SQ Process

Oklahoma Communications Unit
Revised 11/13/25

What are PTB & COMU?

- PTB → **P**osition **T**ask **B**ook
  - Standard set of tasks that must be demonstrated before qualified evaluators to prove proficiency

- COMU → **C**ommunications **U**nit
  - Group of SQ COMU volunteers available to deploy
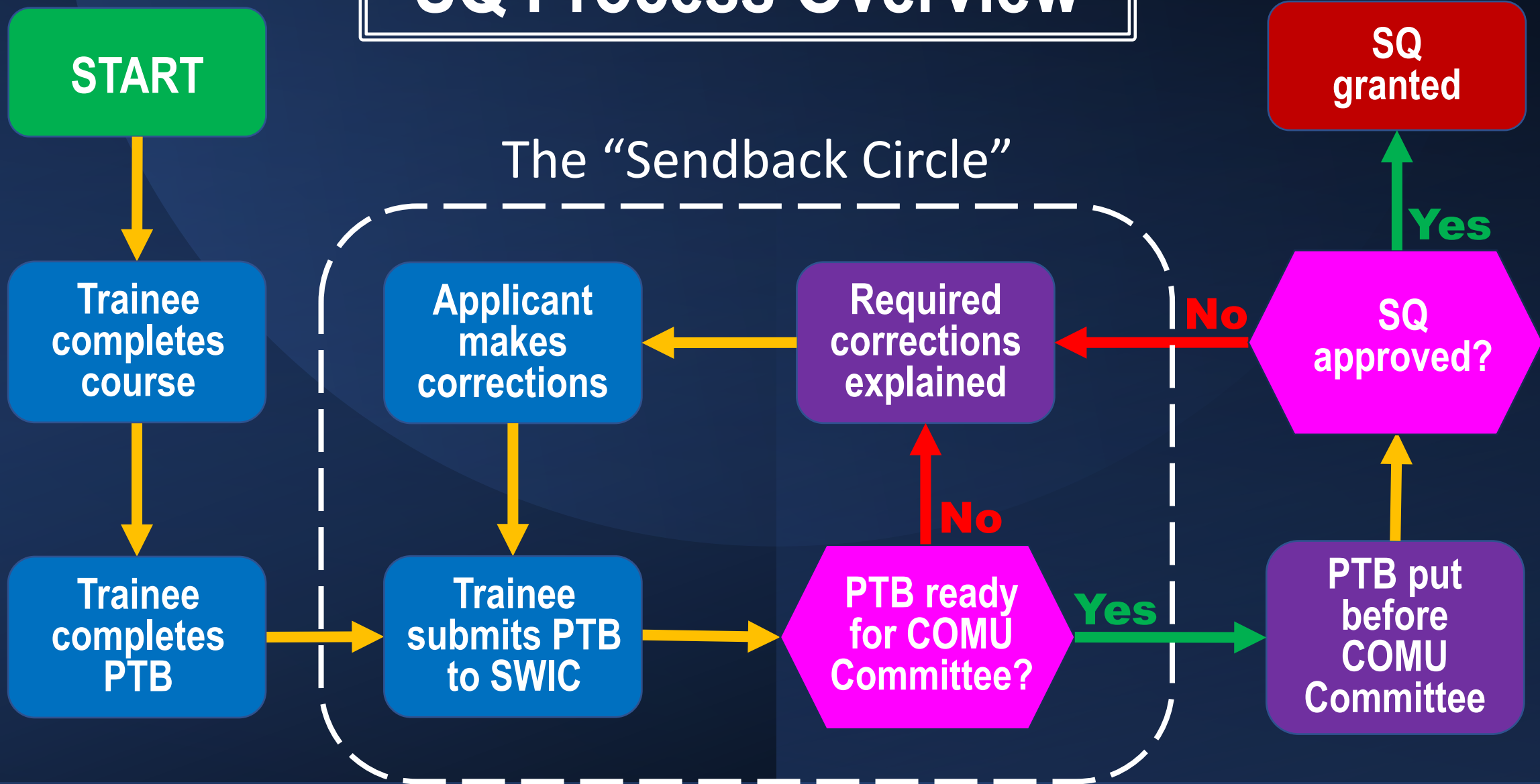 - Steered by "COMU Committee" of elected volunteers

What are SQ & SWIC?

