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 qualification data to the Resource Ordering and Status System (ROSS), administrative actions, and printing an 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.

NEW December 2019
- Minor updates to grammar and formatting.
- Document Upload on the Incident Qual Card Page.

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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.

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. The qual card can have up to 16 qualifications printed. Selecting more than 16 on the qual card page will generate an error.

All active responder records are required to have a 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

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	Documents			
Empl ID: 00000000317 Fighter,Jody J			**Last Print Date:**	
Cert Official: 00000000031 🔍 Leader,Julie A			Show Qual Card Details	
CH ID: 99999999998			View Inactive Quals	
Fitness and Refresher Status				
FITCAT	Fitness Category		Arduous	12/10/2020
RT-130	Annual Fire Safety Refresher		Attained	12/11/2020

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 qualification(s) and qualification status(es) for a responder. 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	Documents

Empl ID: 00000000317   Fighter,Jody J
Cert Official: 00000000031   Leader,Julie A
CH ID: 99999999998

Last Print Date:
Run Qual Process   Print Master Record
View Inactive Quals

Fitness and Refresher Status

FITCAT	Fitness Category	Arduous	12/10/2020
RT-130	Annual Fire Safety Refresher	Attained	12/11/2020

Qualifications   Personalize | Find | First ◄ 1-4 of 4 ► Last

	Priority	Certify Position	SetID	Position		Admin. Action		Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed
1		☐	BLM00	CRWB	Crew Boss, Single Resource	☐	T	Trainee	Reason	12/11/2019	12/11/2022	📋	🔍	☐
2		☐	NWCG0	FFT1	Firefighter Type 1	☐	Q	Qualified		12/11/2019	12/11/2024	📋	🔍	☐
3		☐	NWCG0	FFT2	Firefighter Type 2	☐	Q	Qualified		12/11/2019	12/11/2024	📋	🔍	☐
4		☐	BLM00	ICT4	Incident Commander Type 4	☐	U	Unqualfied	Reason	12/10/2019	12/10/2024	📋	🔍	☐

CH ID	**Cert Official**	**Run Qual Process**	**Print Master Record**	**View Inactive Quals**
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.	The agency official for the responder who is responsible for authorizing and granting position certification per agency policy.	Runs the check of the responder's attainments against the requirements of the position(s) on their Incident Qual Card page.	Starts the report process to produce a Master Record for the responder. Report will be displayed in the users Report List.	Displays the responder's positions qualifications that have been inactivated or are not recognized by their current agency.

Priority	**Certify Position**	**Print to Card**	**Send to ROSS**	**Set ID** and **Set ID Override**
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.	Once certified, the position can be printed to an Incident Qualification Card and/or sent to the ordering system (ROSS).	Indicates that the position will be printed to the responder's Incident Qualification Card. More than 16 selected to print will generate an error.	Indicates that the position will be sent to the ordering system (ROSS).	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	**Admin Action**	**Status**	**Reason**	**Attained Date**
The Position Code and Position Title.	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	B - Blocked Q - Qualified T - Trainee U - Unqualified	The column will display a Reason button for any position for which a responder is not application qualified.	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	**Justification**	**Notes**	**Printed**	
Indicates the period of time that the responder will remain current in the position or the expiration date of an active PTB.	If the responder's qualification is already admin actioned, a user can view the information or add an additional row of documentation.	A location that a user can log notes specific to the responder's position.	Indicates that the last time a qual card was printed (Last Printed Date) that the position was included.	Page 5

ROSS CLEARINGHOUSE IDENTIFICATION (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.

A ROSS CH ID is REQUIRED for communication with ROSS. Without this number the two applications cannot transfer date ("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
- **If a request is pending or has been rejected by ROSS**.

  If a user has 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.

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.

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

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

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 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 inactived 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.

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.

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 an 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).

