particular position occurs through a combination of training, on-the-job coaching, and experience. Generally, one or more evaluators observe, attest to, and document a trainee's ability to perform specific tasks as described in PTBs. Smaller AHJs may find it difficult to staff qualified evaluators. It is recommended to use this opportunity to host qualified responders using the AIMAS to support evaluator duties. Individual responders may be qualified in multiple positions.

### Qualification Criteria

A key element of developing consistency in positions is establishing minimum criteria that trainees must meet to qualify for a specific position. To assist AHJs in establishing consistent criteria for positions, the Resources Typing Library Tool (RTLT) contains information regarding NIMS Job Titles/Position Qualifications for the positions that organizations are most likely to request through mutual aid. AHJs can use this information to help determine what qualification criteria are necessary for specific positions. NIMS Job Titles/Position Qualifications in the RTLT also establish minimum performance criteria for a position in incidents at a particular complexity level. This guide is designed for qualifications up to Type-3 but does not preclude trainees from advancing further.

AHJs can use the NIMS Job Titles/Position Qualifications captured in the RTLT as a baseline. However, there is flexibility to expand the qualifications based on the needs or circumstances of the jurisdiction or organization.

Examples of qualification criteria include:

- performance (measured by PTB completion),
- experience (qualification through serving in subordinate/pertinent positions),
- training (prerequisite coursework to be considered qualified),
- education (formal instruction),
- physical/medical fitness,
- currency (recent, relevant, response-focused),
- and/or professional or Technical Licenses/Certifications.

For more information on these qualification criteria please see the "NIMS Guideline for NQS".  
<https://www.fema.gov/emergency-managers/nims/components/nqs-supplemental-documents>

### Position Requirements

Incident-related positions require trainees to complete prerequisites, such as training, education, and performance in subordinate positions. For entry-level positions, these prerequisites might only require trainees to complete certain basic incident management classes. More advanced positions might require professional certifications and/or experience as determined by the trainee's discipline.

Qualifying for supervisory positions, such as unit leaders, division/group supervisors, task force leaders, branch directors, section chiefs, and Incident Commanders (IC), typically requires years of training and experience. Becoming qualified for these positions also usually requires trainees to have previously qualified for and served in one or more subordinate position(s).

## Position Task Books

A PTB is used to document a trainee's experience and proficiency at a position the trainee is working to be credentialed. Evaluators create documentation on position competencies, behaviors, and tasks. Trainees are not required to meet all prerequisites for a given position before the AHJ issues the trainee a PTB for a given position.

PTBs will be initiated and tracked by AHJs using the FEMA OneResponder system. OneResponder is a secure cloud-hosted system for organizations to manage personnel qualifications. It supports the implementation of the NIMS resource management objective to qualify, certify, and credential incident personnel and aids emergency managers in implementing the NQS. Access to OneResponder is by invitation only. Contact your AHJ for access to OneResponder. Contact the DHS&EM STO for a list of AHJ Organizational Managers at [mva.dhsem.training@alaska.gov](mailto:mva.dhsem.training@alaska.gov).

The OneResponder system is located behind the Preparedness Toolkit (Prep Toolkit) firewall. The Prep Toolkit is an online collaborative environment in which individuals from all levels of government and the private and nonprofit sectors can prepare for risks in their communities. It serves as a platform for toolkits, reference materials, and/or assistive systems, aligned to each area of the National Preparedness System. Access to the Prep Toolkit is by registration.

Once an AHJ issues a PTB through OneResponder, trainees are required to complete said PTB within five years. During this time, the trainee will work with coaches and instructors to apply the knowledge, skills, and ability to perform the tasks required for the position through real-world experience, or exercises.

Evaluators then review and document the successful completion of PTB tasks. However, AHJs may not have enough resources to ensure that every evaluator is qualified for the position being assessed. Therefore, a trainee's ICS/EOC supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to evaluate the completion of observed PTB tasks for a Food Unit Leader trainee.

The final evaluator endorses the PTB once all tasks have been satisfactorily completed and evaluated and all training is completed indicating that the trainee has met all PTB requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying to be credentialed. While it is preferable to have a distinction between evaluators and the final evaluator, in situations with limited resources, the evaluator and final evaluator can be the same individual. Once the final evaluator has signed the PTB, it is forwarded for QRB review with supporting documentation proving that the trainee has completed the other requirements for the position. The Certification Process section describes the process of reviewing trainee submissions.

PTB performance can be measured, evaluated, and documented via myriad modes. The mode required for a particular task is designated in the PTB by the PTB task code. An example of these task codes can be found below. There cannot be more than three years between each evaluation.

If these times are exceeded, a new PTB will be initiated, and the evaluation process will start over. Training needed for qualification does not expire. The AHJ can choose to consider experiences evaluated and documented in previous incomplete PTBs when issuing a new PTB as long as this experience is recent, relevant, and response-focused. This can be considered a partial Historical Recognition of experience.

Differentiation between experience gained during incidents and events versus simulations and exercises for example will be denoted with PTB Task Codes per NQS guidelines. A list of pertinent task codes will follow:

- Code C: Task performed in training or classroom setting.
- Code E: Task performed during full-scale exercise.
- Code F: Task performed during functional exercise.
- Code I: Task performed during an incident or planned event.
- Code J: Task performed during day-to-day job duties.
- Code T: Task performed during tabletop exercise.
- Code R: Task performed very rarely.

Trainees can be issued multiple different PTBs, but only one specific type/complexity level of a PTB can be active for a position at any one time, e.g., a responder can have an active Operations Section Chief (any type) and a Logistics Section Chief (any type) PTB. The responder cannot have an active Operations Section Chief – Type-1 and an Operations Section Chief – Type-2 PTB. Additionally, PTB of the same type must be completed sequentially, i.e., the responder must complete the Type-3 PTB before beginning a Type-2 PTB. This guide's scope is limited to Type-3 qualification, certification, and credentialing.

Although this guide is geared toward all-hazards qualification, individuals may crosswalk PTBs. This process allows an individual to have multiple similar PTBs open at one time (NQS, NWCG, USCG). By having two or more PTBs open simultaneously, trainees will have the opportunity to meet each organization's qualification and certification needs. The trainee must ensure each organization's requirements are followed. Issuing and completing FEMA NQS PTBs will take priority for responders governed by the Emergency Management Performance Grant (EMPG).

PTBs and all supplementary documentation will be stored in OneResponder. See Appendix B for information on PTB Assignment, Tracking, Documentation, and Completion within OneResponder.

## Historical Recognition

A fundamental premise of NIMS is that when a given position in an organization is vacant, the individual filling the next higher position in the organization is responsible for the duties of the unfilled position. This is one reason trainees for supervisory incident-related positions should have previously qualified for the positions they manage. However, qualified responders are not always present.

Historical recognition is an option that allows AHJs to get qualified staff in place quickly when there is a lack of qualified personnel. AHJs that wish to utilize Historical Recognition to recognize

and certify a responder's prior qualifications and experience must assign the responder a PTB in OneResponder. Documentation proving the responder's prior qualifications, education/training, and experience must be included with the responder's PTB. Documentation should include prior assignments in that position documented on an Incident Action Plan, a resume/CV (curriculum vitae), and other documentation to prove a responder's qualifications. The PTB will be processed in OneResponder following standard protocols. Though it is preferred, trainees do not need to have experience in subordinate positions to qualify for historical recognition.

