



IQCS User Guide

MODULE 6: QUALIFICATION EVALUATION AND CERTIFICATION

OVERVIEW

Welcome to the Qualification Evaluation and Certification module. In this module, we will explain the Incident Qualification Card that forms the basis for the Incident Qualifications and Certification System (IQCS) responder/position/qualifications list for use during the deployment process. This includes the features found on the Incident Qual Card page, certifying incident qualifications, sending Qual Card data to the Resource Ordering and Status System (ROSS), administrative actions, and printing the actual Incident Qualification Card.

IQCS users are not allowed to enter, edit or remove their own data on any pages, with the exception of experience records, in the IQCS application.

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RESPONDER POSITION QUALIFICATIONS

Incident Qualification Card forms the basis, and is the ultimate product, for IQCS. In order to produce an Incident Qualification Card for a responder, there are multiple business requirements (positions, training, licenses, position task books, currency, responder records, etc.) that must be maintained in the application control tables. All of this comes together at the responder's Incident Qual Card page to run the qualification process.

One of the most valuable functions of the application is the automated comparison of a responder's competency record (Competencies page) and experience (Experience by Responder page) to agency position qualification requirements. This automatic comparison results in the responder's position qualification(s) being issued a qualification status of Trainee, Qualified, or Unqualified.

INCIDENT QUALIFICATION CARD			
Printed May/14/14	Name Taylor, Dirk		Employee Id 9990000999
Refresher Jan/1/15	MA-NEP Northeast Regional Office		Fitness Arduous Expire Jan/1/15
QUALIFIED POSITIONS			
Status	Position	Description	Curr Exp
Q	HECM	Helicopter Crewmember	Oct/4/08
T	BCMG	Base/Camp Manager	Jul/1/16
Fold Card Here			
Certifying Official		Title	Date

IQCS gives the user the ability to print out an Incident Qualification Card for a responder utilizing the Incident Qual Card Print report. The Incident Qualification Card is the official record of an individual's certification to perform the position(s) listed on the card. The information on the responder's Incident Qualification Card is pulled from a variety of sources within IQCS including the responder's Job Data, Competencies and Incident Qual Card pages.

Keep in mind that all active responder records are required to have an assigned Certifying Official on the Incident Qual Card page in order to mark the position as certified. Positions cannot be certified, printed to an Incident Qualification Card or Sent to ROSS unless a Certifying Official has been identified for the responder.

SHOW QUAL CARD DETAILS

The first page a user will come to once searching and selecting a responder includes the Show Qual Card Details. When the Show Qual Card Details button is selected the application will run through the entire qualification processes to check the all the responder's positions. Upon selection of the button, the application will check the requirements (training, fitness, experience, currency, etc.) of each position on the responder's Incident Qual Card page, per the attained date identified, against the responder's competencies to return a qualification status and expiration date. The more positions a responder has, the longer the process takes.

Qualifications

Empl ID: 00000000001 Smith, Sarah Jane

Last Print Date: 06/13/2018

CH ID: 12345

Show Qual Card Details

Cert Official: 00000000002 Jones, Tomas James

View Inactive Quals

Fitness and Refresher Status

FITCAT	Fitness Category	Light	04/12/2017
RT-130	Annual Fire Safety Refresher	Attained	06/04/2019

It is best to run this process prior to printing a responder Incident Qualification Card or master record report. The reason for this is this will ensure the user is getting the most up to date position qualification information for the responder.

INCIDENT QUAL CARD PAGE

The Incident Qualification Card component of IQCS is a good place to view the qualifications status of a responder. All positions a responder has had will be listed. From the Incident Qual Card page a user can certify a position, override status, troubleshoot, or make notes. The titles below give a brief overview of a function, a more in-depth explanation can be found further down in the guide.

Qualifications

Empl ID: 0000000001 Smith, Sarah Jane Last Print Date: 04/14/2017
 CH ID: 12345 [Run Qual Process](#) [Print Master Record](#)
 Cert Official: 0000000002 Jones, Tomas James [View Inactive Quals](#)

Fitness and Refresher Status

FITCAT	Fitness Category	Arduous	04/12/2018
RT-130	Annual Fire Safety Refresher	Attained	04/11/2018

Qualifications Personalize | Find | First 1-22 of 22 Last

	Priority	Certify Position	Print to Card	Send To ROSS	SetID Override	SetID	Position	Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FW500	ATVO	ATV Operator	<input type="checkbox"/>	Q	Qualified	08/12/2009	06/12/2018		<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AH000	BTOP	Boat Operator Less than 25'	<input type="checkbox"/>	T	Trainee	04/03/2008	04/03/2013	Reason	<input type="checkbox"/>
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	Crew Boss, Single Resource	<input type="checkbox"/>	Q	Qualified	08/01/2000	08/10/2021		<input type="checkbox"/>

CH ID

ROSS Clearinghouse (CH) Identification (ID) number. Required for interface with the order system ROSS. If **NO ROSS CH ID** displayed, user will be unable to send data to ROSS.