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	☑	☑	☐		FWS00	ATVO	ATV Operator	☐	Q	Qualified	08/12/2009	06/12/2018		🔍	☑
2	☑	☐	☐	☐	AH000	BTOP	Boat Operator Less than 25'	☐	T	Trainee	Reason	04/03/2008	04/03/2013		🔍	☐
3	☑	☐	☐		NWCG0	CRWB	Crew Boss, Single Resource	☐	Q	Qualified	08/01/2000	08/10/2021		🔍	☐

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.

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	☑	☑	☐		FWS00	ATVO	ATV Operator	☐	Q	Qualified	08/12/2009	06/12/2018		🔍	☑
2	☑	☐	☐	☐	AH000	BTOP	Boat Operator Less than 25'	☐	T	Trainee	Reason	04/03/2008	04/03/2013		🔍	☐
3	☑	☐	☐		NWCG0	CRWB	Crew Boss, Single Resource	☐	Q	Qualified	08/01/2000	08/10/2021		🔍	☐

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 qualification status must be qualified or trainee.
- ✓ The Certify Position box must be checked.
- ✓ The Print to Card box must be checked.
    - o Limit checking to a maximum of 16 at a time.

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 <u>and</u> 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 <u>and</u> 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 OK Button.
9. Select the **Report Manager** hyperlink.
10. 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.
11. Select the blue **IQRPTxxx** hyperlink under Description, where xxx is the process number assigned to the report.
12. The application will open the Incident Qualification Cards report in a separate window, in Adobe PDF format.
13. Print the Incident Qualification Card(s).

PRINTING MATERIAL

Incident Qualification Cards are setup to be printed on the NFES 1528 perforated cardstock (four cards per sheet). The backside of the cardstock is preprinted with a blank Experience Record grid for recording incident assignments. The front of the cardstock is blank.

IQCS prints the grid and the data at once on the blank front side. 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.

	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		☑	☑	☐		FWS00	ATVO	ATV Operator	☐	Q	Qualified		08/12/2009	06/12/2018			☑
2		☑	☐	☐	☐	AH000	BTOP	Boat Operator Less than 25'	☐	T	Trainee	Reason	04/03/2008	04/03/2013			☐
3		☑	☐	☐		NWCG0	CRWB	Crew Boss, Single Resource	☐	Q	Qualified		08/01/2000	08/10/2021			☐

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 qualification status must be qualified or trainee.
- ✓ The **Empl Kind** field on the Job Information tab on the Job Data page must be filled in.
  - o 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
- Position code and position title
- Position qualification status.
  - o **IQCS will only send a position in a qualified or trainee qualification status.**
  - o When the qualification status changes for a position already in ROSS to trainee or qualified an update qualification message will be sent.
  - o When the qualification status changes for a position already in ROSS to unqualified or blocked a delete qualification message will be sent to removed the position from ROSS.
- 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's administrative information, is sent to ROSS. To establish a resource in ROSS, the resource **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.

	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		☑	☑	☐		FWS00	ATVO	ATV Operator	☐	Q	Qualified		08/12/2009	06/12/2018		🔍	☑
2		☑	☐	☐	☐	AH000	BTOP	Boat Operator Less than 25'	☐	T	Trainee	Reason	04/03/2008	04/03/2013		🔍	☐
3		☑	☐	☐		NWCG0	CRWB	Crew Boss, Single Resource	☐	Q	Qualified		08/01/2000	08/10/2021		🔍	☐

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).

	Priority	Setid Override	SetID	Position		Admin. Action		Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed
1		☐	NWCG0	BIOL	Biologist	☐	Q	Qualified		06/08/2017	06/08/2022		🔍	☐
2			NWCG0	CDER	Computer Data Entry Recorder	☐	Q	Qualified		06/29/2001	01/10/2022		🔍	☐

	Priority	Setid Override	SetID	Position		Admin. Action		Status	Reason	Attained Date	Currency/Taskbook Expiration Date	Justification	Notes	Printed
1		☑	AH000	BIOL	Biologist	☐	U	Unqualfied	Reason	06/08/2017	06/08/2022		🔍	☐
2			NWCG0	CDER	Computer Data Entry Recorder	☐	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.