PTBs submitted for Historical Recognition must be reviewed and certified by a QRB. The review process for Historical Recognition should not significantly deviate from that of the initial qualification review. Once reviewed and approved, the CO will certify the responder's prior qualifications and notify the STO.

Historical Recognition does not apply to the physical/medical fitness or currency qualification criteria. Individuals seeking qualification via Historical Recognition must be able to meet physical/medical fitness requirements. Furthermore, documented experiences must be recent (generally within five years), relevant, and response-focused.

## Portability of Qualifications

Per Alaska State Statute 26.23.515: an emergency responder holding a license, certificate, or other permit issued by a state agency or a political subdivision of the state evidencing the responder's qualification in a professional, mechanical, or other skill shall be considered to be licensed, certified, or permitted in the requesting political subdivision during the emergency, disaster, drill, or exercise, subject to limitations and conditions prescribed by the principal executive officer of the requesting political subdivision in writing.

AHJs will associate resources to the requesting intrastate agency using OneResponder while leaving their parent organization assignment. When OneResponder is not used by the gaining/requesting organization, a paper/hard copy PTB will be issued to document the experience during deployment. Intrastate assignments are not required to be fully credentialed if the gaining organization accepts the resource.

## Out of State Reciprocity

Individuals relocating to Alaska who wish to be considered for qualification will be required to complete a PTB following the AK-AQS guidelines as they would were they already Alaskan residents. Individuals with sufficient pre-existing emergency management experience which would qualify them may request qualification under Historical Recognition. All other individuals must request a new PTB through their AHJ. Prior documented emergency management experiences, partially complete PTBs, or other proof of experience documents, such as relevant Incident Action Plans, can be used to accelerate the qualification process.

## Responsibilities

Division of Homeland Security and Emergency Management:

- DHS&EM staff will perform administrative staff duties for the AIMAS Committee and sub-committees, and assist QRBs upon request.
- The DHS&EM STO will manage the highest level of OneResponder. This includes developing and maintaining the organizational structure in OneResponder and managing

who is appointed as Organizational Managers for subordinate AHJs. Contact the STO at [mva.dhsem.training@alaska.gov](mailto:mva.dhsem.training@alaska.gov) for more information.

- The STO will organize qualification documents into individual packages for review by the QRB.

#### Authorities Having Jurisdiction:

- Manage all aspects of OneResponder for the AHJ.
- Manages the All-Hazards Qualification Program, in accordance with this document, in their agency.
- Develop internal processes, in concert with this document, for selecting and training qualified candidates based on the organization's needs.
- Allow for Historical Recognition for personnel currently recognized by their AHJ as qualified at the Type-3 level in specific positions.
- Supports continued training and experience for those credentialed to maintain currency among responders.
- Suggest improvements and revisions to the Qualification Subcommittee, through DHS&EM STO, as appropriate.

#### Organizational Managers:

- Manage the organizational structure within OneResponder.
- Manage the personnel structure within OneResponder.
- Grant OneResponder responsibilities as required.
- Assign PTB as required to support a healthy pool of qualified responders.
- Manage personnel records within OneResponder.

#### Qualifications Review Board:

- Each QRB will elect one member to be their CO for all packages submitted for review.
- QRB members will be nonbiased in reviewing individual qualification records.

#### Evaluators:

- Conduct an unbiased assessment of unassisted performance.
- Perform summative and formative assessments.
- Verify qualifications.
- Validate opportunities for trainee advancement.

#### Coaches:

- Conduct on-the-job training.
- Develop and foster healthy mentor/trainee relationships.
- Account for diverse learning preferences.
- Account for diverse learning environments.

#### Trainee:

- With AHJ, determine which position to initiate for training and qualification.
- Understand the PTB requirements for the position.
- Complete the training requirements for the position.
- Request initiation of a PTB from the AHJ Organizational Manager.
- Request an evaluator from the OneResponder Portal.

- Provide the PTB and blank Evaluation Record to qualified evaluators when deployed and work with evaluators to accomplish training assignment goals.
- Submit a completed PTB, signed evaluation record, and record of required training to their AHJ.
- Coordinate with their organization to maintain currency.

## AK-AQS Qualification Steps

1. Trainee Requests a PTB from the AHJ
  - 1.1. The trainee will contact their respective AHJ OneResponder Organizational Manager for the issuance of a PTB.
  - 1.2. The PTB will be issued from OneResponder. A physical copy will not be issued unless necessary.
  - 1.3. If the trainee has questions regarding their AHJ or OneResponder, they can contact the STO for clarification.
2. The AHJ Issues a PTB to the Trainee
  - 2.1. The AHJ will initiate, update, and maintain the trainee's OneResponder records.
  - 2.2. Once a PTB is issued, the trainee can access, view, and update their PTB progress through OneResponder.
  - 2.3. All documentation must be housed within OneResponder. Scanned copies of incident documents, evaluation reports, etc. may be imported to OneResponder.
3. The Trainee Requests Evaluator/s
  - 3.1. Trainees must request evaluator/s for their PTB tasks.
  - 3.2. It is preferred that evaluators are content experts and have no supervisory authority over the trainee to limit bias during evaluation. In cases where there is a lack of qualified evaluators, it is permissible to have the trainee's ICS/EOC supervisor document the completion of tasks for roles subordinate to them e.g., a Logistics Chief signing off on Food Unit Leader PTB tasks.
4. The Trainee Completes Training
  - 4.1. The trainee's role is to observe the coach performing the tasks associated with the position. The length and number of training observations depend on multiple factors.
  - 4.2. During this time the trainee must also complete all prerequisite and required formal training as defined in the official position qualification in the RLT. Documentation of completed training will be housed in OneResponder. Certificates may be uploaded as PDFs or scanned physical copies.
  - 4.3. Coaching questions should be addressed to the AHJ.
  - 4.4. Direct questions regarding formal training opportunities, access, and needs to the STO.
5. The Trainee Completes Experiences
  - 5.1. The trainee must complete all PTB-required competencies, behaviors, and tasks. The evaluator/s chosen by the trainee must observe and document completion within OneResponder.
  - 5.2. Supporting documentation may be uploaded to the document section of the electronic PTB in OneResponder.
  - 5.3. It is preferred that evaluators and coaches be different individuals. It is permissible for these roles to overlap in cases where there is a lack of qualified personnel.
6. Final Evaluation Issued
  - 6.1. Upon completion of the PTB, the final evaluator will assess and endorse the PTB before notifying the AHJ.

- 6.2. General evaluators and the final evaluator should be different individuals. It is permissible for these roles to overlap in cases where there is a lack of evaluators.
- 6.3. AHJ confirms PTB completeness and will notify their QRB when a trainee's PTB and supporting documentation are ready for review.

Further information can be found in Appendix B.

