Qualification System Implementation in the Nation's Capital

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The **District Qualification System (DQS)** is the District of Columbia's initiative to ensure that incident management and support personnel deploying to disasters are qualified and competent. This is accomplished through the implementation of qualification procedures, certification programs, and credentialing standards.

District Qualification System

- In development to meet requirements set by FEMA's National Qualification System (NQS) and Emergency Management Performance Grant (EMPG). All states must implement a system by end of FY25.
- Unified system to qualify, certify, and credential both incident management and incident support [i.e., Emergency Operations Center (EOC)] personnel.
- Developing customized position task books, position-specific training, and job aids for all positions within the EOC. Uses national standard taskbooks for incident management positions.
- Supports the deployment of personnel through mutual aid by ensuring competency and capability.

Ultimately, this project is about supporting and developing the capabilities of our personnel. The DQS mantra is…

CAPABLE

COMPETENT

CONFIDENT

Incident Support Model

DISTRICT OF COLUMBIA EMERGENCY OPERATIONS CENTER

In 2024, the District's EOC transitioned to the Incident Support Model (ISM) organization structure. This led to the creation of new EOC positions and staff filling new roles for the first time. DQS supports the identification of roles and responsibilities, and training, for all EOC positions under the ISM structure.

EOC Manager

Services Support Section

Center and Staff Support Section

Situational Awareness Section

Planning Support Section

Learning Management System

https://www.HSEMAAcademy.com

The District will use its learning management system (LMS), HSEMA Academy, to track training, manage position task book submissions, and administer certification/credentialing. The steps below portray the process.

(1) DQS Overview: Self-paced course on policies and procedures, i.e., "what to expect".

(2) Application: Endorsed by manager or section chief to initiate process for a specific position.

(3) Training Curriculum: Custom, modular, position-specific training curriculum. Combines online and in-person courses.

(4) Position Task Book: Downloaded and submitted within the LMS. Documents the demonstrated competencies, behaviors, and tasks in a position.

(5) Certification and Credentialing: Certification and issuance of credentials occur within the LMS. Recertification set to occur within the LMS after five years.

DC HSEMA ACADEMY

EOC Position-Specific Development Workflow

The present focus of the initiative is to develop custom, District-specific qualification system products for the EOC. Each position in the District's EOC organization chart will go through the following process. This is a phase-based approach based on position priorities.

(1) Position Identified in EOC Manual

(2) Position Worksheet Based on EOC Skillsets Completed

(3) Position Qualification Requirements (PQR) Developed

(4) Position Task Book (PTB) Developed

(5) Position Job Aid Developed

(6) Position Training Developed

(7) Position Credentialing Live in HSEMA Academy

(8) EOC Manual Updated to Reflect Changes and PTBs Issued