Cert Official

The agency official for the responder who is responsible for authorizing and granting position certification per agency policy.

Run Qual Process

Runs the check of the responder's attainments against the requirements of the position(s) on their Incident Qual Card page.

Print Master Record

Starts the report process to produce a Master Record for the responder. Report will be displayed in the users Report List.

View Inactive Quals

Displays the responder's positions qualifications that have been inactivated or are not recognized by their current agency.

Priority

The print order for positions on the printed Incident Qualification Card. This information is sent to ROSS, but it is not displayed in ROSS.Priority

Certify Position

Once certified, the position can be printed to an Incident Qualification Card and/or sent to the ordering system (ROSS).

Print to Card

Indicates that the position will be printed to the responder's Incident Qualification Card.

Send to ROSS

Indicates that the position will be sent to the ordering system (ROSS).

Set ID and Set ID Override

Directs the application to the correct policy a qualification should be checked against based on a responder's Set ID identified at the Job Data page.

Position

The Position Code and Position Title.

Admin Action

Ability to manually change the qualification status of a responder through Admin Actions. The Certifying Official at the home unit might do this or approve this action for various

Status

B - Blocked
Q - Qualified
T - Trainee
U - Unqualified

Reason

The column will display a Reason button for any position for which a responder is not application qualified.

Attained Date

The date the responder attained the position. Used to determine the set of position criteria against which to check the position.

Currency/Task Book Expiration Date

Indicates the period of time that the responder will remain current in the position or the expiration date of an active PTB.

Justification

If the responder's qualification is already admin actioned, a user can view the information or add an additional row of documentation

Notes

A location that a user can log notes specific to the responder's position.

Printed

Indicates that the last time a qual card was printed (Last Printed Date) that the position was included.

CH ID

The functionality of the ROSS Clearinghouse (CH) and the Clearinghouse Identification (CH ID) number is addressed in depth in Module 3: Managing Responder Data.

The screenshot shows the 'Qualifications' page for user Smith, Sarah Jane. The 'CH ID' field is highlighted in red and contains the value '12345'. Other fields include 'Empl ID: 0000000001', 'Cert Official: 0000000002 Jones, Tomas James', and 'Last Print Date: 04/14/2017'. There are buttons for 'Run Qual Process' and 'Print Master Record'. Below this is a 'Fitness and Refresher Status' table and a 'Qualifications' table with columns for Priority, Certify Position, Print to Card, Send To ROSS, Setid Override, SetID, Position, Admin. Action, Status, Reason, Attained Date, Currency/Taskbook Expiration Date, Justification Notes, and Printed.

Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification Notes	Printed
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWS00	ATVO	ATV Operator	Q	Qualified	08/12/2009	06/12/2018		<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AH000	BTOP	Boat Operator Less than 25'	T	Trainee	04/03/2008	04/03/2013		<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	Crew Boss, Single Resource	Q	Qualified	08/01/2000	08/10/2021		<input type="checkbox"/>

A ROSS CH ID is REQUIRED for communication with ROSS. Without this number the two applications cannot 'talk' and the user will be unable to send responder information, including qualifications, to ROSS. **NO ROSS CH ID** will be displayed if no ROSS CH ID has been requested at the Job Data page or if a request is pending/rejected by ROSS. If user requested a ROSS CH ID but it is no populated, check Review ROSS Response Messages page! More information on ROSS messages can be found in the [Managing Responder Data module](#).

CERTIFYING OFFICIAL

The agency official at the responder's home unit who is responsible for authorizing and granting position certification per agency policy. The agency official is also responsible for completing the agency certification block located on the inside front cover of a Position Task Book.

This screenshot is identical to the one above, showing the 'Qualifications' page for user Smith, Sarah Jane. The 'Cert Official' field is highlighted in red and contains the value '0000000002 Jones, Tomas James'. The 'CH ID' field also contains '12345'. The 'Qualifications' table is the same as in the previous screenshot.

The Certifying Official is required for a responder if a user is selecting the Certifying Position, Print to Card or Send to ROSS check boxes. If the Certifying Official field is left blank, the Certify Position field will not be displayed.

NOTE: If you find that the Certifying Official has changed for a large number of responders, a mass change can be done for that organization (Org Code or Unit ID) for which the user has access. More information on this mass change can be found in the Unit Summary section of the [Managing Responder Data module](#).