## Certification Process

Certification is the process of official recognition of qualifications wherein a QRB recognizes and certifies an individual's qualifications to perform in a specified all-hazards position. Certification of personnel ensures they possess a minimum level of education, training, experience, physical and medical fitness, and capability appropriate for a particular position. The CO, upon recommendation by QRB members, provides final approval or rejection of certification.

### Qualification Review Boards

The NIMS Guideline for the NQS defines a QRB as a panel of subject-matter experts representing the AHJ that can evaluate a trainee's ability to fulfill the duties of a specific position. QRBs validate individual qualifications, helping to ensure a qualified, shareable, and effective national incident workforce. A QRB is an essential part of a performance-based system that objectively reviews and validates trainees' worthiness for certification.

AHJ will establish, staff, and maintain a QRB for review and certification of personnel. QRB membership should include a cross-section of relevant agencies, organizations, individuals, and disciplines. This reduces the potential for favoritism and unequal treatment of trainees during the certification process. The size and composition of a QRB varies with each AHJ though QRBs should have three or more members representing different agencies and disciplines. This fosters coordination, collaboration, fairness, and objectivity, as no entity dominates membership. Lastly, QRB members should be subject matter experts with recent (within five years), relevant, and response-focused experience. This ensures the validity of the review.

An AHJ may initially lack qualified members to fully staff a QRB. Some recommended courses of action to resolve this issue will follow.

- 1) An AHJ may put forth a request to the AIMAS Committee for assistance.
- 2) An AHJ may put forth a request to a jurisdiction that already has an established QRB to assist by providing qualified personnel.
- 3) AHJs may elect to form a shared QRB wherein each partner AHJ provides one or more qualified member/s.

Additional information on the establishment, governance, and maintenance of a QRB can be found within the NIMS NQS Supplemental Guide for Qualification Review Boards ([National Qualification System Supplemental Documents | FEMA.gov](#)).

### Certifying Official

Each AHJ should authorize at least one individual to oversee the entire validation and certification process of incident management, incident support, and emergency management personnel. The CO is generally the individual in charge of the entity overseeing the certification process and employing the certified personnel. For example, the Emergency Manager of a specific county may also be the CO for that county. This CO receives the QRB's recommendations and holds the ultimate decision on personnel certification.

### Qualification Review Board Evaluation

QRBs will review PTBs and all supporting documentation for compliance using written resource typing standards coupled with their experience to determine fitness for the applied position. The frequency of this review process is at the discretion of each AHJ and QRB. Reviews may need to

occur more frequently during the early years of this revision as several responders seek Historical Recognition.

Review can be expedited by the establishment of a pre-review process. A QRB may assign a subset of its members to produce a prior detailed analysis of each submittal. This analysis will then be forwarded to the formal QRB for final review and certification. Utilization of pre-review can increase review efficiency but is only feasible when time and personnel resources are available.

## Documentation Review

The AHJ will maintain a complete record of all the evaluations and documentation needed to validate qualifications within OneResponder. Once ready for review, the AHJ will notify their QRB and request review and certification. The certification record will, at minimum, include the trainee's completed PTB along with proof documents for all evaluative tasks. It is the AHJ's responsibility to ensure PTB completeness before QRB review. See Appendix B for information on proof documents.

During the document review, the AHJ may have noted training equivalencies. Qualification training criteria allow equivalent training based on course objectives for many required courses. Determining equivalency is an AHJ-level responsibility. In determining the equivalency of training objectives, the AHJ reviewer should consider course content, learning objectives, and total course hours. Some training course objectives may be equivalent to two or more separate courses. AHJs request assistance from the STO when questions of equivalency arise. Equivalencies must be documented so the QRB can make an informed decision during its review.

## Certification

Once a QRB determines a trainee has completed all requirements for a position, the board will either:

- certify the trainee as qualified for the position, or
- decline certification on the grounds of unmet qualification criteria.

The QRB will return the package to the trainee, along with an indication of any unmet requirements if a QRB determines that the trainee's package does not provide enough evidence that the trainee has met the requirements for the position they are pursuing.

Otherwise, acting on the QRB's positive recommendation, the CO will certify that the individual is qualified for the given position and notify the AHJ. The AHJ will then notify the STO. The AHJ should maintain documents regarding the trainee's certification and will enter pertinent information into OneResponder as well as their internal resource management system.

## Certification and Historical Recognition

Review of and certification for individuals seeking Historical Recognition will roughly follow the same process as outlined above. The responder seeking Historical Recognition will request a PTB from the AHJ that represents them. They will then assemble proof documents that outline their prior qualifications, training/education, and experiences that qualify them for the chosen position. Upon completion, the AHJ will submit the PTB to their QRB for review. The QRB will review and assess which qualification criteria the candidate has met, and which may still need to be met. The QRB may invite the applicant to an assessment interview to answer questions about

the documentation and the prior education, training, and experience denoted within if clarification is needed.

Based on its assessment, a QRB may find that the individual's prior education, training, and experience:

- Does not enable the individual to meet any of the qualification criteria for the position,
- Enables the individual to meet some but not all qualification criteria, or
- Enables the individual to meet all qualification criteria for the position.

When a QRB determines that the individual's prior education, training, and experience meets all criteria for a given position, the QRB will recommend that the CO certify the individual as qualified for the position. When a QRB determines that the individual's prior education, training, and/or experience does not meet all the qualification criteria for the position, the QRB will notify 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 AHJ should issue a new PTB to the trainee.

## Recertification

Certifications are not permanent. AHJs should establish a process to ensure that personnel continue to be capable of performing in the position(s) for which they are certified. This is typically done through a process of periodically reviewing and, if merited, recommending personnel for recertification. Recertification periods should happen every five years, at a minimum, but vary depending on the position.

To prevent the degradation of the knowledge, capabilities, and competencies required to carry out the responsibilities of a position, a person must perform in that position frequently enough to maintain competency.

Individuals maintain currency by successfully performing in the position they are qualified for. They can also maintain currency by performing in a higher position(s), provided that their current position is a qualification prerequisite for the higher position. AHJs may allow personnel to meet currency requirements by demonstrating proficiency in functional exercises. A person is required to perform in that position at least once during the currency period listed in their PTB. Currency varies based on position requirements. Please see the NIMS Job Titles/Position Qualifications for currency requirements for individual NQS positions. Refer to the other governing bodies' guidance, such as NWCG or USCG when applicable.

An individual who does not meet the currency criteria or fails to maintain qualified status reverts to trainee status for that position. The QRB will determine if:

- The AHJ should issue a new PTB,
- The individual should complete further training, or
- The individual can gain the requisite experience in an assignment(s).

A return to trainee status may have the advantage of introducing the individual to new technology, procedures, and advances in incident and event management.

Individuals seeking recertification will be asked to submit all recertification documents to their AHJ via OneResponder. These documents will then be forwarded to a QRB for review.

An example outline of a recertification process follows.

1. The individual is notified by the AHJ of the need for recertification.
2. The individual must assemble proof documents to show continued qualification, training/education, and/or experiences within their position.
3. The individual submits said documentation to their AHJ for initial review who, after review, forwards them to the QRB for formal review.
4. The QRB performs its formal review and recommends a decision to the CO.
5. The CO relays its decision to the AHJ and the individual seeking recertification and the AHJ notifies the STO.