- SQ → **S**tate **Q**ualification
  - Certification by COMU Committee that a trainee has:
    - Agency support, inc. worker's comp, to be deployed
    - Met all training requirements & completed a PTB
    - Demonstrated professionalism throughout training

- SWIC → **S**tate**w**ide **I**nteroperability **C**oordinator

SQ process overview

- Trainee completes course
- Trainee opens & completes PTB
- Trainee submits PTB to SWIC for review
- PTB goes before COMU Committee for review
- Either SQ is approved or denied

SQ Process Overview

START

SQ granted

The "Sendback Circle"

Trainee completes course

Applicant makes corrections

Required corrections explained

No

SQ approved?

Yes

Trainee completes PTB

Trainee submits PTB to SWIC

No

PTB ready for COMU Committee?

Yes

PTB put before COMU Committee

Opening a PTB

- Go to OKOHS SQ Portal to get current PTB & COMU App
  - **https://ok.gov/okohs**
  - Go to Comms >> SQ Portal

- Other sources not acceptable
- Docs are updated regularly

OKLAHOMA OFFICE OF HOMELAND SECURITY
Communications Unit (COMU)

COMU APPLICATION

Name		Agency		Title	

Application Type (Mark all that apply)

PTB = Position Task Book; SQ = State Qualification

	Profile Update		Course Enrollment		Open PTB		SQ Approval		SQ Renewal
	Required attachments: • None		Required attachments: • Prerequisites listed on agency course registration page		Required attachments: • FEMA course certificate • Complete PTB page 1		Required attachments: • Completed PTB • ICS docs* for at least 2 PTB deployments		Required attachments: • ICS docs* for at least 1 deployment
					NOTE: *Active-Deployable status required*		NOTE: *Active-Deployable status required*		NOTE: *Active-Deployable status required*

* See PTB Guidance and PTB "Tips for Success" for required ICS documentation and additional requirements regarding qualifying deployments and activities.

Personal Information (Leave no blanks, use "N/A")

☐ No changes since last Application

Email Addresses	Phone Numbers		Agency Mailing Address	
Agency	Agency	Carrier (if cell)	Number/Street	
Personal	Personal	Carrier (if cell)	City	County

Program Information (Leave no blanks, use "N/A")

☐ No changes since last Application

Other Technical Skills	Specialized equipment, skills, training, and certifications, etc., that might be useful for COMU activities. Attach additional pages as needed.	Amateur Radio	Callsign **N T G A E** License class (circle ONE)

Status (mark one)	**Active–Deployable**. (Required to Open PTB or apply for SQ Approval/Renewal) Your agency head certifies by signing below you are authorized to participate in COMU activities as available, and while doing so you will be covered by your home agency's Worker's Compensation coverage. **NOTE**: You cannot sign your own form; if you are an Agency Head, your supervisor (e.g., City Manager, Chairman of Board) must sign. **Agency Head Signature:** Signature Print Name Title
	Active–Local Only. You will still receive COMU updates. While you will not receive COMU deployment requests, you may be contacted to support COMU activities in your local jurisdiction. Agency Head signature not required.
	Inactive. You will be placed on our "Inactive" roster and will no longer receive COMU updates or deployment requests.

Applicant Certification

| Applicant	I understand that my information will be placed on rosters and distribution lists in support of COMU operations, including the Communications Assets Survey & Mapping (CASM) tool.	Signature Date

Please e-mail a **single** PDF of your completed Form and required attachments to sean.douglas@okohs.ok.gov.