RUN QUAL PROCESS

Qualifications

Empl ID: 00000000001 Smith, Sarah Jane Last Print Date: 04/14/2017

CH ID: 12345

Cert Official: 00000000002 Jones, Tomas James

[Run Qual Process](#) [Print Master Record](#)

[View Inactive Quals](#)

Fitness and Refresher Status

FITCAT	Fitness Category	Arduous	04/12/2018
RT-130	Annual Fire Safety Refresher	Attained	04/11/2018

Qualifications

Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification Notes	Printed
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWS00	ATVO	ATV Operator	Q	Qualified	08/12/2009	06/12/2018		<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AH000	BTOP	Boat Operator Less than 25'	T	Trainee	04/03/2008	04/03/2013		<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	Crew Boss, Single Resource	Q	Qualified	08/01/2000	08/10/2021		<input type="checkbox"/>

When the Run Qual Process button is selected the application will run through the entire qualification processes to check the all the responder's positions. The application will check the requirements (training, fitness, experience, currency, etc.) of each position on the responder's Incident Qual Card page, per the attained date identified, against the responder's attained competencies to return a qualification status and expiration date. The more positions a responder has, the longer the process takes.

It is best to run this process after making a change on the page and prior to printing a responder qualification card or master record.

PRINT MASTER RECORD

Qualifications

Empl ID: 00000000001 Smith, Sarah Jane Last Print Date: 04/14/2017

CH ID: 12345

Cert Official: 00000000002 Jones, Tomas James

[Run Qual Process](#) [Print Master Record](#)

[View Inactive Quals](#)

Fitness and Refresher Status

FITCAT	Fitness Category	Arduous	04/12/2018
RT-130	Annual Fire Safety Refresher	Attained	04/11/2018

Qualifications

Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification Notes	Printed
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWS00	ATVO	ATV Operator	Q	Qualified	08/12/2009	06/12/2018		<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AH000	BTOP	Boat Operator Less than 25'	T	Trainee	04/03/2008	04/03/2013		<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	Crew Boss, Single Resource	Q	Qualified	08/01/2000	08/10/2021		<input type="checkbox"/>

This button allows a user the ability to print a responder's Master Record report directly from a responder's Incident Qual Card page. By select the Print Master Record button it will initiate the report. Note, that the button will be hidden upon selection but will/can be redisplayed when the Run Qual Processes button is selected again. To view the report, select the Report Manager hyperlink which will open a new tab. The report will also be displayed in the Report List pagelet on the home page when complete.

VIEW INACTIVE QUALS

Responder positions that have been inactivated remain a part of the qualification record but are not displayed on the responder's Incident Qual Card main page. Upon selection of the View Inactive Quals hyperlink the Inactive Qualifications page will open to display all the responder's positions that are in an inactive status.

Qualifications
 Empl ID: 0000000001 Smith, Sarah Jane
 CH ID: 12345
 Last Print Date: 04/14/2017
 Run Qual Process
 Print Master Record
 Cert Official: 00000000002 Jones, Tomas James
 View Inactive Quals

Fitness and Refresher Status
 FITCAT Fitness Category
 RT-130 Annual Fire Safety Refresher

Qualifications

Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWSD0
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AH000
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0

Inactivated Qualifications

SetID	Position	Last Status	Date Attained	Expiration Date
NWCG0	DOZB Dozer Boss	U	01/29/2006	
BLM00	FALB Faller Class B	U	10/01/2004	10/01/2009
NWCG0	HELB Helicopter Boss	U	08/27/2005	
NWCG0	HELM Helicopter Manager	U	08/27/2005	

Positions will be identified on a responders Inactive Qualifications page if one the following apply:

- **Inactivated.** The position has been inactivated in the application identifying that no agency it utilizing it.
- **Not an agency recognized position.** The position is not recognized (used) by the agency the responder is current in.
 - For example, a responder may gain the ENOP qualification while employed with the BLM but once transferring to the BIA that qualification will be identified as inactive because it is not utilized by the BIA. If the responder transfers back to the BLM, or another agency that recognizes the position, it will become active again.

PRIORITY

The number in the Priority field allows the user to select the print order for positions on the printed Incident Qualification Card. This information is sent to ROSS, but it is not displayed in ROSS at this time.