## Decertification

AHJs are also responsible for initiating decertification—revoking an individual's position qualifications. A QRB must be notified of and sign off on all requests for decertification. An individual may lose their qualification for currency reasons, by voluntarily withdrawing, or for other reasons deemed appropriate by AHJ policy and procedures. The AHJ should consider initiating a decertification investigation when an individual:

- Fails to meet the currency criteria or fails to maintain qualified status,
- Takes actions that lead to unsafe conditions on an incident or event,
- Misrepresents incident qualifications,
- Fails to follow delegation of authority,
- Demonstrates inappropriate conduct or behavior, or
- Receives one or more “unacceptable” or equivalent performance rating(s).

The AHJ should develop guidelines and rules to initiate the process to revoke or decertify position qualifications. If an investigation determines decertification is warranted and a QRB approves of the decertification then immediate removal of decertified personnel from all rosters, lists, or databases of qualified individuals applicable to the specific role or position should follow until recertification occurs. These guidelines should also address the recertification process.

When developing the procedures for decertification, the AHJ should consider the following:

- Decertification of qualifications only applies to performance in the incident-specific position for which the individual was performing and not for performance of tasks as a part of their regular job.
- During any decertification action, the responder should not accept, the employer should not request, and the AHJ should not approve a responder's deployment.
- Incident Commanders do not have the authority to decertify responders; however, an IC may remove (demobilize) a qualified individual from an incident-related position.

When reviewing decertification requests, the QRB should review the evidence presented before deciding whether to revoke certification. The QRB should then communicate their decision to the AHJ who will then act by updating the individual's position type on OneResponder.

Decertification must be communicated to the STO so that action may be taken to revoke credentials. The list of credentialed professionals will be updated to reflect the change in status. AHJ will revoke and destroy any physical credential documents issued to the individual.

## Appeals

AHJs should have a well-documented process for times when applicants believe the AHJ and/or QRB made an error in evaluating their qualifications or documentation, or when personnel wish to dispute a notice of impending decertification. A clearly defined re-application and appeals procedure as part of the QRB governance documents promotes an environment of trust and impartiality. Below are some suggested guidelines:

- Establish a written plan for personnel who have been denied certification to include suggested retraining and process for re-application.
- Develop a written form for personnel to use in initiating and documenting an appeal. The appeal form should request all information the AHJ needs to process the appeal, including (at minimum) a description of the circumstances leading to the appeal, the reason for the appeal, supporting documentation (which the appellant should attach), and the appellant's requested outcome.
- Publish time limits for the appeals process. For example, an AHJ may require individuals to submit appeals of QRB action no later than 30 days after receiving notification of a decision.
- Convene an independent review board, when possible, to adjudicate the appeal. Alternatively, an AHJ could request support from a neighboring AHJ when resources are not available to establish an impartial review board.
- Clearly indicate the results of the appeals process in a form or letter for the appellant. The document should include any additional actions, documents, or experience/training the appellant must complete to achieve the desired result, certification, or resolution.

An outline of the appeals process follows.

1. The individual receives notice of a negative certification decision or impending decertification from the QRB.
2. The individual determines the need to appeal and initiates the appeals process outlined by their AHJ.
3. The QRB, either the original or an independent QRB, receives the appeal and must convene for review.
4. The QRB, within thirty days, decides the outcome of the appeal.
5. The AHJ and the individual are notified of the appeals decision.

Example appeals documents can be found in the NIMS NQS Supplemental Guide for Qualification Review Boards ([National Qualification System Supplemental Documents | FEMA.gov](#)).

## Responsibilities

### Qualification Review Boards

- Perform initial review of trainee applications by confirming that submitted documents are complete and adequate.
- Resolve any discrepancies found during the packet review.
- Evaluate the application packet.
  - QRBs may request more information from the Trainee/AHJ and/or request an interview.
- Document the review process to promote transparency.
- The CO will provide the final decision informed by recommendations from the QRB.

- Notify the Trainee/AHJ of the certification decision via signed Certification Letter.

#### Authorities Having Jurisdiction

- Ensure that all required certification, recertification, decertification, and/or appeals documentation is present on OneResponder and is submitted to a QRB for review per the AHJ's policies and procedures.

#### State Training Office

- Assist AHJs, trainees, and QRBs upon request.
- Receive notification from AHJ upon QRB certification/decertification.
- Initiate credentialing procedures.

#### Trainee

- Receive certification decision from the CO of the QRB.
- Initiate a formal appeal when appropriate.

#### AK-AQS Certification Steps

1. The AHJ notifies the QRB of PTB completion and requests review.
  - 1.1. All PTB documentation must be housed in OneResponder.
  - 1.2. PTBs can be submitted for review within OneResponder or printed out for hard copy review (as long as all review steps and signatures are still completed in OneResponder).
2. The QRB is convened to review certification materials.
  - 2.1. The applicant's PTB must be complete at the time of review. QRBs should not review incomplete PTBs. It is the responsibility of the individual seeking certification and the AHJ representing them to have collated all required documentation for review.
3. The QRB reviews all submissions and either approves or rejects each for certification.
  - 3.1. Trainees can be approved for initial certification, historical recognition, or recertification. A completed PTB in OneResponder is required for each. Further details on Historical Recognition and Recertification can be found above.
4. Final decisions will be communicated to the CO and the CO will endorse or reject the trainee's qualifications.
  - 4.1. Written justification will be provided in cases of rejection. The QRB should be expected to sufficiently communicate their rationale for rejection.
  - 4.2. A Trainee/AHJ may file a formal appeal in the case of rejection.
5. The CO will notify the AHJ of the certification decision.
6. The AHJ will notify the STO of the CO decision.
7. The STO will Initiate credentialing procedures.

## Credentialing Process

Credentialing is the essential final step in the process for qualifying, certifying, and credentialing personnel for incident-related positions. Credentialing serves to provide physical evidence that an individual has obtained qualification and certification for a position type. This helps to expedite access to incident sites, acceptance of credentials by other jurisdictions, and ideally, the assurance that personnel deploying to other jurisdictions have the knowledge, experience, training, and capability to perform the duties of their assigned incident-specific roles. It is essential to an efficient integrated incident management operation to quickly and confidently identify incident management and support personnel from different jurisdictions or organizations who are qualified and authorized to perform incident duties.

### Credentialing in Alaska

Authority over credentialing will be held by the AIMAS Committee with administrative duties delegated to the STO. Communications meant for the Committee should be directed to the STO who will forward those to pertinent Committee members. All questions/issues related to credentialing should be directed to the STO. Issuance and revocation of credentials will be the joint responsibility of AHJs and STO.

Alaska emergency management community credentials will, at baseline, exist as a list of qualified, certified personnel which will be accessible to all members of the Alaska emergency management community. The STO will maintain this list and it will be accessible via the AIMAS website (<https://mutualaid.alaska.gov>) . This list will be updated regularly by the STO and be available to AHJs in order to maximize fidelity and accessibility during incidents. Emergency management personnel are welcome to export and print a physical copy of the list. Care should be taken to check regularly for currency when using printed lists. Furthermore, documentation of credentialed personnel will occur within the OneResponder system and in the DHS&EM Acadis Portal.