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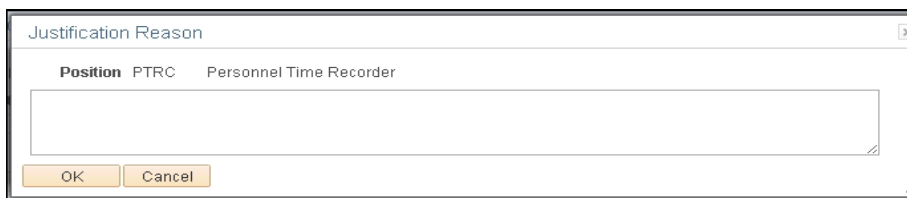
Keep in mind that not all qualification statuses can be overridden through administrative action. Positions with competencies identified as No Override cannot be overridden by an administrative action.

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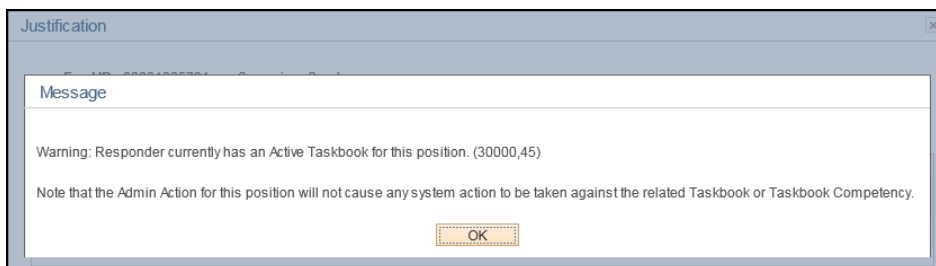
- A description of the purpose of the qualification status change.
- The previous qualification status and the admin actioned qualification status.
- The employment location of responder.
- Approval and authorization by position.

ADMIN ACTIONS ON ACTIVE POSITION TASK BOOKS

If the responder you are performing administrative action on has an active PTB, you will see an 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** for **Qualified**
   - **T** for **Trainee**
   - **B** for **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** for **Blocked**. Qualification has been administratively blocked due to management decision.
- **Q** for **Qualified**. Qualification meets all requirements of the position qualification.
- **T** for **Trainee**. The responder has an active PTB or has lost currency in the position.
- **U** for **Unqualified**. Responder does not meet requirements of the position qualification.

	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		☑	☑	☐		FWS00	ATVO	ATV Operator	☐	Q	Qualified		08/12/2009	06/12/2018			☑
2		☑	☐	☐	☐	AH000	BTOP	Boat Operator Less than 25'	☐	T	Trainee	Reason	04/03/2008	04/03/2013			☐
3		☑	☐	☐		NWCG0	CRWB	Crew Boss, Single Resource	☐	Q	Qualified		08/01/2000	08/10/2021			☐

REASON

The column will display a Reason button for any position for which a responder is not application (naturally) qualified. **The button will only be displayed if the qualification status is not naturally qualified.**

If the button is present, it can be selected 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

	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		✓	✓	☐		FWS00	ATVO	ATV Operator	☐	Q	Qualified		08/12/2009	06/12/2018			✓
2		✓	☐	☐	☐	AH000	BTOP	Boat Operator Less than 25'	☐	T	Trainee	Reason	04/03/2008	04/03/2013			☐
3		✓	☐	☐		NWCG0	CRWB	Crew Boss, Single Resource	☐	Q	Qualified		08/01/2000	08/10/2021			☐

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.