OKLAHOMA OFFICE OF HOMELAND SECURITY
Communications Unit (COMU)
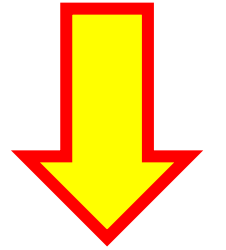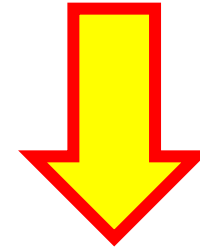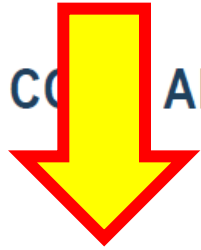
COMU APPLICATION

Name	Lucien C Jones	Agency	Oklahoma Co EM	Title	Comms Guru

Application Type (Mark all that apply)

PTB = Position Task Book; SQ = State Qualification

Profile Update	Course Enrollment	**X** Open PTB	SQ Approval	SQ Renewal
Required attachments: • None	Required attachments: • Prerequisites listed on agency course registration page	Required attachments: • FEMA course certificate • Complete PTB page 1 NOTE: *Active–Deployable* status required	Required attachments: • Completed PTB • ICS docs* for at least 2 PTB deployments NOTE: *Active–Deployable* status required	Required attachments: • ICS docs* for at least 1 deployment NOTE: *Active–Deployable* status required

* See PTB Guidance and PTB "Tips for Success" for required ICS documentation and additional requirements regarding qualifying deployments and activities.

Open PTB

Required attachments:

- FEMA course certificate

- Complete PTB page 1

NOTE: **Active–Deployable** *status required*

Personal Information (Leave no blanks, use "N/A")

☐ No changes since last Application

Email Addresses		Phone Numbers		Agency Mailing Address	
N/A Agency		**405-555-1000** Agency	**N/A** Carrier (if cell)	**1313 Mockingbird Lane** Number/Street	
lucien@is_awesome.com Personal		**405-911-2112** Personal	**AT&T** Carrier (if cell)	**OKC** City	**Oklahoma** County

Program Information (Leave no blanks, use "N/A")

☐ No changes since last Application

Other Technical Skills	**Cybersecurity, VOIP systems**	Amateur Radio	**KD5LPV** Callsign
	Specialized equipment, skills, training. and certifications, etc., that might be useful for COMU activities. Attach additional pages as needed.		**N T G A E** License class (circle ONE)

Status (mark one)	**X**	**Active–Deployable**. *(Required to Open PTB or apply for SQ Approval/Renewal)* Your agency head certifies by signing below you are authorized to participate in COMU activities as available, and while doing so you will be covered by your home agency's Worker's Compensation coverage. **NOTE**: You cannot sign your own form; if you are an Agency Head, your supervisor (e.g., City Manager, Chairman of Board) must sign. Agency Head Signature: *Jane Agencyhead*　　**Jane Agencyhead**　　**Chief** 　　　　　　　　　　Signature　　　　　　　　　Print Name　　　　　　　Title
		Active–Local Only. You will still receive COMU updates. While you will not receive COMU deployment requests, you may be contacted to support COMU activities in your local jurisdiction. Agency Head signature not required.
		Inactive. You will be placed on our "Inactive" roster and will no longer receive COMU updates or deployment requests.

Applicant Certification

| Applicant | I understand that my information will be placed on rosters and distribution lists in support of COMU operations, including the Communications Assets Survey & Mapping (CASM) tool. | *Lucien C Jones*　　　**5/5/25**
Signature　　　　　　　　　Date |

Please e-mail a **single** PDF of your completed Form and required attachments to **sean.douglas@okohs.ok.gov**.

Opening a PTB

- Complete COMU Application
  - Attach docs as noted for each function
  - You cannot sign off on your own paperwork!

- Scan to PDF, e-mail to SWIC

- When you get the confirmation e-mail, it is open

COMU trainees e-mail list

- When PTB is open, you are seeking opportunities

- We use e-mail for primary communications
  - Info, reminders & requests to deploy
  - Status update requests (no response → PTB closure)
  - Please respond promptly
  - Keep your contact info up-to-date with SWIC!