Personnel, and/or AHJs, wishing to utilize individual, physical copy credentials must request those documents separately. All personnel added to the list will be sent a letter notifying them of their addition to the list of credentialed personnel. This document will list their name and position as well as recommended recertification and/or expiration dates. Hard copy credentials can be requested separately and will be provided upon request. The STO cannot issue PIV cards.

While credentialing may include issuing identification cards or other credentials, it is separate and distinct from an incident-specific badging process. Incident-specific badging is the responsibility of the AHJ.

The STO will release a letter of credentials to the AHJ and the trainee once certification has been approved by the CO and the STO is notified. This letter will, at minimum, contain the trainee's full name, position credential, date of certification, and maximum recertification date. It is also recommended that the AHJ maintain its records regarding recertification.

### Credentialing: Recertification and Decertification

It is the responsibility of the credentialed personnel and the AHJ to maintain the currency of credentials. The STO will regularly audit the list of credentialed personnel. Automated notifications of recertification deadlines will be communicated through the DHS&EM Acadis Portal to the individual responder. All credentialed responders must maintain access to an active Acadis account. AHJs and personnel will be expected to prepare for recertification, take any steps

required to document recertification requirements (documentation of continuing education, training, and/or incident experience), and submit that documentation for QRB review. Documentation is to be completed in The OneResponder software. Upon review, and if approval is granted, the AHJ will notify the STO who will then update the list and the Acadis platform. If denied, the AHJ must notify the STO who will remove said personnel from the list and update Acadis. The AHJ will then be expected to reclaim and destroy any physical credentials issued to said personnel as well as remove their position type within OneResponder.

## Responsibilities

### Qualification Review Boards

- Notify the AHJ of certification.
- Review and approve or deny recertification packets.
- Notify the AHJ of recertification approval or denial.

### Authority Having Jurisdiction

- Notify the STO of certification and request credentials through the DHSEM Acadis webform.
- Submit notification of recertification and/or decertification decision to the STO.

### State Training Office

- Administrative duties as delegated by AIMAS:
  - Update OneResponder to reflect position credentials,
  - Update Acadis to reflect position credentials,
  - Issue a Letter of Credentials to AHJ and trainee,
  - Maintain the list of credentialed personnel,
  - Update OneResponder records and revoke physical credentials in cases of decertification,
  - Troubleshoot issues related to credentialing,
  - Issue physical credentials upon request,
  - Review and update this guide as required.

## AK-AQS Credentialing Steps

1. The AHJ will notify the STO upon QRB approval of certification.
  - a. Notification can be provided via letter or email. Verbal notification may also occur if a letter or email is also sent.
2. The AHJ will then submit a request for credentials to the STO.
  - a. The request may be submitted via letter or email. A copy of the original notification of certification must be provided.
  - b. The AHJ may include a request for physical credentials at this time as well.
3. Upon receipt of the request for credentials, the STO will update the list of credentialed personnel and OneResponder to reflect the new position credential.
  - a. The STO will issue physical credentials if requested.
4. The STO will then issue a Letter of Credentials to the AHJ and the Trainee.
  - a. The AHJ will be expected to keep track of recommended recertification/expiration dates and expected to submit requests for recertification to the QRB when necessary.

## Glossary

Access: The ability to gain entry into a designated area.

Alaska All-Hazards Qualification System: A formal system for the qualification, certification, and credentialing of emergency response providers within the State of Alaska. The system was designed in accordance with NIMS NQS and AIMAS.

Alaska Intrastate Mutual Aid System: A comprehensive, integrated system of mutual aid managed at the state level to facilitate an efficient and effective means of providing and receiving resources during a disaster within the State of Alaska.

Authority Having Jurisdiction: An entity with the authority and responsibility for the development, implementation, maintenance, and oversight of the qualification process within its organization or jurisdiction. This may be a state or Federal agency, a training commission, or a local agency such as a police or fire department. In some cases, the AHJ may provide support to multiple disciplines that collaborate as a part of a team (e.g., an Incident Management Team).

Behavior: An element of PTBs that describes an observable work activity that groups similar tasks necessary to perform the specific activity. See also *Competency* and *Task*.

Certification: The process of authoritatively attesting that individuals meet qualifications established for key incident management or support functions and are, therefore, qualified for specific positions

Certifying Officer: An individual authorized to certify the qualifications of incident management and support personnel.

Coach: An individual possessing specific job skills and experience who provides instructions and mentoring to help guide a trainee in applicable practices, methods, and skills that can result in task completions in a PTB.

Competency: An element of PTBs that describes an observable, measurable pattern of knowledge, skills, abilities, or other characteristics that an individual needs to perform the behavior/activity and associated tasks. A competency specifies what skill set the person needs to possess to do the task(s) successfully. See also *Task* and *Behavior*.

Credentialing: Providing documentation that identifies personnel and authenticates and verifies their qualification for a particular position.

Criteria: A listing within the position qualifications that includes the minimum criteria that a trainee must meet for qualification.

Currency: Successfully performing in a position for which the individual has qualified within a specified timeframe. To prevent the degradation of knowledge, experience, training, and capabilities required to successfully carry out the responsibilities of a position, a person needs to perform that function or position at least once every five years.

Decertification: A process where an individual's qualifications are removed, making them ineligible for deployment in that position. This can occur due to a lapse of currency or other issue(s) detrimental to performance.

**Emergency:** Any incident, whether natural, technological, or human-caused, that necessitates responsive action to protect life, property, or the environment.

**Emergency Operations Center:** The physical location where the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

**Emergency Response Providers:** Local, state, and Federal governmental and nongovernmental emergency public safety, fire, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities.

**Equivalency:** Alternate education, training, or experience that meets the requirements for specific position qualification criteria as determined by the AHJ.

**Evaluator:** An individual authorized by the AHJ to observe, document, and complete evaluation records on a trainee as contained in PTBs. An evaluator can be a trainee's supervisor and does not have to be qualified in the same position as the one under consideration.

**Event:** An incident that is a scheduled non-emergency activity (e.g., sporting event, concert, parade).

**Final Evaluator:** The individual who evaluates the trainee during his or her final position performance assignment. A final evaluator is generally qualified in the same position under consideration. The final evaluator completes the final evaluator's verification section in the PTB.

**Historical Recognition:** Recognition of an individual's experience or qualifications as equivalent to the current criteria found in the position qualification criteria for a position.

**Identification:** The verification and documentation of an individual's identity to ensure an appropriate level of trust in the individual's identity.

**Incident:** Per NIMS, an occurrence, natural or manmade, that necessitates a response to protect life or property. The word "incident" includes planned events as well as emergencies and/or disasters of all kinds and sizes.

**Incident Commander:** The individual responsible for all incident activities, including developing strategies and tactics and ordering and releasing resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident activities.

