

IQCS CHANGE MANAGEMENT BOARD MEETING
October 3 – 4, 2006
FPA Conference Room
Boise, Idaho

ATTENDEES:

Sharon Allen-Brick – FS	Cindy Schafer – IQCS	Blair Young – IQCS
Craig Cook – BIA	Doug Freeman – IQCS	Guy Coldwell – IQCS
Rick Jensen – BLM	Donna Kreiensieck – IQCS	Greg Jensen – BLM
Mark Koontz – NPS	Janis Reimers – IQCS	David Potter – IRMWT
Chad Fisher—FWS	Aitor Bidaburu—BLM	
John Noneman – BLM		Note taker: Casey O’Connell – BLM

DECISION SUMMARY

- ➔ **Decision: Unit ID** – Board concurred that Unit ID’s will become a mandatory field for all responder files in IQCS.

- ➔ **Decision: IQCS-IAT Interface** – Board concurred that this interface is approved subject to IRMWT and NWCG approval.

- ➔ **Decision: DOI HR Information** – Agency leads agree to download the table information from DOI HR for DOI responders in IQCS.

- ➔ **Decision: OPM Job Codes** – The Board agreed that OPM Job Codes suffixes will be deleted from the IQCS OPM Job Code Table.

- ➔ **Decision: Vacant IQCS Business Steward** – OF&A IRM will fill the position as soon as approved by NIFC PMC and with a goal of allowing a transfer of knowledge period.

- ➔ **Decision: Additional IQCS Staff Position** – Agency Leads will continue to seek approval for an additional IQCS position.

- ➔ **Decision: Hard copy folder** – Board agreed that the hard copy folder would remain an IQCS Responder File requirement.

- ➔ **Decision: Mass Email** – Board decided not to provide the mass email functionality to IQCS users.

- ➔ **Decision: Posting CMB Notes at IQCS Web Page** – The CMB agreed that CMB Notes will be posted to the IQCS webpage.

- ➔ **Decision: One-on-One Trainers** – The CMB decided that Cindy Schafer can make an assessment for exceptions to the formal training requirement for user/trainers that have not attended a class and yet are experienced and competent to train others.

- ➔ **Decision: Removal of IQCS reports that are no longer valid** – The CMB decided to remove these reports from IQCS.

- ➔ **Decision: IQCS staff responding to data calls – IQCS staff will continue to use discretion in answering questions recognizing that questions should come from government entities and/or External Affairs. If uncertain about answering for agency leads, leads will be contacted directly.**
- ➔ **Decision: All Caps in IQCS – The CMB has decided to change the application so that case will be standardized within the application regardless of how the information is entered the by the user.**
- ➔ **Decision: Agency Specific Position Control Table Updates – The Board agrees that Agency Leads are responsible for documenting and conveying direction to IQCS staff any changes or additions to Agency Specific Positions any time there is new or additional information.**
- ➔ **Decision: Change Management Release Schedule –**
 1. the Board decided to have SCRs implemented on the following quarterly basis: January 1, April 1, July 1, and October 1.
 2. The IQCS staff retains discretionary authority to implement timelier SCRs and system fixes.
- ➔ **Decision: IQCS Action Items – The CMB and IQCS staff agree that assigned IQCS Action Items will be kept up to date by documenting changes and completion of Action Items in IQCS.**
- ➔ **Decision: DRAFT IQCS Transition Plan – The IQCS CMB requests that OF&A IRM, in coordination with managing entities, conduct a review the DRAFT IQCS Transition Plan and provide direction and requests to the IQCS staff and IQCS CMB, respectively, for any additional work needed to complete this document for final acceptance with appropriate signatures.**
- ➔ **Decision: Department of Defense (DOD) Civilian and IQCS – The Board recognizes that DOD Civilian entities have their own qualifications and certification system and that DOD Civilian will not be using IQCS.**
- ➔ **Decision: IQCS CMB Chair rotation – The Board will recommend a new IQCS CMB Chair at the April 3 – 4, 2007 IQCS CMB Meeting.**
- ➔ **Decision: Next IQCS CMB Meeting – The Board agreed on an April 3 – 4, 2007 meeting in Boise, Idaho. The location will be at the IQCS offices at the BLM Idaho State Office on Vinnell Way.**

ACTION ITEMS SUMMARY:

- ➔ **Action Item No. 135: IQCS Application recycle – Doug Freeman will investigate maintenance and re-cycle best practices in PeopleSoft, and will report back to the board for future discussion.**
Lead: Doug Freeman
Target Completion Date: April 3 – 4, 2007 CMB Meeting
- ➔ **Action Item No. 136: Unit ID's – Cindy Schafer will coordinate with all Agency Leads to fill in Unit ID's where they are missing.**
Lead: Cindy Schafer
Target Completion Date: December 31, 2006
- ➔ **Action Item No. 137: IQCS-ROSS Interface Scenarios – Cindy Schafer will send most current IQCS-ROSS Interface Scenarios to Agency Leads for their review.**
Lead: Cindy Schafer
Target Completion Date: October 15, 2006