PTB deployments

- Deployments = incidents, events & exercises
  - Must be NIMS/ICS-compliant – NO EXCEPTIONS

- PTB deployments must be evaluated in OK
  - Exceptions must be PRE-approved – e-mail SWIC

- Events & exercises must be pre-approved
  - E-mail IAP (**I**ncident **A**ction **P**lan) to SWIC

No dual-hatting

- For credit in a PTB, you can only be in that role during a particular OP
  - OP $\rightarrow$ **O**perational **P**eriod
  - You CANNOT be dual-hatted and earn PTB credit

- You CAN hold a different position during a different OP or deployment

Historical recognition

- You can receive credit for ONE deployment in your PTB before it was opened IF AND ONLY IF :
  - It was completed within the past 3 years
  - It has been properly documented
  - Your evaluator has signed off on tasks & evaluated you, and
  - It meets all other deployment requirements

PTB sign-offs

- All tasks require at least 2 sign-offs
  - At least one deployment must be an incident or pre-approved planned event
  - Sign-offs must be from at least 2 different deployments

COMT p5–9

COML p7–14

INCM p5–16

AUXC p8–22

INTD p5–16

ITSL p6–13

Task codes

- Where you can be evaluated varies by task

- Indicated by "codes" listed with each task

- For COMT, INCM & INTD, there are just 2 codes
  - Listed at bottoms of task sign-off pages

- For COML, AUXC & ITSL, there are many codes

COML p4   **AUXC p4**   **ITSL p5**

AUXC categories

- AUXC trainees fall into one of 2 categories

    - **Category I** – those who can activate & deploy

    - **Category II** – those who can activate from a fixed location (e.g., home)

- Tasks required vary between these 2 categories

AUXC evaluation methods

- AUXC tasks are evaluated in one of 2 methods

  - **<u>Eval</u>** – in-person with an evaluator in any task code setting

  - **<u>Virtual</u>** – online testing via ECD

- Methods allowed vary from task to task

Required docs

- For ALL roles, all PTB deployments require

  - Detailed **ICS 214** (Activity Log)

  - **ROE** → **R**ecord **o**f **E**valuation
    - Completed by evaluator

COMT p13 **INCM p19** **INTD p19**

COML p6 **AUXC p7** **ITSL p15**

Required docs

- Additional docs are required depending on role
  - **ICS 225** `COMT p13` `INCM p19` `INTD p19` `AUXC p7`
    - Incident Personnel Performance Rating
    - Completed by evaluator

  - <u>Detailed</u> **ICS 205** (Comms Plan) `COML p6`

  - <u>Detailed</u> **ICS 205B** (Incident Info Mgmt Plan) `ITSL p15`

Remember!

- REMEMBER – SQ is NOT guaranteed upon completion & submission of your PTB

  - You are building a case to the COMU Committee that justifies why your application should be approved

  - We require a minimum of 2 deployments
    - Usually takes many more to get all needed sign-offs

Pro tips

- When deployed, be professional!
  - Reflects on you & your agency
  - Will be considered during approvals & renewals

- Keep several blank ICS & eval forms with your PTB
- ALWAYS get evaluated BEFORE you leave

Pro tips

- Make sure all your sign-offs & documentation for each deployment are complete!
  - Will be VERY difficult to get them after the fact!
  - Make sure your evaluator doesn't leave any blanks
  - ALWAYS confirm complete evaluator contact info

- Do NOT leave blanks anywhere (use "N/A")

Pro tips

- Make & keep backup copies of EVERYTHING!
  - Never give up your originals!
  - It may be VERY difficult to get replacements!

- Keep track of deadlines & expiration dates
  - Even if you don't get any reminders or notifications!