Qualifications										Personalize Find First 1-9 of 9 Last				
Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	BIOL Biologist	<input type="checkbox"/> Q	Qualified		06/08/2017	06/08/2022			<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	CDER Computer Data Entry Recorder	<input type="checkbox"/> Q	Qualified		06/29/2001	01/10/2022			<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDRC Expanded Dispatch Recorder	<input type="checkbox"/> T	Trainee	Reason	06/09/2008	08/02/2019			<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	EMTB EMT Basic	<input type="checkbox"/> Q	Qualified		05/31/2017	05/31/2022			<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EQTR Equipment Time Recorder	<input checked="" type="checkbox"/> T	Trainee	Reason	09/01/2000	09/01/2005			<input type="checkbox"/>

For those selected Print to Card positions, the qualified positions will always print at the top of the Incident Qualification Card followed by trainee positions. Prioritized positions will print first followed by non-prioritized positions alphabetically.

The number to the left of the box is a application grid number that cannot be hidden and is not relevant. It is only the number of the row and may be ignored.

CERTIFY POSITION

A user can make a decision to certify a responder's incident position. Once certified, then the position can be printed to an Incident Qualification Card and/or sent to the ordering system (ROSS).

Qualifications														
Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWS00	ATVO	ATV Operator	Q	Qualified	08/12/2009	06/12/2018			<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AH000	BTOP	Boat Operator Less than 25'	T	Trainee	04/03/2008	04/03/2013			<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	Crew Boss, Single Resource	Q	Qualified	08/01/2000	08/10/2021			<input type="checkbox"/>

The following are requirements to certify a position. If one of these does not exist, the certify position check box will not be displayed.

- ✓ A Certifying Official must be identified.
- ✓ The position must be in a status of qualified or trainee.

PRINT TO CARD

A user can make a decision to print a position to a responder's Incident Qualification Card by selecting the Print to Card check box.

Qualifications														
Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWS00	ATVO	ATV Operator	Q	Qualified	08/12/2009	06/12/2018			<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AH000	BTOP	Boat Operator Less than 25'	T	Trainee	04/03/2008	04/03/2013			<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	Crew Boss, Single Resource	Q	Qualified	08/01/2000	08/10/2021			<input type="checkbox"/>

However, the following are requirements to print a position to an Incident Qualification Card. If one of these does not exist, the position(s) will not be printed to a card.

- ✓ A Certifying Official must be identified.
- ✓ The position must be in a status of qualified or trainee.
- ✓ The Certify Position box must be checked.
- ✓ The Print to Card box must be checked.

INSTRUCTION - PRINTING INCIDENT QUALIFICATION CARDS

Use the following process for printing Qualification Cards

1. Navigate to **Qualification Management > Competency Management > Incident Qual Card Print**.
2. **Enter** or **Select** your desired Run Control ID.
3. Identify the parameter(s) with which you want to run the report.
 - **Agency.** This will print qualification cards for the responder in the agency you identified and you have access to.
 - **Org ID.** This will print qualification cards for all responders in the identified Organizational Code.

- **Unit ID.** This will print qualification cards for all responders in the identified Unit ID and you have access to.
 - **Responder List.** Used to print qualification card for one to many responders. User can enter/search for responders or load an established group (Group ID) list.
4. Select **Run**. This will take the user to the Process Scheduler Request screen.
 5. Ensure that the Server Name is **PSNT**.
 6. Leave the Run Date and Run Time at the default values (current date and time).
 7. Set the Type to **Web** and the format to **PDF**.
 8. Select the **Report Manager** hyperlink.
 9. Select the **Refresh** button. When the Refresh button is clicked, the Run Status of the process will be updated. The different status states can be Queued, Initiated, Processing, Posting, Success, or Error. Select **Refresh** until the status is Posted.
 10. Select the blue **IQRPTxxx** hyperlink under Description, where xxx is the process number assigned to the report.
 11. The application will open the Incident Qualification Cards report in a separate window, in Adobe PDF format.
 12. Print the Incident Qualification Card(s).

If you want to defer printing a report until a later time, you can set the date and time for the report to run in step 7 above. The default time zone is Mountain. You can retrieve the report after the specified run time using the Report Manager. Do not select the Run button in step 4 above. Instead, skip to step 9.

PRINTING MATERIAL

Qual cards are printed on perforated cardstock (four cards per sheet). The back side of the cardstock is preprinted with Experience Record blanks for recording incident assignments. The front of the cardstock is blank.

IQCS prints the form and the data at once. Therefore, it is important to load the cardstock into your printer properly. Since the brand or model of printers varies from office to office, you will need to determine the proper way to load the cardstock.










You may want to perform a test print on plain paper prior to loading cardstock into your printer. Compare the printed output to the blank cardstock to make sure the printed form matches up with the perforations in the cardstock. Adjust your printer accordingly.

If you are out of the cardstock, the product code for reorder is NFES 1528.



SEND TO ROSS

A user can decide to send a position to the ordering system (ROSS) by selecting the Send to ROSS check box.