- ➔ **Action Item No. 138: IQCS-ROSS Interface requires Employee Kind** – Cindy Schafer will contact ROSS to determine the need for Employee Kind data to ensure that we are providing the correct data in the most efficient manner and report back to IQCS CMB Chair.
Lead: Cindy Schafer
Target Completion Date: October 15, 2006
- ➔ **Action Item No. 139: IQCS Federal Registry Notice** – Cindy Schafer will continue to monitor the progress of this notice submission and report to IQCS CMB Chair when the notice is published.
Lead: Cindy Schafer
Target Completion Date: When published
- ➔ **Action Item No. 140: PeopleSoft License** – Janis Reimers will contact John Sherman to investigate possible alternative options for increasing the PeopleSoft license.
Lead: Janis Reimers
Target Completion Date: January 2007
- ➔ **Action Item No. 141: IFPM memo** – Mark Koontz will re-send IFPM announcement memo to Agency Leads.
Lead: Mark Koontz
Target Completion Date: October 13, 2006
- ➔ **Action Item No. 142: DOI HR Information** – Rick Jensen and Guy Colwell will implement download of DOI HR information for DOI responders in IQCS.
Lead: Rick Jensen
Target Completion Date: November 15
- ➔ **Action Item No. 143: IQCS Record Retention** – Cindy and Blair will review the website and look into retention policy for training documents.
Lead: Blair Young
Target Completion Date: April 3, 2007
- ➔ **Action Item No. 144: Mass Email** – Cindy Schafer will run a report providing e-mail addresses upon request.
Lead: Cindy Schafer
Target Completion Date: April 3, 2007
- ➔ **Action Item No. 145: IQCS User Survey** – Rick Jensen will find User Survey source and provide information to Blair.
Lead: Rick Jensen
Target Completion Date: November 15
- ➔ **Action Item No. 146: All Caps in IQCS** – Guy Colwell will modify the application to accommodate the CMB decision.
Lead: Guy Colwell
Target Completion Date: December 1
- ➔ **Action Item No. 147: RXB3 SetID** – Mark Koontz will check to see if there will be any additional agency specific requirements beyond what is in the new Prescribed Fire Guide.
Lead: Mark Koontz
Target Completion Date: December 2006

➔ **Action Item No. 148: Clean up course session table** – Determine if course sessions can be tracked by Geographic Area and then to an individual who may have an open session.

Lead: Donna Kreiensieck

Target Completion Date: December 2006

➔ **Action Item No. 149: Archive Work Capacity course sessions** – Determine if Work Capacity course sessions can be archived.

Lead: Donna Kreiensieck

Target Completion Date: December 2006

➔ **Action Item No. 150: Update Field Managers Course Guide in IQCS** – Craig Cook will work with Deb Epps to ensure updates to the IQCS Field Manager Course Guide work with existing tables.

Lead: Craig Cook

Target Completion Date: January 2007

➔ **Action Item No. 151: IQCS Change Management Workflow** – Rick Jensen will forward the workflow diagram to the Agency Leads for review. Changes will be made and a final diagram will be presented at the April 2007 meeting for consideration by the CMB.

Lead: Rick Jensen

Target Completion Date: April 2007

MEETING DATES SUMMARY

- IQCS Change Management Board Meeting, October 3 – 4, 2006

TOPICS COVERED

1. Open Meeting
2. Hardware/Software update
3. Application Performance
4. PeopleSoft Maintenance status
5. IQCS-ROSS Interface update
6. IQCS-CHS and IQCS-IAT Interface update
7. IQCS and Privacy Act; Federal Registry Notice
8. IRMWT issues needing to be forwarded
9. IFPM update
10. DOI HR data request from Denver
11. IQCS staffing strategy
12. Red Book chapter 13 review; Training and Qualifications
13. Nomination Work Flow update
14. Mass email available to IQCS users
15. SCR update
16. Contractor funding and status; raja and Heidi
17. Request from field to post IQCS CMB meeting notes and charter on IQCS Home Page
18. IQCS User Survey
19. IQCS One-on-One Trainer Requirement
20. Removal of IQCS reports no longer valid
21. IQCS staff role in responding to data calls
22. All caps in IQCS
23. Control Table requirement and currency conflicts
24. RXB3 SetID

25. Change Management release schedule
26. Clean up Course Session Table
27. Action Item Review
28. IQCS Transition Plan review
29. Field Managers Course Guide in IQCS
30. Department of Defense (DOD) Civilian and IQCS
31. IQCS CMB Chair Rotation
32. IQCS Change Management Workflow
33. Next CMB Meeting

EXHIBITS ATTACHED

- A. Agenda and Agenda Item Background Information

MEETING CONTENT:

Meeting started at 8:30 a.m. Agenda (Exhibit A) distributed.

1. Open Meeting

Issue: Rick Jensen opened the meeting at 8:30am, Tuesday October 3, 2006.