**Mutual Aid:** Assistance provided between two or more jurisdictions within a state, between states, with or between private sector entities, nongovernmental organizations, and other whole community partners. This aid facilitates access to potentially needed resources, both before and following incidents.

**National Incident Management System:** A systematic, proactive approach to guide all levels of government, nongovernmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS

provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response.

**Portability:** The capacity to transfer the qualifications of an individual from one AHJ to another.

**Position Qualifications:** The minimum criteria necessary for individuals to fill a specific position.

**Position Task Book:** A document that describes the minimum competencies, behaviors, and tasks to qualify or recertify for a position and documents a trainee's performance of given tasks.

**Qualification:** The process of enabling personnel to perform the duties of specific positions and documenting their demonstration of the capabilities and competencies that those positions require.

**Qualification Review Board:** A panel representing the AHJ that evaluates the trainee's ability to fulfill an incident-related position. The QRB evaluation results in a recommendation to the CO to certify or not certify the trainee as qualified for a certain position. In Alaska, there is a singular AHJ that performs certification reviews for the entire state.

**Recertification:** A process where the AHJ determines what training, tasks, or experience an individual must perform to qualify for a specific incident-related position.

**Resource Management:** Systems for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident.

**Resources:** Personnel, equipment, teams, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or an EOC.

**Task:** An element of PTBs that describes a specific demonstrable action needed to successfully perform in a position. Trainees must demonstrate completion of required tasks. See also *Competency* and *Behavior*.

**Task Codes:** Codes within PTBs that depict the circumstances in which the trainee can demonstrate proficiency on specific tasks.

**Trainee:** An individual, sponsored by his or her agency and holding an initiated PTB, who is seeking to qualify for an incident-related position.

**Type:** A NIMS resource classification that refers to the capability of a specific kind of resource, numerically classified according to established metrics.

## List of Abbreviations

- AHJ – Authority Having Jurisdiction
- AIMAS – Alaska Intrastate Mutual Aid System
- AK-AQS – Alaska All-Hazard Qualification System
- CO – Certifying Official
- EOC – Emergency Operations Center
- FEMA – Federal Emergency Management Agency
- IC – Incident Commander
- ICS – Incident Command System
- IMT – Incident Management Team
- NIMS – National Incident Management System
- NQS – National Qualification System
- PTB – Position Task Book
- STO – State Training Office
- RTLT – Resource Typing Library Tool

## Resources/References

### Helpful Links

FEMA NQS: <https://www.fema.gov/emergency-managers/nims/components#nqs>

FEMA Resource Typing Library Tool: <https://rtlt.pretoolkit.fema.gov/Public>

OneResponder: <https://pretoolkit.fema.gov/web/national-resource-hub/personnel-qualifications>

NIMS NQS Supplemental Guide for Coaches and Evaluators:

[https://www.fema.gov/sites/default/files/2020-05/fema\\_nims\\_nqs\\_supplemental\\_coaches-evaluators\\_0.pdf](https://www.fema.gov/sites/default/files/2020-05/fema_nims_nqs_supplemental_coaches-evaluators_0.pdf)

NIMS NQS Supplemental Guide for Qualification Review Boards:

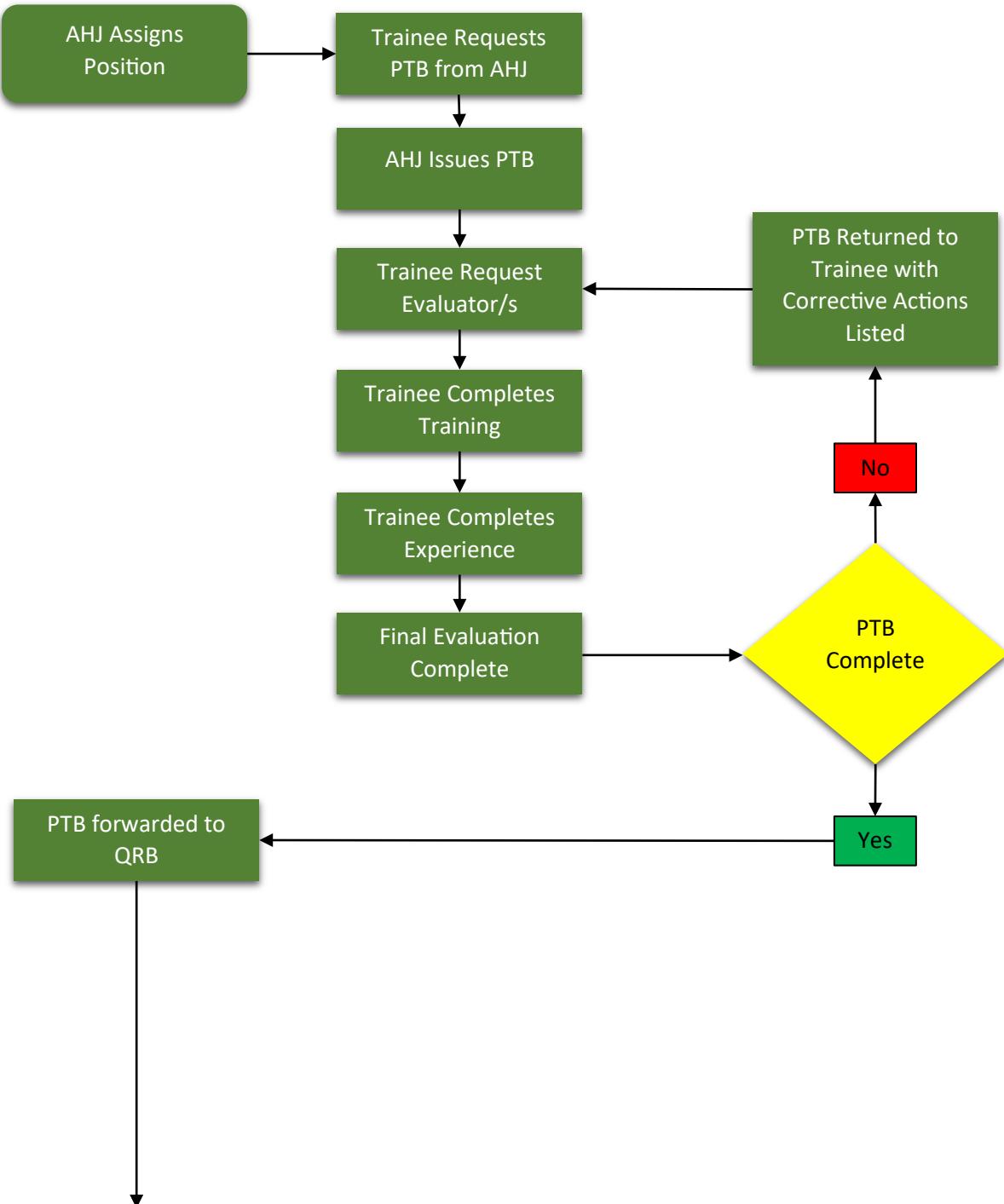
[https://www.fema.gov/sites/default/files/2020-05/fema\\_nims\\_nqs\\_supplemental\\_qualification-review\\_0.pdf](https://www.fema.gov/sites/default/files/2020-05/fema_nims_nqs_supplemental_qualification-review_0.pdf)