Finalizing your PTB

- Your final evaluator (FE) must also complete "Final Evaluator's Verification" on **Page 2**

- Your agency head must also complete "Agency Certification" or "AHJ Certification" on **Page 2**
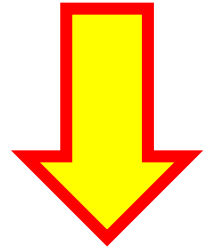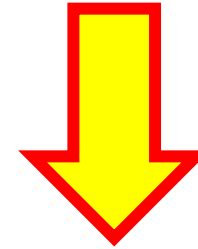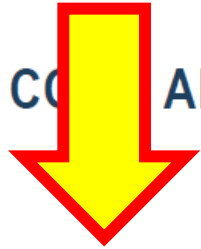
Submitting your PTB

- To submit your PTB
  - Complete a COMU Application
  - Scan it and all required attachments to a **SINGLE** PDF
  - E-mail to SWIC

- Please do NOT send extra pages and other docs

OKLAHOMA OFFICE OF HOMELAND SECURITY
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			License class (circle ONE)

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| | | Signature   Date |

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PTB initial review

- SWIC will review for completeness
  - Validation of all deployments & evaluators
  - Verification of pre-approvals & NIMS/ICS compliance
  - All required documentation is included
  - Everything is completely & properly filled out

- This may take some time

PTB sendbacks

- If problems, SWIC will send back to you to fix
  - Will continue until your PTB is complete

- Leading causes of sendbacks
  - Leaving blanks; missing docs & signatures
  - Failure to pre-approve events & exercises

- Many sendbacks $\rightarrow$ lack of professionalism

COMU Committee review

- Once PTB is complete, COMU Committee will review and vote on approval

- These are batched and occur 4-6 times per year

- This may take some time

- If not approved, you will be advised of options

PTB expiration

- From course completion, you have rest of current year plus 3 years from course to earn initial SQ
  - Deadlines are always **Dec 31**
  - Must be complete, submitted & approved by deadline

- Failure to complete by deadline → PTB closure
  - COMU Committee may extend in extreme cases
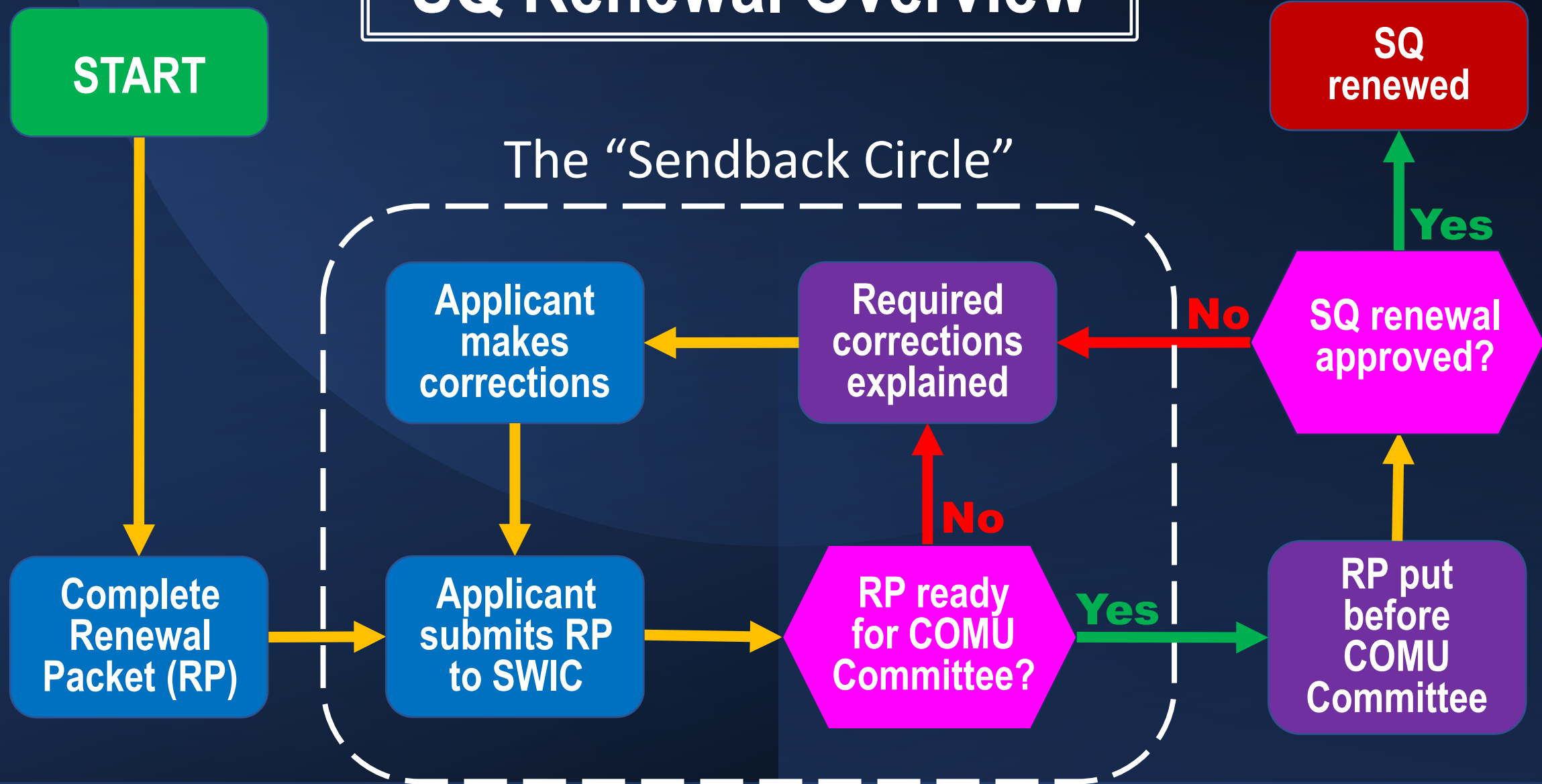 - None after 5 years