2. Hardware/Software Update

Discussion: There are four servers in permanent/final configuration at the USFS-National Information Technology Center (NITC) in Kansas City. There are some port access permissions pending, authorization could take a few days. The upgraded systems are up and running now, performance enhancements are in place and properly functioning.

Performance monitoring is set up and was finalized by Doug and Stephen last week; it should be available for use by the end of this week. An additional server, Platinum will remain at NITC at a cost of \$34k/year; it may be cheaper to move it to NIFC at some point in the future. This option will be monitored by BLM IRM.

3. Application Performance

Discussion: Having the separate box is already proving its worth, as the system is faster and more responsive, although the application was going down frequently. Doug Freeman, IQCS Data Base Administrator, found some errors it appears the system is running out of memory. Doug continues to optimize the application for peak performance. Doug will continue to monitor the memory and look for situations where memory loss may be occurring. FS and BIA continue to have some network issues, particularly along the west coast. Doug would like to see a time set aside where he could have a maintenance period perhaps once every two weeks. Guy has a program he can run to monitor the system for a week and will find periods of time where the system is not in use. Doug could build an alternate back-up server in to the system that would allow the system to be re-cycled without forfeiting user access.

➔ **Action Item No. 135: IQCS Application recycle** – Doug Freeman will investigate maintenance and re-cycle best practices in PeopleSoft, and will report back to the board for future discussion.

Lead: Doug Freeman

Target Completion Date: Next CMB Meeting

4. PeopleSoft Maintenance Status

Discussion: The PeopleSoft maintenance contract is good through spring of next year, and has the option of being extended through next August at an additional cost. There were a couple of instances during the upgrade process where poor service was received from PeopleSoft. BLM IRM has concerns about not having any form of maintenance agreement and continues to investigate the option of using a third party company to provide this service.

5. IQCS-ROSS Interface update

Discussion: Cindy Schafer, Doug Freeman, Guy Colwell, John Noneman, and Rick Jensen provided an update to the CMB on IQCS-ROSS Interface project, business, and technical activities over the last few months. Due to unforeseen hardware/software issues the timeline for completion of the interface has slipped. Interfacing testing is scheduled to begin in November with implementation in mid March. This may have an impact on current contractor availability to continue work on IQCS-ROSS interface. John Noneman, BLM Project Manager, will coordinate with Jon Skeels, ROSS Project Manager on the Interconnection Security Agreement (ISA) progress, interface timelines, and needed resources.

➔ **Decision: Unit ID – Board concurred that Unit ID’s will become a mandatory field for all responder files in IQCS.**

➔ **Action Item No. 136: Unit ID’s** – Cindy Schafer will coordinate with all Agency Leads to fill in Unit ID’s where they are missing.

Lead: Cindy Schafer

Target Completion Date: December 31, 2006

➔ **Action Item No. 137: IQCS-ROSS Interface Scenarios** – Cindy Schafer will send most current IQCS-ROSS Interface Scenarios to Agency Leads for their review.

Lead: Cindy Schafer

Target Completion Date: October 15, 2006

➔ **Action Item No. 138: IQCS-ROSS Interface requires Employee Kind** – Cindy Schafer will contact ROSS to determine the need for Employee Kind data to ensure that we are providing the correct data in the most efficient manner and report back to IQCS CMB Chair.

Lead: Cindy Schafer

Target Completion Date: October 15, 2006

6. IQCS-CHS and IQCS-IAT Interface update

Discussion: Comprehensive Health Services (CHS) provides service to the Interagency Medical Standards group. The proposed interface would allow users to check whether employees have completed their annual Medical Standards requirements. IRM Working Team has not officially agreed to the interface. Some work has been done but until IQCS and CHS receive official approval, the effort is on hold. Funding for the interface has not been finalized. The IQCS-CHS Interface will be discussed at the next IRMWT meeting in January.

Interagency Aviation Training (IAT)—in the process of receiving approval from IRMWT for their Phase 1: Advancing the Concept letter for an IQCS-IAT Interface.

➔ **Decision: IQCS-IAT Interface – Board concurred that this interface is approved subject to IRMWT and NWCG approval.**

7. **IQCS and Privacy Act; Federal Registry Notice**

Discussion: In 2003, a System of Record Notice was sent through Dennis Watkins for publishing in the Federal Registry. The documentation was recently discovered behind a filing cabinet and subsequently re-submitted.

➔ **Action Item No. 139: IQCS Federal Registry Notice** – Cindy Schafer will continue to monitor the progress of this notice submission and report to IQCS CMB Chair when the notice is published.

Lead: Cindy Schafer

Target Completion Date: When published

8. **IRMWT issues needing to be forwarded**

Discussion:

- Blair has a concern as to the duplication of access to ports in IQCS through both NITC and BLM Service Center in Denver. David feels this is going to be a permanent issue.
- PeopleSoft License - IQCS has 64,023 active responder files. The current license allows up to 65,000 active responder files. An increase of 6,500 responder files would cost \$90,000. NFAEB supported the decision to put DOI LEOs into the system as SEC1 positions. This may push the number of responder files over 65,000. Mark Koontz will gather information from NFAEB on the LEO issue and report back to IQCS CMB Chair. Does BLM IRM know well enough where we are number-wise, and do we have a plan for exceeding 65,000 active responder files?