Qualifications											Personalize Find  		First 1-22 of 22   Last			
Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification			Notes	Printed
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWS00	ATVO	<input type="checkbox"/>	Q	Qualified	08/12/2009	06/12/2018					<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AH000	BTOP	<input type="checkbox"/>	T	Trainee	04/03/2008	04/03/2013					<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	<input type="checkbox"/>	Q	Qualified	08/01/2000	08/10/2021					<input type="checkbox"/>

In order for a position to be sent to ROSS, the following are **required**:

- ✓ A Certifying Official must be identified.
- ✓ The (ROSS) CH ID field must be populated.
- ✓ The Certify Position box must be checked.
- ✓ The position must be in a status of qualified or trainee.
- ✓ The Empl Kind field on the Job Information tab on the Job Data page must be filled in.
 - Responder Administration > Job Data > Job Information tab

INFORMATION SENT TO ROSS

The data in the fields listed below is sent to ROSS.

- ROSS CH ID
- Responder name (first, middle and last)
- Position code and title
- Qualification Status.
 - **IQCS will only send a position in a qualified or trainee qualification status.**
 - When the qualification status changes for a position already in ROSS to trainee or qualified an update qualification message will be sent.
 - When the qualification status changes for a position already in ROSS to unqualified or blocked a delete qualification message will be sent.
- Position Currency/ Task Book Expiration Date

If a responder has no position qualifications on their Incident Qual Card page then no information, including the responder admin information, is sent to ROSS. To establish a resource in ROSS, then must have a trainee or qualified position qualification to send.

SET ID

IQCS utilizes Set ID Processing (mapping) to direct the application to the correct policy a qualification should be checked against based on a responder's Set ID identified at the Job Data page.

Qualifications														Personalize Find First 1-22 of 22 Last			
Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed			
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWS00	ATVO	ATV Operator	<input type="checkbox"/>	Q	Qualified	08/12/2009	06/12/2018			<input checked="" type="checkbox"/>		
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AH000	BTOP	Boat Operator Less than 25'	<input type="checkbox"/>	T	Trainee	04/03/2008	04/03/2013			<input type="checkbox"/>		
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	Crew Boss, Single Resource	<input type="checkbox"/>	Q	Qualified	08/01/2000	08/10/2021			<input type="checkbox"/>		

The Set ID processing is automated by the application at the Position Task Book page based on the responder's Set ID. The application-assigned Set ID for the position is displayed at the Incident Qual Card page and is what the application uses to check the attainments (competencies) of the responder against the requirements of the position.

SET ID OVERRIDE

There are times that the assigned Set ID needs to be changed on the Incident Qual Card page to reflect different position policy requirements. There may be situations where a position may have multiple policies and the user needs to change the Set ID so the correct policy requirements are reflected. The Override Set ID functionality allows the user to change the policy that the program is checking the responder's position qualification against. If a position Set ID can be changed, then the Set ID Override column will appear and a checkbox will be made visible.

It is important to keep in mind that not every Set ID can be overridden on the Incident Qual Card page and the ability to make this change is controlled by permissions.

In the example, the responder is a National Park Service (NPS00) employee. When the Biologist (BIOL) position was manually awarded on the responder's Competencies page, the program automatically set the Set ID to NWCG0 on the Incident Qual Card page (top image). However, the position requirements need to be mapped to the DOI [IPQG](#) using the AH000 Set ID. To map the program to the correct policy, the user changed the Set ID to AH000 via the Set ID override. Once the changed and the Run Qual Process is completed, the responder became unqualified due to not meeting the position requirements identified in the AH000 qualification guide (bottom image).

Qualifications										Personalize Find		First 1-9 of 9 Last	
Priority	Setid Override	SetID	Position		Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed	
1	<input type="checkbox"/>	NWCG0	BIOL	Biologist	<input type="checkbox"/>	Q	Qualified	06/08/2017	06/08/2022			<input type="checkbox"/>	
2	<input type="checkbox"/>	NWCG0	CDER	Computer Data Entry Recorder	<input type="checkbox"/>	Q	Qualified	06/29/2001	01/10/2022			<input type="checkbox"/>	

Qualifications										Personalize Find		First 1-9 of 9 Last	
Priority	Setid Override	SetID	Position		Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed	
1	<input checked="" type="checkbox"/>	AH000	BIOL	Biologist	<input type="checkbox"/>	U	Unqualified	Reason	06/08/2017	06/08/2022			
2	<input type="checkbox"/>	NWCG0	CDER	Computer Data Entry Recorder	<input type="checkbox"/>	Q	Qualified		06/29/2001	01/10/2022			

INSTRUCTIONS - SET ID OVERRIDE

To override and change the Set ID on responder's qualification, follow the process below.