Division of Homeland Security and Emergency Management: <https://ready.alaska.gov/>

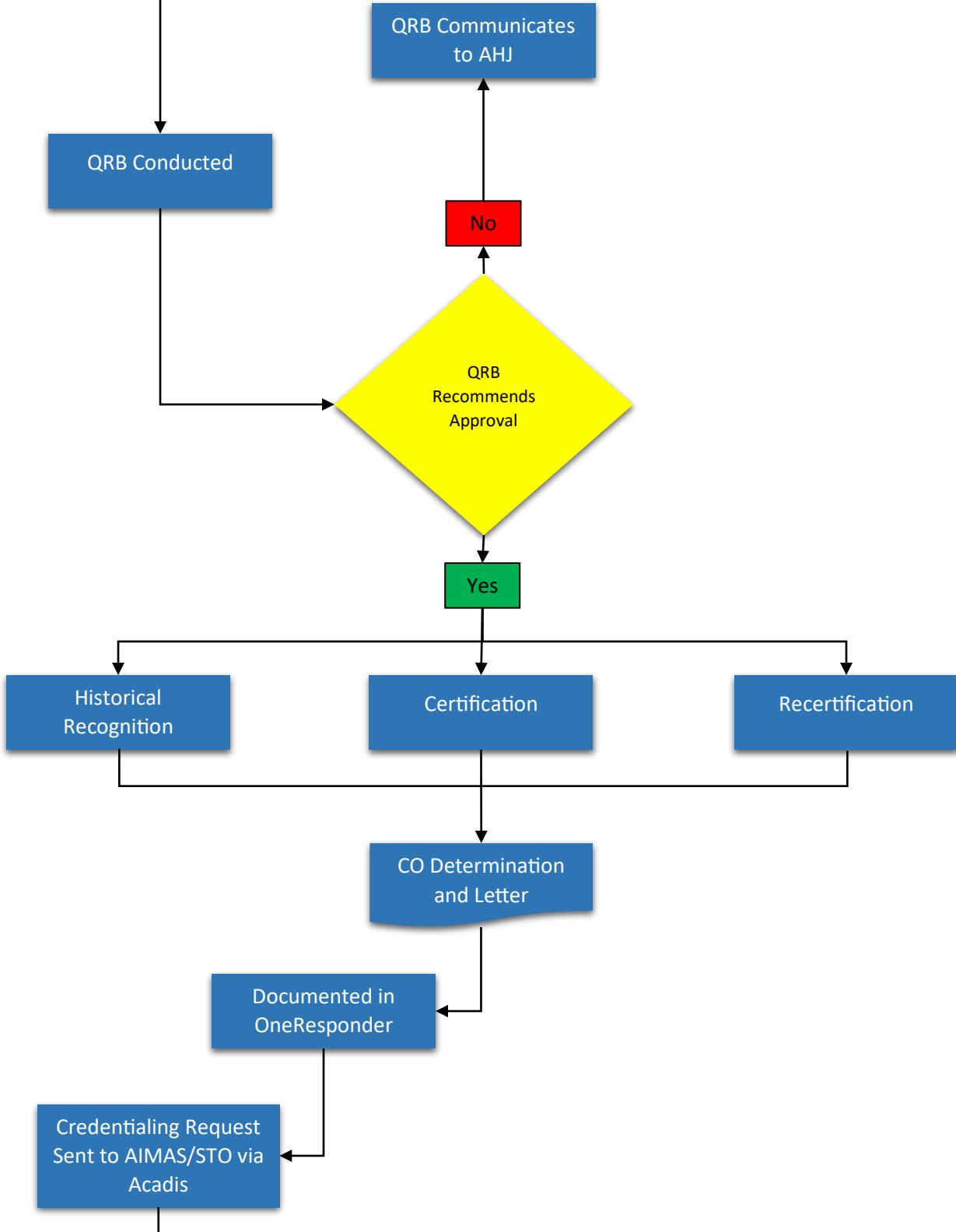
Alaska Intrastate Mutual Aid System: <https://ready.alaska.gov/mutualaid>