	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		✓	✓	☐		FWS00	ATVO	ATV Operator	☐	Q	Qualified		08/12/2009	06/12/2018			✓
2		✓	☐	☐	☐	AH000	BTOP	Boat Operator Less than 25'	☐	T	Trainee	Reason	04/03/2008	04/03/2013			☐
3		✓	☐	☐		NWCG0	CRWB	Crew Boss, Single Resource	☐	Q	Qualified		08/01/2000	08/10/2021			☐

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.

DOCUMENT UPLOAD

Document upload was added to the application in December 2019. Once documents are added, unless deleted, they will remain with the responder record. If a record is transferred to another organization, including inactive, the documents will remain. Currently the files are not included in the export process. To include the files for a responder transferring out of IQCS, use the Document Summary Page to email all attachments to the logged in user, then forward to the responder. Approved upload file types are: png, tiff, tif, pdf,doc,docx, jpeg,jpg.

RULES REGARDING DOCUMENT UPLOAD ARE:

- IQCS is not certified to host personally identifiable information (PII) information. Ensure that any files you upload are redacted of PII. Examples include but are not limited to; date of birth, driver's license number, home address, and social security number.
- File attachments are limited to the following types; docx, doc, pdf, png, tiff, tif, jpg, jpeg.
- File size limit is 25MB, per file.
- Pages authorized for document upload are; Responder Training, Position Task Book, Competencies, Licenses and Certificates, Incident Qual Card, and Document Summary.
- When downloading the emailed zip file from the Document Summary Page, the files names will be the same name as when they were uploaded, not the auto-calculated name.
- The zip file has the following name format "IQCS Documents for Lastname,Firstname Middlename,Emplid"
- The View button will display your file. Depending on your browser settings, it may open in a new window or start a download.
- When deleting training, competencies, or licenses and certificates, the delete history tab will indicate that a file had been attached to the record.
- Only one upload is permitted for each training, position task book (PTB), or license/certificate.
- To update an uploaded file, delete the existing document, not the row, and upload the updated file.

INSTRUCTIONS - ADDING A DOCUMENTS
1. Navigate to the Incident Qual Card page.
2. Search and select responder.
3. Select the **Documents** tab.
4. Select the **plus** button at the end of a row to add a new blank row if documents already exist.
   - If **no** documents have been added then use current blank row.
5. Select the **File Name Lookup** icon (magnifying glass).
6. Select from the Look Up File Name (list of records) to attach a document to.
   - Records without an associated document will be present.
   - Only qualifications with an associated administrative action will be listed.
7. Upon selection of a document, the File Name is auto created from record data.
8. The User (current logged-in), Document Category (page) and Date Added will auto populate.
9. Select the **Add** button to open the **File Attachment** window
10. Select the **Choose File** button.
11. Locate and select the file from your computer.
12. At the **File Attachment** window, the selected file is identified.

13. Select the **Upload** button.
    - The exact file name for a document can not be added twice. If a file with the exact name already exists you will receive a notification and you will need to rename the new file before it can be uploaded.
14. The document is attached as indicated by the presence of the **View** and **Delete** buttons.
15. Select the **Save** button. This action will commit the document to record and add it to the **Document Summary** page.

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.

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

The currency requirements are defined in the *NWCG Standards for Wildland Fire Position Qualifications PMS 310-1*, the *Forest Service Fire and Aviation Qualifications Guide (FSFAQG)*, and the *DOI Incident Positions Qualification Guide (IPQG)*. To reflect agency standards, experience in the specific position or in a position that has been determined to maintain currency, needs to be entered in the application for a responder.

If a position currency date is exceeded, the application will take action at the qualifications level to indicate that currency has been lost for a position. As directed by the business leads, 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 lost currency position back to a qualified status.

1. **Update experience record**. Enter the unrecorded experience on the responder's experience page. If the responder has served in that position during the correct period and the experience record is entered to reflect, the position will return to qualified again.
2. **Complete an agency required trainee assignment.** Enter 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.** Issue and complete 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 Certifying Official can make a 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