1. Navigate to **Qualification Management > Competency Management > Incident Qual Card**.
2. Search and select responder.
3. Select the **Show Qual Card Details** button.
4. Select the **Set ID Override** checkbox for the position to make the Set ID field changeable.
5. Enter or look up the desired Set ID.
6. Select the **Save** button.
7. Select the **Run Qual Process** button.

ADMINISTRATIVE ACTIONS

IQCS gives us the ability to manually change the qualification status of a responder through Admin Actions. The Certifying Official at the home unit might do this or approve this action for various reasons.

Qualifications														Personalize Find				First 1-22 of 22 Last		
Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed						
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWS00	ATVO	ATV Operator	<input type="checkbox"/>	Q	Qualified	08/12/2009	06/12/2018			<input checked="" type="checkbox"/>					
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AH000	BTOP	Boat Operator Less than 25	<input type="checkbox"/>	T	Trainee	Reason	04/03/2008	04/03/2013			<input type="checkbox"/>				
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	Crew Boss, Single Resource	<input type="checkbox"/>	Q	Qualified	08/01/2000	08/10/2021			<input type="checkbox"/>					

One example for an Admin Action might be for an individual who transfers to a new agency and does not meet all of the qualification criteria of the new agency. If the home unit determines the individual should retain those qualifications, management can approve that responder via an administrative action.

If you change the status, you can select from one of the three options below.

- **Q** for Qualified
- **T** for Trainee
- **B** for Blocked

When administrative action is turned on, the application accepts the status you have selected and ignores the current position requirements, with the exception of fitness, recurrent training and currency requirements. Positions with competencies identified as No Override, such as NIMS training (IS and ICS), refresher and fitness, cannot be overridden by an administrative action if they have not been attained or have expired.

JUSTIFICATION

Every time you change the qualification status of a responder's position through administrative action, the application requires you to document that change with a justification statement. This provides an opportunity to build a thorough qualification record that details all administrative actions.

After you change the qualification status, a popup window (pictured below) will appear advising you to fill in the justification for the change. If an admin action justification already exists, do not change the existing information but instead add a new row.

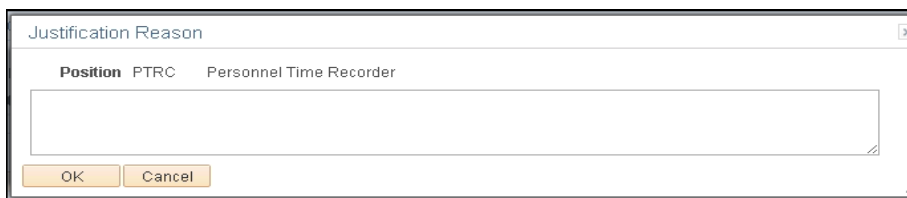
Keep in mind that not all qualification statuses can be overridden through administrative action. Positions with competencies identified as No Override cannot be overridden by an administrative action.

WRITING QUALITY JUSTIFICATION

When you are entering a justification for an administrative action, you must ensure that it is a detailed justification and references the documentation in accordance with policy. The amount of detail should be enough to satisfy an Office of Inspector General (OIG) audit.

Generally speaking, your justification must include the following:

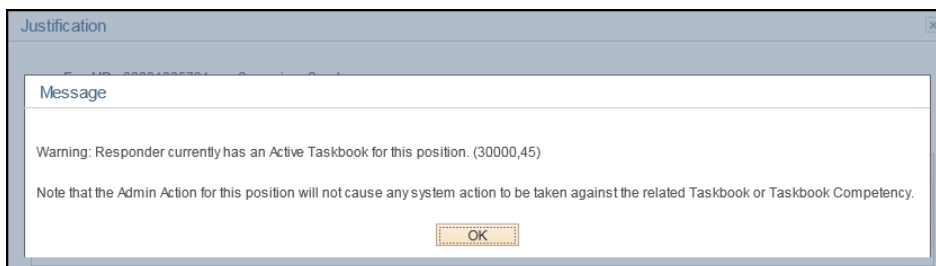
- A description of the purpose of the qualification status change.
- The previous qualification status and the admin actioned qualification status.
- The employment location of responder.
- Approval and authorization by position.



ADMIN ACTIONS ON ACTIVE POSITION TASK BOOKS

If the responder you are performing administrative action on has an active PTB, you will see a application message (pictured) and other actions will likely need to occur. These administrative actions may include:

- Manually awarding position competency on the responder's Competencies page.
- Requesting removal of the PTB if an evaluation record has not been created on the responder's Position Task Book page.
- Managing the PTB status on the responder's Competencies or Position Task Book page.