➔ **Action Item No. 140: PeopleSoft License** – Janis Reimers will contact John Sherman to investigate possible alternative options for increasing the PeopleSoft license.

Lead: Janis Reimers

Target Completion Date: January 2007

9. **Interagency Fire Program Management (IFPM) update**

Discussion: IFPM is set up and functioning as of early August. One hundred four people have been identified to date. Agencies will continue to inform IQCS users of IFPM functionality

➔ **Action Item No. 141: IFPM memo** – Mark Koontz will re-send IFPM announcement memo to Agency Leads.

Lead: Mark Koontz

Target Completion Date: October 13, 2006

10. **DOI HR data update**

Discussion: Rick Jensen and Guy Colwell provided an update on gathering DOI HR information for DOI responders with files in IQCS.

➔ **Decision: DOI HR Information** – Agency leads agree to download the table information from DOI HR for DOI responders in IQCS.

➔ **Decision: OPM Job Codes** – The Board agreed that OPM Job Codes suffixes will be deleted from the IQCS OPM Job Code Table.

➔ **Action Item No. 142: DOI HR Information** – Rick Jensen and Guy Colwell will implement download of DOI HR information for DOI responders in IQCS.

Lead: Rick Jensen

Target Completion Date: November 15

11. **IQCS Staffing Strategy for replacing Donna Kreienseck and Blair Young**

Issue: The IQCS staff will be losing Donna and Blair at the end of the year. Will both positions be filled and if so how?

Discussion: Donna's detail ends in early December. Requesting an additional permanent position for IQCS has been ongoing for several months with no conclusion at this time. Blair has announced his retirement effective the end of January. The IQCS Business Steward position that Blair fills will be presented to the NIFC Position Management Board (PMC) for consideration. If approved, the vacancy announcement will be let, hopefully before Blair leaves to allow for knowledge transfer.

➔ **Decision: Vacant IQCS Business Steward – OF&A IRM will fill the position as soon as approved by NIFC PMC and with a goal of allowing a transfer of knowledge period.**

➔ **Decision: Additional IQCS Staff Position – Agency Leads will continue to seek approval for an additional IQCS position.**

12. **Red Book, Chapter 13 Review**

Issue: Is it still necessary to maintain a hard copy folder?

Discussion: See Agenda Item #12, Exhibit A. Office of Inspector General does not consider the IQCS certificate an adequate third-party documentation/certification of training attendance. The NIFC Home Page has a link to interagency Incident Records Management.

➔ **Decision: Hard copy folder – Board agreed that the hard copy folder would remain an IQCS Responder File requirement.**

➔ **Action Item No. 143: IQCS Record Retention** – Cindy and Blair will review the website and look into retention policy for training documents.

Lead: Blair Young

Target Completion Date: April 3, 2007

13. **Nomination Workflow Update**

Discussion: IQCS staff and SME's continue to work on Nomination Workflow. Testing will be conducted this fall and will include the Great Basin and Northern Rockies Geographic Areas.

14. **Mass email available to IQCS Users**

Issue: IQCS has mass email functionality. Does the IQCS CMB want to provide this functionality to IQCS users?

Discussion: There are a couple of drawbacks to the idea of allowing mass e-mail functionality to users. One: It uses system resources, so each time one is sent out, it draws system/application resources away

from IQCS. This may affect performance. Two: The more e-mails sent out in this fashion, the greater the possibility that message importance could be diluted—people may not pay as much attention. Additionally, the person sending the e-mail out gets all the reject notices for any inactive user e-mail accounts. Three: It would be impossible to monitor messages to ensure Privacy Act compliance. An alternative is to provide a list of email addresses for those IQCS Users who would have a need.

➔ **Decision: Mass Email – Board decided not to provide the mass email functionality to IQCS users.**

➔ **Action Item No. 144: Mass Email** – Cindy Schafer will run a report providing e-mail addresses upon request.

Lead: Cindy Schafer

Target Completion Date: April 3, 2007

15. SCR Update

Discussion: See Agenda Item #15, Exhibit A. Some major SCRs remain; contractors and IQCS staffs are working on them. Several minor SCRs have been added and will be worked on. One IQCS contract programmer has been and will continue to assist with the IQCS-ROSS interface. ROSS is funding the IQCS contractor work. The SCRs currently being completed are the end of Phase II. Any future SCRs will be Phase III.

16. Contractor Funding and status

Discussion: Funding exists for contractors to finish identified IQCS tasks.

17. Request to: post IQCS Change Management Board Meeting Notes and charter

Issue: Multiple FS users requested the CMB notes be posted to the webpage.

Discussion: See Agenda Item Request Form 17, Exhibit A.