SQ expiration

- Initial SQ is good for rest of current year plus 3 years
  - Renewal deadlines are always **Dec 31**
  - Must be complete, submitted & approved by deadline

- Failure to renew by deadline $\rightarrow$ SQ cancelation
  - Automatic return to "Local Only" status

SQ renewals

- Reminders will usually go out by e-mail in late fall

- Submit COMU Application & required attachments
  - SWIC will review & COMU Committee will consider

- Ensures that candidate still meets COMU standards in re: agency support, activity, professionalism, etc.

SQ Renewal Overview

The "Sendback Circle"
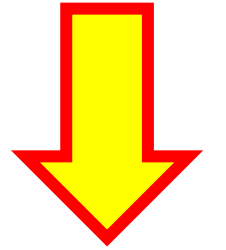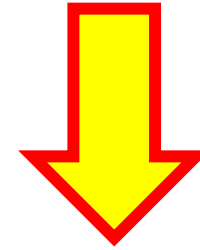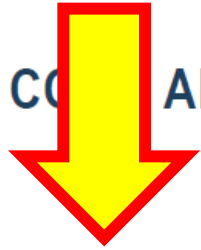
START

Complete Renewal Packet (RP)

Applicant makes corrections

Applicant submits RP to SWIC

RP ready for COMU Committee?

Required corrections explained

No

Yes

RP put before COMU Committee

SQ renewal approved?

No

Yes

SQ renewed

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Required docs

- ALL roles require
  - COMU Application
  - <u>Detailed</u> **ICS 214** (Activity Log)

- Additional docs required depend on role
  - **ICS 225** `COMT p13` `INCM p19` `INTD p19` `AUXC p7`
  - <u>Detailed</u> **ICS 205** (Comms Plan) `COML p6`
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Please e-mail a **single** PDF of your completed Form and required attachments to **sean.douglas@okohs.ok.gov**.

Remember!

- As with initial SQ, renewal is NOT guaranteed upon submission of your renewal packet

- Special attention to the same things as when you were working on your PTB

- SWIC will review for completeness and send back as needed before it goes to COMU Committee

Remember!

- If you have multiple SQs, renewing your highest role renews all your other SQs
  - Renewing COML renews ITSL & vice-versa

- If you'd like feedback on your PTB or renewal documentation at any time, scan it to PDF and e-mail to SWIC

QUESTIONS?

SWIC Point of Contact

Sean Douglas
Deputy Statewide Interoperability Coordinator
State Frequency Coordinator

sean.douglas@okohs.ok.gov

THANKS FOR ALL YOU DO!