INSTRUCTIONS – ADMINISTRATIVE ACTION

To admin action a position qualification for a responder, follow the process below.

1. Navigate to **Qualification Management > Competency Management > Incident Qual Card**.
2. Search and select responder.
3. Select the **Show Qual Details** button.
4. Located the qualification for Admin Action.
5. Click on the **Admin Action** check box.
 - If the responder's qualification is already admin actioned, and you want to view the information or add an additional row of documentation, select the **Justification** icon for the position.
6. Change the qualification status.
 - Q – Qualified.
 - T – Trainee.
 - B – Blocked.
7. A message will appear requiring justification to be entered for this action.
8. **Effective Date**. This will default to the current date but can be changed/set to reflect a past or future effective date.
9. **Sequence (Seq)**. The effective sequence is used when multiple Admin Actions have occurred with the same effective date.
10. **Authorizing Official**. Enter/search the Authorizing Official approving the qualification override.
11. **Justification**. Enter detailed justification for this Admin Action and reference the documentation in accordance with your agency's policy. The amount of detail should be enough to satisfy an audit.
12. **Click OK**.

STATUS

When you are looking at positions on the Incident Qual Card page, you will see one of four qualification statuses:


- B - Blocked. Qualification has been administratively blocked due to management decision.
- Q - Qualified. Qualification meets all requirements of the position qualification.
- T - Trainee. The responder has an active PTB or has lost currency in the position.
- U - Unqualified. Responder does not meet requirements of the position qualification.

Qualifications														
Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position	Admin Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWS00	ATVO	<input type="checkbox"/>	Q	Qualified	08/12/2009	06/12/2018			<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AH000	BTOP	<input type="checkbox"/>	T	Trainee	04/03/2008	04/03/2013			<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	<input type="checkbox"/>	Q	Qualified	08/01/2000	08/10/2021			<input type="checkbox"/>

REASON





The column will display a Reason button for any position for which a responder is not application (naturally) qualified. If the button is present, the user can select to quickly determine why the responder is not naturally qualified. Messages displayed under the Qualification Status Reason may include:

- Missing Competency
- Active Task Book Competency
- Inadequate Fitness Level
- Expired Task Book Competency
- Lost Currency
- Position Status Overridden
- Qualified Only by Admin Action

Qualifications											Personalize Find   First 1-22 of 22 Last				
Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position		Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification Notes	Printed	
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		FWS00	ATVO	ATV Operator	<input type="checkbox"/>	Q	Qualified	08/12/2009	06/12/2018	 	<input checked="" type="checkbox"/>	
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AH000	BTOP	Boat Operator Less than 25'	<input type="checkbox"/>	T	Trainee	04/03/2008	04/03/2013	 	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	CRWB	Crew Boss, Single Resource	<input type="checkbox"/>	Q	Qualified	08/01/2000	08/10/2021		<input type="checkbox"/>	

ATTAINED DATE

The date the responder attained the position. The application uses this date field to determine the set of position criteria against which to check the position.

Qualifications											Personalize Find  				First 1-22 of 22  Last		
Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position		Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed		
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWS00	ATVO	ATV Operator	<input type="checkbox"/>	Q	Qualified	08/12/2009	06/12/2018			<input checked="" type="checkbox"/>		
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AH000	BTOP	Boat Operator Less than 25'	<input type="checkbox"/>	T	Trainee	Reason	04/03/2008	04/03/2013			<input type="checkbox"/>	
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	Crew Boss, Single Resource	<input type="checkbox"/>	Q	Qualified	08/01/2000	08/10/2021			<input type="checkbox"/>		

For example, if a position attain date is 08/12/2009, the application will check the position against the criteria in effect on 08/12/2009.

The application determines the position attained date in the following manner:

- If there is a PTB, the position attain date is set as equal to the initiation date of the PTB.
- If there is no PTB, and the position competency was awarded manually, the position attain date should be equal to the effective date of the related position competency.

CURRENCY/TASK BOOK EXPIRATION DATE

Indicates the period of time that the responder will remain current in the position or the expiration date of an active PTB.

Qualifications										Personalize Find Filter First 1-22 of 22 Last			
Priority	Certify Position	Print to Card	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification Notes	Printed
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		FWS00	ATVO	ATV Operator	Q	Qualified	08/12/2009	06/12/2018		<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AH000	BTOP	Boat Operator Less than 25'	T	Trainee	04/03/2008	04/03/2013		<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NWCG0	CRWB	Crew Boss, Single Resource	Q	Qualified	08/01/2000	08/10/2021		<input type="checkbox"/>

The application will process through the entire following eight steps for each position to determine a maximum date and then apply the currency length requirements (3 or 5 years) identified by the agency policy. The date calculated at the conclusion of step 8 is then display in the Currency/Task Book Expiration Date field per position on the responder's Incident Qual Card page.