➔ **Decision: Posting CMB Notes at IQCS Web Page – The CMB agreed that CMB Notes will be posted to the IQCS webpage.**

18. IQCS User Survey

Issue: IQCS needs to provide a User Survey to comply with agency system requirements.

Discussion: Jake has survey software available so that selected users can click a link to take them to a closed/by invitation site. Survey and questions templates/examples need to be acquired to complete this task. Rick has contact information to arrange for assistance in developing the survey. Blair will try to find Earned Value Assessment questions that have been referred to him in the past.

➔ **Action Item No. 145: IQCS User Survey** – Rick Jensen will find User Survey source and provide information to Blair.

Lead: Rick Jensen

Target Completion Date: November 15

19. IQCS One-on-One Trainer Requirement

Issue: Is the requirement for One-on-One Trainers to have attended a formal IQCS User Training Session still valid?

Discussion: See Agenda Item Request Form 19, Exhibit A. The past process has been that the person identified as a trainer had to attend a formal, instructor-led class. There are now second-generation users who are as proficient as or more proficient than those who were initially identified as trainers. Cindy Schafer would like to have the discretion to determine on a case by case basis whether a potential One-on-One Trainer will be required to attend formal IQCS User Training.

➔ **Decision: One-on-One Trainers – The CMB decided that Cindy Schafer can make an assessment for exceptions to the formal training requirement for user/trainers that have not attended a class and yet are experienced and competent to train others.**

20. Removal of IQCS reports that are no longer valid

Issue: What to do with IQCS reports that are no longer providing current valid information?

Discussion: See Agenda Item Request Form 20, Exhibit A. There are three reports that could have user access turned off because the function is no longer current and incorrect information would be generated. One such report is the Field Managers' Course Guide. This report has not been updated in IQCS in order to report accurate information. (Add an agenda item to update IQCS course table to reflect FMCG information; see Agenda Item number 29.)

➔ **Decision: Removal of IQCS reports that are no longer valid – The CMB decided to remove these reports from IQCS.**

21. IQCS staff role in responding to data calls

Issue: How should IQCS staff respond to questions from non-government entities?

Discussion: See Agenda Item Request Form 21, Exhibit A.

➔ **Decision: IQCS staff responding to data calls – IQCS staff will continue to use discretion in answering questions recognizing that questions should come from government entities and/or External Affairs. If uncertain about answering for agency leads, leads will be contacted directly.**

22. All Caps in IQCS

Issue: What to do about All Caps entry in IQCS?

Discussion: See Agenda Item email #22, Exhibit A. Oracle returns ALL CAP items in lists before it does mixed or title case items. Oracle might also recognize or not recognize a sort when the same information is entered, but have different cases. This causes some sorting and search problems for IQCS users. This can be addressed through manipulation of the IQCS application. **DECISION:** the

application will be changed so that case will be standardized regardless of how it is input. Guy will write a script to make this change retroactive.

➔ **Decision: All Caps in IQCS – The CMB has decided to change the application so that case will be standardized within the application regardless of how the information is entered the by the user.**

➔ **Action Item No. 146: All Caps in IQCS –** Guy Colwell will modify the application to accommodate the CMB decision.

Lead: Guy Colwell

Target Completion Date: December 1

23. Control Table requirement and currency conflict

Issue: IQCS requirements control tables have not been kept current.

Discussion: See Agenda Item Request Form 23, Exhibit A. Agencies have varying qualifications and currency requirements for the same position. These differences need to be updated to maintain current requirements. When properly maintained and with an additional SCR, IQCS will be able to provide an accurate historical record of qualifications and requirements criteria for each responder.

➔ **Decision: Agency Specific Position Control Table Updates – The Board agrees that Agency Leads are responsible for documenting and conveying direction to IQCS staff any changes or additions to Agency Specific Positions any time there is new or additional information.**

24. RXB3 SetID

Issue: Have all agencies accepted the RXB3 requirements from the new Interagency Prescribed Fire Guide? If so, can IQCS use the NWCG and FS SetID for RXB3?

Discussion: Now that the Interagency Prescribed Fire Guide has been signed, can RXB3 SetID be changed to NWCG/FS SetID? It could be that agency documents have not caught up with this policy yet.

➔ **Action Item No. 147: RXB3 SetID –** Mark Koontz will check to see if there will be any additional agency specific requirements beyond what is in the new Prescribed Fire Guide.

Lead: Mark Koontz

Target Completion Date: December 2006

25. Change Management Release Schedule

Issue: IQCS needs to consider a more formal, sequenced change management schedule.

Discussion: Current upgrades and system fixes occur on an as-needed basis; however Agency Leads and IRM would like to see changes occur at regular, scheduled intervals.

➔ **Decision: Change Management Release Schedule –**

1. The Board decided to have SCRs implemented on the following quarterly basis: January 1, April 1, July 1, and October 1.

2. The IQCS staff retains discretionary authority to implement timelier SCRs and system fixes.

26. Clean up course session table

Issue: There are training course session in IQCS from previous seasons.