## Appendix A

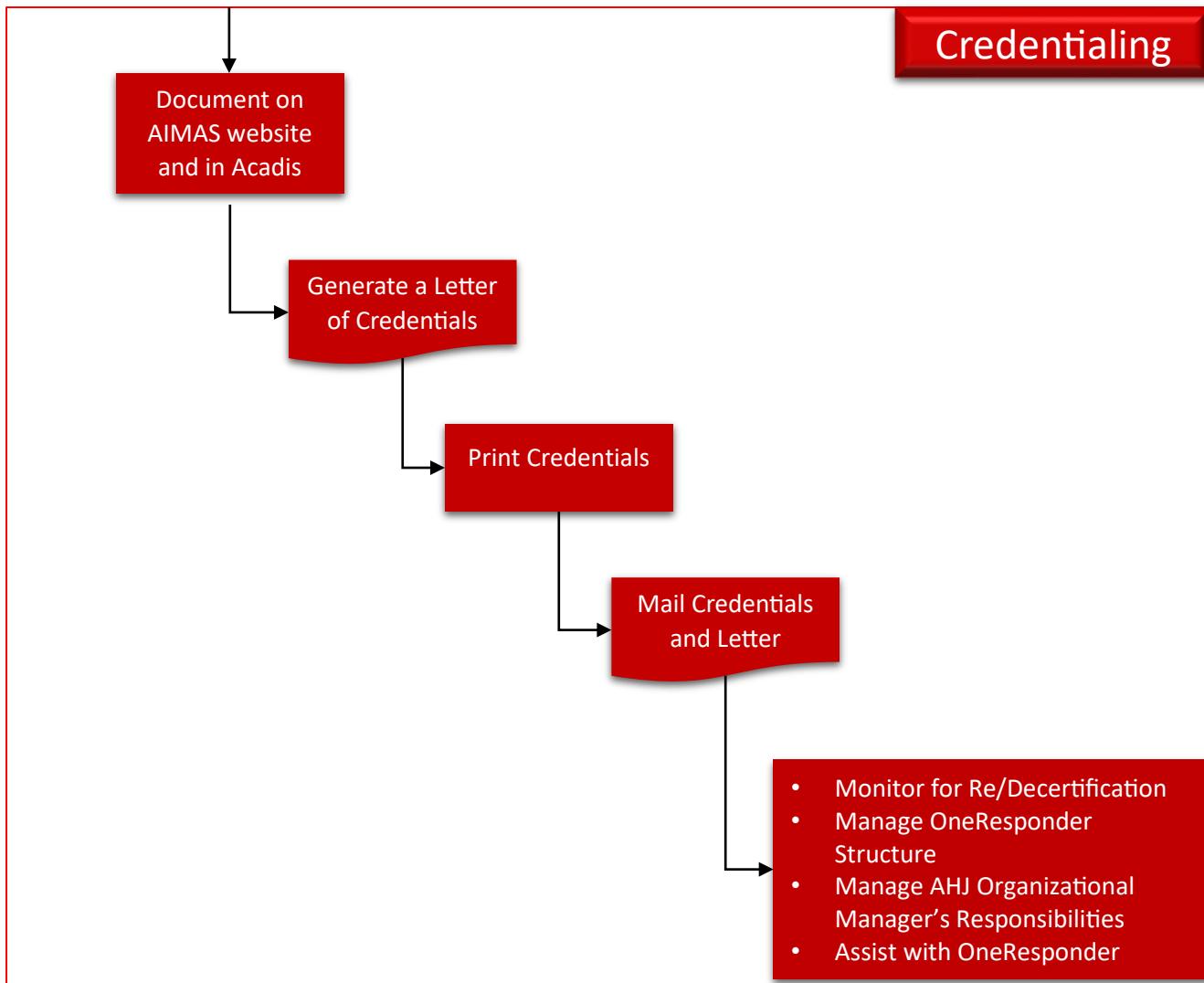
### Qualification



## Certification



## Credentialing



# Appendix B

## AK-AQS Position Task Book Reference

### Purpose

This reference serves to provide a review of the information required to complete a Position Task Book (PTB) within OneResponder for submission for certification review.

### Position Task Book Overview

PTBs are performance evaluation tools that provide a standardized method to document the successful performance of the specific tasks a trainee is required to perform to qualify for a particular incident-specific position. The performance criteria for each position include competencies, behaviors, and tasks.

All PTB tracking and documentation will occur within OneResponder ([Personnel Qualifications - National Resource Hub - Preparedness Toolkit \(fema.gov\)](#)).

Use of Federal Emergency Management Agency (FEMA) National Qualification System (NQS) PTBs and/or the FEMA Resource Typing Library Tool for the development of PTBs for on-scene personnel is recommended for overall consistency but the utilization of other PTBs is appropriate as necessary. The State of Alaska will consider any PTBs that align with, supersede, or surpass FEMA NQS PTBs in scope. Examples of appropriate PTBs will be provided below.

[Position Task Books | FEMA.gov](#)

[NWCG Position Task Book Catalog | NWCG](#)

[All-Hazards Incident Management Teams Association, Inc. - IIMQS Guide and PTBs \(ahimta.org\)](#)

The use of FEMA Emergency Operations Center Skillsets for the development of EOC personnel PTBs is recommended. FEMA maintains a set of premade EOC Skillset task documents for building EOC PTBs which can be accessed and utilized freely. AHJs should develop EOC PTBs internally based on their specific EOC roles and organizational structure. Resources for all of the above can be found here:

[Emergency Operations Center Guidance and Tools | FEMA.gov](#)

### OneResponder

For assistance with PTB request, issuance, and document maintenance please see the following OneResponder Job Aids ([Explore OneResponder Help Content by Role - OneResponder Guides - Help - Preparedness Toolkit \(fema.gov\)](#)).

- *Responder Portal PTB Management as a PTB Owner* ([Responder Portal PTB Management as a PTB Owner - OneResponder Guides - Help - Preparedness Toolkit \(fema.gov\)](#))
- *Responder Portal PTB Management for Evaluators* ([Responder Portal PTB Management for Evaluators - OneResponder Guides - Help - Preparedness Toolkit \(fema.gov\)](#))

- *PTB Management as an Organization Administrator* ([PTB Management as an Organization Administrator - OneResponder Guides - Help - Preparedness Toolkit \(fema.gov\)](#))
- *PTB Final Review Process* ([PTB Final Review Process - OneResponder Guides - Help - Preparedness Toolkit \(fema.gov\)](#))

## Documentation

All documentation pertaining to PTB progress will be housed in OneResponder. AHJs may use a hard copy PTB as long as OneResponder is also updated. Any hard copy supporting documentation should be scanned and uploaded to OneResponder.

Supporting documentation includes, but is not limited to:

- Resumes/Curriculum Vitae,
- Employee Evaluation Forms,
- ICS 225 Incident Personnel Performance Rating Forms,
- ICS 214a Activity Log Forms,
- Additional Example ICS Forms (202, 213RR, 204, &/or 203)
- After-Action Reports,
- Letters of Recommendation,
- Training/Education Transcripts, &/or
- Documented Experiences.

## Appendix C

### Example Qualifications Review Board Charter

#### Alaska Authorities Having Jurisdiction Qualifications Review Board Charter

##### **Purpose:**

The Alaska Authorities Having Jurisdiction Qualifications Review Board Charter (AAHJQRB-C) has been adopted to ensure the integrity, consistency, and fairness of the all-hazards certification process as implemented by Authorities Having Jurisdiction (AHJ) within the state of Alaska. The Qualification Review Board (QRB) expectations and responsibilities listed within this charter, are based on those outlined within the Alaska All-Hazards Qualification System document.

##### **Authority:**

QRBs operate under the authority of each AHJ. They are empowered to establish and enforce guidelines, standards, and procedures for validating, assessing, and certifying the qualifications of individuals seeking certification for National Incident Management System (NIMS) all-hazards positions.

##### **Membership:**

QRBs shall consist of a diverse panel of individuals representing a cross-section of agencies, organizations, individuals, and disciplines relevant to emergency response providers. Membership should not be static, and effort should focus on maintaining a representative QRB. At least one member of the QRB must be designated the Certifying Official (CO).

##### **QRB Responsibilities:**

1. **Review Qualifications:** The QRB shall review Position Task Books (PTB) and other supporting documentation submitted by individuals seeking certification. A review will be based on existing, valid, and consistent standards.
2. **Ensure Consistency:** The QRB shall ensure consistency in the interpretation and application of qualification standards across all review processes. PTBs will be the documentation system for qualification standards.
3. **Uphold Ethical Standards:** The QRB shall conduct its affairs with integrity, objectivity, and fairness, avoiding conflicts of interest or bias in decision-making.
4. **Provide Recommendations:** Upon completion of the review, the QRB will provide a certification recommendation to the CO.

##### **CO Responsibilities:**

1. **Make Certification Decisions:** The CO will, with consideration to the QRB recommendation, make the final certification decision.
2. **Inform the AHJ and the State Training Office (STO):** The CO will notify the AHJ and the STO of their decisions in writing.

##### **Procedures:**

1. **Application Process:** Individuals seeking certification will submit their PTB to the QRB for review.

2. Review Process: The QRB shall conduct a thorough review of the submitted PTB concerning qualification standards. Once complete, the QRB will recommend a decision to the CO.
3. Decision Making: The CO will make the final certification decision.

Confidentiality:

The QRB shall maintain strict confidentiality regarding candidate information and deliberations in accordance with applicable privacy laws and regulations.

Amendments:

This charter may be amended, as necessary, by the Alaska Intrastate Mutual Aid System (AIMAS) Qualification and Credentialing Committee to reflect changes in regulations, procedures, or organizational structure.

Review:

This charter shall be reviewed periodically to ensure its continued relevance and effectiveness in fulfilling the mission of QRBs within Alaska.

Approval:

This charter is hereby approved and adopted by the AIMAS Qualification and Credentialing Committee on [insert date].