Donna's CMB Notes 6/24/05
Day 1 Notes

Issue – IQCS Nomination Workflow

The nomination work flow needs to be operational for all agencies, the GATR's want to roll this process out. The Great Basin and Rocky Mountain Geographic Areas are going to test the process this coming year.

Cindy – Needs to know what type of training and account a person gets so that when they do one-on-one training they can only train accounts for the level training that they have had. (HUH?)

Action Item – Cindy will modify the account request form to reflect the type of training the individual receives.

Action Item – Donna will contact Paul Fieldhouse in NR for help with the Nomination training. When rolling out the nom process we will need to provide some training for the users, maybe make a CD/DVD for this. Jake can help.

Action Item – Donna will adjust the SOP for setting up the training to reflect what the GATR's need to do to expedite the account requests for IQCS Training. GATR's need to be educated.

Action Item – Donna will get the IQCS Training Schedule posted on the Website. Add to the schedule the steps that the nominee needs to take to get an account.

How do we ensure that agencies get equal representation in IQCS training?

Action Item – Merrie will write a memo on the process for how NPS gets into IQCS training.

Issue – OPM job codes. Handed out a spreadsheet of OPM job codes for CMB to evaluate. The account managers will have to enter more job data in IQCS by January. The business leads will communicate with the account managers when to get this information into the system and where to find the job data information, i.e. personnel.

Action Item – Donna will update the EZ form to include a field for OPM job code and check info on other fields to make sure we are collecting all the data the accnt manager needs.

Day 2 – Donna's Notes
Guy – There is a problem in how IQCS is being used concerning the training table.

There are 4 key fields on the training table, not all are required.
1. course
2. session number
3. course end date
4. course title – 30 character mixed character free form field

There are 3 types of training records
1. Converted training – 9020 rows from the legacy system
2. Current course id training
3. External – courses identified only by the free form title field

Issue – The training record takes a long time to search, open, work on, etc. The performance of the system is denigrated by this table. The nom process may not work with out some changes to the training record.

Proposal – Break the training record into 3 buckets. One for each of the type of training listed above. The external training will become a flat data file where the users can add any kind of training they want to add. The "current Course ID" training will remain a dynamic part of the system.

The CMB approved this change.

Issue – IQCS Course Table updates
We should be responsive to the field when adding courses to the course table. If a course is in our manuals, IQCS should carry that course in the course table. The addition of courses defined in the manuals does not need to be approved by the CMB. The IQCS operator should fill out the course request form for documentation, update the spreadsheet and add the course to the course table. These manuals include:

310-1 – IQCS staff
5109.17 – IQCS staff with help from FS
The Red Book – IQCS staff or Agency Leads submit the course request form
Agency Manuals – IQCS staff or Agency Leads submit the course request form
Interagency Manuals – IQCS staff or Agency Leads submit the course request form

Submit the course request form.
The agency leads should fill out the course request form with as much information as possible including a reference to the agency or other manual with a copy of the manual page attached to the course request form. In the comments; state that you approve the addition of this course to the course table with the date. Please search the course table before you submit the form to ensure that the course you want added is not already in the course table. Thanks!

Action Item – Donna will write an FAQ on how to find training courses in the course table, that these should be used rather than the free form entry. Write a mass email to the training coordinators.

Action Item – Rick will give the red book committee copy of the current course table so that they can let us know if they add any new courses or if some courses listed in the redbook are not in our table.

Action Item – Donna will define what the agency leads should include on the course request form – see above - *Submit the course request form*

<p style="text-align:center">CMB Quotes
Plenty of Performance Potential
IQCS Friendship Dating</p>