Discussion: See Agenda Item email #26, Exhibit A. Course sessions exist in the system for dates prior to 6/2006. Should these sessions be deleted? Course sessions that were active but had no enrollees were all cancelled. It is hoped that monitoring course sessions would be accomplished by the GATRs.

➔ **Action Item No. 148: Clean up course session table** – Determine if course sessions can be tracked by Geographic Area and then to an individual who may have an open session.

Lead: Donna Kreiensiack

Target Completion Date: December 2006

➔ **Action Item No. 149: Archive Work Capacity course sessions** – Determine if Work Capacity course sessions can be archived.

Lead: Donna Kreiensiack

Target Completion Date: December 2006

27. Action Item Review

Issue: Accuracy and currency of assigned Action Items.

Discussion: Rick Jensen distributed a list of open action items. IQCS staff and Agency Leads were reminded to check the list and ensure that Action Items are updated and completed. IQCS provides the system for those with permission to identify, review, track, edit, and complete assigned Action Items.

➔ **Decision: IQCS Action Items – The CMB and IQCS staff agree that assigned IQCS Action Items will be kept up to date by documenting changes and completion of Action Items in IQCS.**

28. IQCS CMB review IQCS Transition Plan

Issue: Acceptance of IQCS Transition Plan.

Discussion: See Agenda Item #28, Exhibit A. The IQCS Transition Plan remains in DRAFT. Input was provided by the IQCS Project Manager, the IQCS Business Lead, IQCS staff, and OF&A IRM staff. This document was never officially accepted by signature. Many of the products and tasks have been completed. Several products and tasks remain partially completed or not completed to the satisfaction of managing entities. The IQCS CMB does not have the authority or funds to task the IQCS staff with work associated to this DRAFT document. OF&A IRM has the authority and funds to direct the IQCS staff and make requests to the IQCS CMB.

➔ **Decision: DRAFT IQCS Transition Plan – The IQCS CMB requests that OF&A IRM, in coordination with managing entities, conduct a review the DRAFT IQCS Transition Plan and provide direction and requests to the IQCS staff and IQCS CMB, respectively, for any additional work needed to complete this document for final acceptance with appropriate signatures.**

29. Field Managers Course Guide in IQCS

Issue: Field Managers Course Guide has not been updated in IQCS.

Discussion: The Field Managers Course Guide in IQCS is linked to a table and reports that provide course information important to course coordinators. There is currently no scheduled mechanism for ensure they guide is updated in IQCS in a timely fashion.

➔ **Action Item No. 150: Update Field Managers Course Guide in IQCS** – Craig Cook will work with Deb Epps to ensure updates to the IQCS Field Manager Course Guide work with existing tables.

Lead: Craig Cook

Target Completion Date: January 2007

30. Department of Defense (DOD) Civilian and IQCS

Issue: IQCS Help Desk and IQCS Agency Leads have received numerous inquiries from DOD Civilian firefighting entities interested in knowing if they can use IQCS to create electronic wildland responder files and generate wildland firefighter red cards.

Discussion: Rick Jensen spoke with Department of Defense several times over the last year. Their response is that they are not interested in using IQCS for their wildland firefighters at this time. Dave Smith, US Forest Service National Military Liaison works with DOD Military entities to develop and monitor agreements.

➔ **Decision: Department of Defense (DOD) Civilian and IQCS** – The Board recognizes that DOD Civilian entities have their own qualifications and certification system and that DOD Civilian will not be using IQCS.

31. IQCS CMB Chair Rotation

Issue: Rick Jensen has mandatory retirement in 2008. A new IQCS Chair should be selected.

Discussion: The IQCS Agency Leads will consider possible

➔ **Decision: IQCS CMB Chair rotation** – The Board will recommend a new IQCS CMB Chair at the April 3 – 4, 2007 IQCS CMB Meeting.

32. IQCS Change Management Workflow

Issue: Action Item from April 2006 CMB meeting was to finalize the Change Management Workflow.

Discussion: See Agenda Item #32, Exhibit A. A Visio diagram was developed by George Conley. That flow chart will be reviewed and decided on by the CMB.

➔ **Action Item No. 151: IQCS Change Management Workflow** – Rick Jensen will forward the workflow diagram to the Agency Leads for review. Changes will be made and a final diagram will be presented at the April 2007 meeting for consideration by the CMB.

Lead: Rick Jensen

Target Completion Date: April 2007

33. Next IQCS CMB Meeting

➔ Decision: Next IQCS CMB Meeting – The Board agreed on an April 3 – 4, 2007 meeting in Boise, Idaho. The location will be at the IQCS offices at the BLM Idaho State Office on Vinnell Way.



