

Model Qualifications Guide Information

The files included in the U.S. Fire Administration (USFA) Model Qualifications Guide (MQG) package “01-USFA MQG and Forms Package” are provided to assist an Authority Having Jurisdiction (AHJ) or Jurisdiction in implementing and operating a qualification program based on the Federal Emergency Management Agency (FEMA) National Qualification System (NQS).

The 10 folders and 28 files included in this package are zipped into a compressed format (Zip file) to simplify file transfer while retaining the organization of the folders and the files within the folders. Before any documents can be opened and used, the Zip file needs to be extracted (decompressed) using any compatible file compression/extraction software, and then saved to a location you choose.

The “top-level” folder structure of the extracted files consists of the three folders shown below. Within each of those folders are subfolders that organize the files by function.

Name <	Type
 01-Sample Enabling Charter	[folder]
 02-Model Qualifications Guide	[folder]
 03-Forms and Letters used in the program	[folder]

The names of the folders and the purposes of the files are explained on the subsequent pages.

Except for the subfolders “Charts and Graphs used in the MQG” and “01-Sample Enabling Charter,” each folder contains two files. The “Charts and Graphs used in the MQG,” subfolder contains a total of nine files. The purpose of the nine files in that subfolder is indicated in the folder’s description. The folder “01-Sample Enabling Charter” contains the standard two files explained below, along with an Adobe “.pdf” file of a sample charter.

All other folders contain two identically named files but in different file formats. The first file format is a Microsoft Word document (ends in “.docx”) and the second format is the same document saved as an MS Word template (ends in “.dotx”). When a template is opened, it forces the user to save the document with a new name, so it protects the original document from inadvertent alteration or accidental destruction.

Each model document or model form includes numerous notes and comments from the USFA editor in the right-side margin of the document. The notes and comments guide the person editing the document for the AHJ and provide suggested language. Once the indicated changes have been made, the notes and comments in the margin should be deleted.

Each AHJ or Jurisdiction presents unique characteristics that the USFA could not anticipate when developing the MQG. It is important that the AHJ make any necessary edits and changes to meet their AHJ’s unique characteristics, structure, political environment, and governance.

➤ Folder: 01-SAMPLE ENABLING CHARTER

Files: MQG Sample Charter V-1 (two files)

- These documents contain suggested and sample language that an AHJ or Jurisdiction can use to enable the appointment of the committees and development of the structure and process necessary to implement and maintain a qualification system.

File: Sample AHIMT Charter Final 2019.pdf (one file)

- This Adobe PDF document is a copy of the charter developed by the Tennessee Emergency Management Agency (TEMA) that enabled the development of the committees and structure necessary to implement and maintain a qualification system in the State of Tennessee. It is included as an example of how one AHJ successfully enacted a statewide qualification process. The language used may or may not be applicable to other Jurisdictions, but it does represent a best practice.

📁 Folder: 02-MODEL QUALIFICATIONS GUIDE

Files: Model Qualifications Guide V-1 (two files)

- These documents contain the MQG itself. The MQG can be used by any AHJ, including all levels of government and organizations, private-sector entities, and nongovernmental organizations (NGOs) with incident management or support responsibilities. It provides a model Guide that a Jurisdiction can edit and adapt to provide qualifications, certifications, and credentialing processes.

📁 Subfolder: Flowcharts used in the MQG

Note: The files within this folder include two options for the committee organization charts on page 29 of the MQG, and the process flowcharts on pages 33 and 37 of the MQG. There are two file types, picture files, stored as “.jpg” files, and Microsoft Visio® software files, stored as “.vsdx” files. Visio is software for drawing a variety of diagrams and charts. The charts were drawn in Visio and then saved as picture files to simplify inserting them into the MQG.

Files: Committee Structure V-1 (two files)

- These files diagram the committee structure with the optional Regional Coordinating Committee included in the chart.

Files: Committee Structure No RCC V-1 (two files)

- These files diagram the committee structure without the optional Regional Coordinating Committee included in the chart.

Files: RPL Process V-1 (two files)

- These files are the flowchart included on page 33 of the Guide that diagram the Recognition of Prior Learning (RPL) Process.

Files: PTB Process w-Phase V-1 (two files)

- These files are the flowchart included on page 37 of the Guide that diagram the operation of the qualification process using Position Task Books.

File: PTB Process V-1 (one file)

- This file is the flowchart included on page 37 of the Guide that diagrams the operation of the qualification process using Position Task Books. This version does NOT have the shaded boxes that highlight the phases of qualification, certification, and credentialing. This is included in case an AHJ needs to alter the PTB chart and doing so renders the shading inaccurate.

📁 Folder: 03-FORMS AND LETTERS USED IN THE PROGRAM

① Subfolder: App for Qual Rev Form

Files: MOG New Position App Rvw Form V-1 (two files)

- The New Position Application Review Form is used by the Credentialing and Qualifications Committee (CQC) to document and assist in their decision of whether or not the candidate has met all qualification criteria for the position being requested. Its use is explained in the Model Qualifications Guide Section VI, *Operation of the Qualification Process*.

② Subfolder: Letter for RPL

Files: MOG Sample Letter to Field V-1 (two files)

- These documents contain suggested and sample language that an AHJ or Jurisdiction can use to notify affected personnel that a qualification program has been developed and the RPL phase will begin.

③ Subfolder: RCCS Form

Files: MOG RCCS Form V-1 (two files)

- These documents are the Request for Change of Credentialing Status (RCCS) form. The RCCS form is the primary method participants and committees use to inform, track, and document changes in a participant's credentialing status.

④ Subfolder: RPL App Instructions

Files: MOG RPL App Inst V-1 (two files)

- These documents contain the instructions for completing the RPL Application.

⑤ Subfolder: RPL Application

Files: MOG RPL App V-1 (two files)

- This is the Application used to facilitate the RPL process. The Application is completed and submitted by participants who want to have their previous Incident Command System (ICS) experience recognized during implementation of the qualification process. Its use is explained in the Model Qualifications Guide Section V, *Initiating the Qualification Process – Recognition of Prior Learning (RPL)*.

⑥ Subfolder: RPL Application Review Form

Files: MOG RPL App Rvw Form V-1 (two files)

- The application review form is used by the CQC to document and assist in their decision of whether or not the candidate has met the RPL criteria for having their previous experience and training qualify them for an ICS position.