Currency/Task Book Expiration Date Process

1. If active task book, set maximum date to PTB expiration date.
 - o If yes, application will stop here and not continue through list to determine maximum date.
2. If position override, set maximum date as equal to the override date else get PTB certification date.
3. If PTB certification date is greater than maximum date, set maximum date equal to PTB certification date.
4. Get maximum assignment date from position itself. If maximum assignment date greater maximum date, set maximum date equal to maximum assignment date.
5. Get maximum assignment date from positions that maintain currency. If maximum assignment date greater than maximum date, set maximum date equal to maximum assignment date.
6. Get competency effective date. If competency effective date greater than maximum date, max date, then set equal to competency effective date.
7. Get attained date. If attained date greater than maximum date, maximum date equal to attained date
8. Position expire date equals to maximum date plus currency length requirements (3 or 5 years) identified by the agency policy

Training (i.e., RT-130), licenses (i.e., EMT) and/or certifications (i.e., FAL2) do not affect the maximum date and thus the currency/task book expiration date.

MAINTAINING CURRENCY

IQCS has been designed to keep track of responders' experiences to ensure that they remain current for the positions printed on their Incident Qualification Card. The currency requirements are defined in the NWCG [PMS 310-1](#), the Federal Wildland Fire Qualifications Supplement, and the DOI [IPQG](#). To reflect agency standards, the application requires documented experience in the specific position or in a



position that has been determined to maintain every 3 years for air operations, faller, and dispatch positions and 5 years for all others.

If these currency dates are exceeded, the application will take action at the qualifications level to indicate that currency has been lost for a position. IQCS will change the responder's status for the affected position from Qualified to Trainee.

When position currency is lost, recertification of that position will be dependent on your agency's recertification policy. According to the NWCG [PMS 310-1](#), the recertification is a subjective determination each individual agency must make based on task evaluations, position performance evaluations, and their own judgment of the quality of an individual's experience. **It is important to know your agency's recertification process as they do vary across agencies.**

There are multiple options for bringing a position back to a qualified status.

1. **Update experience record.** The first option is to update the responder's experience record. If the responder has served in that position during the correct time frame and the experience record is updated to reflect that, the position can be qualified again.
2. **Complete an agency required trainee assignment.** The second option is entering an experience record for which the agency determined the responder needed to complete one or more evaluation assignments. Upon entering the experience record, the application will return the position to a qualified status.
3. **Complete a PTB.** A third option is issuing and completing a Position Task Book per agency or Certifying Official direction. Once the PTB is certified and the responder meets any new position requirements, then the responder will be qualified again.
4. **Administrative Action.** A fourth option is if a Certifying Official has made the decision to do an Administrative Action for recertification; then a justification will be required.

INSTRUCTION - MANAGING THE RECERTIFICATION PROCESS

Use the process below to determine whether a position has lost currency:

1. Navigate to **Qualification Management > Competency Management > Incident Qual Card**.
2. Search and select responder.
3. Select the **Show Qual Card Details** button.
4. Identify the position(s) where currency has been lost by looking for positions where the status is Trainee.
5. View the Position/Task Book Expiration Date column for the position. If date is in the past, then lost currency.
6. Select the **Reason** button and verify that the Trainee status is due to loss of currency.

QUALIFICATION EVALUATION AND CERTIFICATION RELATED REPORTS

The following reports may assist a user in the qualification, evaluation and certification of responder qualifications. For a full list of reports available in IQCS and directions on how to run reports, or specifics on a report, please refer to the [Reports Module](#).

Reports > Training > Responders	Report Number
License and Certificates	C11
Fitness/RT130 Expiration	C26
Fitness Test Summary	C027
Expiring Recurrent Training	C48
Courses Taken/Not Taken	C170
Training Assessment	C401
Reports > Task Books	Report Number
Responder Task Books	C005
Task Book Summary	C104
Task Book Evaluations	C150
Reports > Qualifications	Report Number
Responder List	C003
License and Certificates	C11
Responder Master Record	C028
Responder Position Currency	C45
Qualification List	C050
Responder Experience Summary	C152
Responder Experience	C153
Responder to Position	C302
Qual/Competencies Justifications	C333
Org/Unit Full Data	C360
Reports > Needs Analysis	Report Number
Workforce Analysis Detail	C163
Time to Position	C331
Reports > Positions	Report Number
Position Qual Criteria	C94