EXHIBIT A



**IQCS
Change Management Board Meeting
Agenda**

**Boise, Idaho
BLM State Office
October 3 – 4, 2006**

	<input type="checkbox"/> Chair Rick Jensen <input type="checkbox"/> BIA Craig Cook <input type="checkbox"/> NPS Mark Koontz <input type="checkbox"/> USFS Sharon AllenBrick <input type="checkbox"/> FWS Kevin Conn <input type="checkbox"/> OF&A Janis Reimers <input type="checkbox"/> PMO <input type="checkbox"/> BLM Aitor Bibaburu	<p style="text-align: center;">IQCS Project Manager</p> <input type="checkbox"/> John Noneman <p style="text-align: center;">IQCS Staff:</p> <input type="checkbox"/> Blair Young <input type="checkbox"/> Donna Kreiensieck <input type="checkbox"/> Cindy Schafer <input type="checkbox"/> Guy Colwell <input type="checkbox"/> Doug Freeman <p style="text-align: center;">Guests</p> <input type="checkbox"/> David Potter – IRMWT <input type="checkbox"/> Don Lee – BLM Security <input type="checkbox"/>	
<input type="checkbox"/>	Agenda Items	Rick Jensen	
1	<input type="checkbox"/> Open Meeting	Rick Jensen	
2	<input type="checkbox"/> Hardware/software update (IRM WT) Information	Blair Young	
3	<input type="checkbox"/> Application Performance (IRM WT) Information	Blair Young	
4	<input type="checkbox"/> PeopleSoft Maintenance status (IRM WT) Information	Blair Young	
5	<input type="checkbox"/> IQCS-ROSS Interface update (IRM WT) Information	Rick Jensen	
6	<input type="checkbox"/> IQCS-CHS Interface update and IQCS-Interagency Aviation Training (IRM WT) Information	Rick Jensen	
7	<input type="checkbox"/> IQCS and Privacy Act; Federal Registry Notice (IRM WT) Information	Cindy Schafer	
8	<input type="checkbox"/> Any IRM WT issues that IQCS needs to forward (IRM WT) Decision	Blair Young	
9	<input type="checkbox"/> IFPM update Information	Mark Koontz Blair Young	

10	<input type="checkbox"/> DOI HR data request from Denver Information/Decision	Rick Jensen
11	<input type="checkbox"/> IQCS Staffing strategy post Donna and Blair Information	Janis Reimers
12	<input type="checkbox"/> Red Book – Chapter 13 Training & Qualifications Review/Decision	Rick Jensen
13	<input type="checkbox"/> Nomination Work Flow update Information	Blair Young
14	<input type="checkbox"/> Mass E-mail available to IQCS users Decision	Blair Young
15	<input type="checkbox"/> SCR update Information	Blair Young
16	<input type="checkbox"/> Contractor funding and status; Raja and Heidi Information	Blair Young
17	<input type="checkbox"/> Request from field to post IQCS Change Management Board (CMB) Meeting notes and IQCS CMB Charter on IQCS home page. Decision	Sharon Allen-Brick
18	<input type="checkbox"/> IQCS User Survey update Information	Blair Young
19	<input type="checkbox"/> IQCS One-on-One Trainer Requirement Decision	Cindy Schafer
20	<input type="checkbox"/> Removal of IQCS reports no longer valid Decision	Cindy Schafer
21	<input type="checkbox"/> IQCS Staff role in responding to data calls Decision	Blair Young
22	<input type="checkbox"/> ALL CAPS IN IQCS Decision	BLAIR YOUNG
23	<input type="checkbox"/> Control Table requirement and currency conflicts Decision	Blair Young
24	<input type="checkbox"/> RXB3 Set ID Decision	Mark Koontz
25	<input type="checkbox"/> Change Management release schedule Decision	Rick Jensen
26	<input type="checkbox"/> Clean up Course Session Table Decision	Donna Kreiensieck
27	<input type="checkbox"/> Action Item Review Decision	Rick Jensen
28	<input type="checkbox"/> IQCS CMB to review Transition Plan Decision	Janis Reimers
29	<input type="checkbox"/> Field Managers Course Guide in IQCS Decision	Craig Cook
30	<input type="checkbox"/> IQCS and DOD Information	Sharon Allen-Brick
31	<input type="checkbox"/> IQCS CMB Chair Rotation Information	Rick Jensen
32	<input type="checkbox"/> IQCS Change Management Workflow Decision	Rick Jensen

33

Next CMB Meeting
Decision

Rick Jensen

Agenda Item #12

Federal Supplement - Incident Qualifications and Certification System (IQCS)

BLM, FWS, NPS

The Incident Qualifications and Certification System (IQCS) is the fire qualification and record keeping system. The Responder Master Record report provided by the IQCS meets the agency requirement for maintaining fire qualification records. The system is designed to provide managers at the local, state/regional, and national levels with detailed qualification, experience, and training information needed to certify employees in wildland fire positions. The IQCS is a tool to assist managers in certification decisions, however, it does not replace the manager's responsibility to validate that employees meet all requirements for position performance based on standards (2006 Interagency Standards for Fire and Aviation Operations, Chapter 13).

Bureau of Indian Affairs

The Incident Qualification and Certification System (IQCS) was developed under the umbrella of the NWCG, Wildland Fire Qualifications Systems Guide (PMS 310-1)

Agency Administrators/Line Officers are required to insure that all employees' fire qualifications are entered and maintained in the Incident Qualification and Certification System (IQCS). This applies to all personnel who perform jobs associated with wildland fire or other all risk incident management.

System of Record

IQCS is the incident qualifications and certification record keeping system. The responder master record report generated by IQCS is the individual fire experience, task book, training, and qualification records. The system was designed to provide managers at the local, regional, and national level with detailed qualification, experience, and training information needed to certify employees in wildfire, prescribed fire, wildland fire use, and all-risk positions. IQCS is a tool to assist manager ins certification decisions; it does not replace the manager's responsibility to validate that employees meet all requirements for position performance based on NWCG and Bureau standards.

Account Administration

Each agency or Tribe will designate employees who will be responsible for ensuring that all incident experience, incident training, and Position Task Books (PTBs) for employees within the Agency or Tribe are accurately recorded in the IQCS. IQCS was designed to accommodate essentially unlimited accounts holders. Based on our history of maintaining qualifications databases, it is recommended that individual Agencies and Tribes have as many account holders as is necessary to satisfactorily maintain the database. It is not advisable for a moderate to high complexity unit to have only one account holder. History has demonstrated that a single account holder can not satisfactorily maintain the database.

(2006 Wildland Fire and Aviation Program Management and Operations Guide, Chapter 13-Training and Qualifications)

Forest Service

1. Units must use the Incident Qualifications and Certification System (IQCS) as the Forest Service's fire qualifications and certification automated record keeping system.
 - a. The employee master file report generated by IQCS meets the agency requirement for maintaining electronic fire qualification records.
 - b. Standards for qualifications and certification record keeping requirements are listed in FSH 510917, Chapter 20.
2. Managers at the local, Regional and National levels should access detailed qualification, experience, and training information needed to certify employees in wildland and prescribed fire positions from the Incident Qualifications and Certification System.
3. Although the IQCS assists managers in certification decisions, it must not replace the Fire Program Manager's responsibility to annually validate that employees meet all requirements for position certification. Once certified, an Incident Command System Qualification Card (NWCG, NFES 1528, PMS 310-3) must be issued to each employee, annually.

(FSM 5120-Preparedness, page 27 of 27)

Federal Supplement - Incident Qualification Card

BLM, FWS, NPS -

The Agency Administrator (or delegate) is responsible for annual certification of all agency and Administratively Determined (AD) personnel serving in wildland and prescribed fire positions. Agency certification is issued annually in the form of an Incident Qualification Card (Red Card), which certifies that the individual is qualified to perform in a specified position. The Red Card must be reviewed for accuracy and signed by the Agency Administrator or delegated official. The Agency Administrator, fire manager, and individual are responsible for monitoring medical status, fitness, training, performance and for taking appropriate action to ensure the employee meets all position performance requirements. (2006 Interagency Standards for Fire and Aviation Operations, 2006, Chapter 30).

Training, medical screening, and successful completion of the appropriate WCT must be properly accomplished. All Red Cards issued to agency employees, with the exception of Emergency Firefighter (EFF)-paid or temporary employees at the FFT2 level may be printed at the local level without use of the IQCS.

The Incident Qualification Card Expiration Dates:

- Red Card positions requiring Work Capacity Tests (WCT) are valid through the fitness expiration date listed on the card.
- Red Card positions not requiring WCT for issuance are valid for 12 months from the date the card was signed by the Certifying official.

(2006 Interagency Standards for Fire and Aviation Operation, 2006, Chapter 30 Training & Qualification).

Bureau of Indian Affairs

- a. The Certifying Official (Agency Superintendent, Tribal Line Officer, or delegate) is responsible for certification of personnel serving as incident responders. Agency certification is issued annually in the form of an Incident Qualifications Card (Red Card), which certifies that the individual is qualified to perform in a specified position(s). The Red Card must be reviewed for accuracy and signed by the certifying official. The Certifying Official and incident responder are responsible for monitoring medical status, fitness,

- training, and performance, and for taking appropriate action to ensure the employee meets all position performance requirements.
- b. Red Cards generated by IQCS are required for all Bureau and Tribal employees assigned to a wildfire, prescribed fire, wildland fire use, and all-risk incidents. This requirement includes Administratively Determined (AD) - emergency firefighter (EFF) employees. **Hand-typed red cards are not authorized.**
 - c. Regional employees have been designated to monitor and direct the use of IQCS.
 - d. BIA-National Interagency Fire Center (NIFC) and Regional Staff will perform random audits of IQCS to insure proper documentation and system use.

Forest Service

Certification and documentation requirements must be met prior to signature of Form PMS 310-3, Incident Qualification Card.

1. The Regional Forester may delegate authority to sign Form PMS 310-3, Incident Qualification Card, to the Director of Fire and Aviation Management for all Area Command and Type 1 Command and General Staff positions.
2. The Forest Supervisor may delegate signing authority to Forest Fire Program Management Staff Officers for Type 2 Command and General Staff positions. Cards for other positions shall be signed by the Forest Fire Management Program Staff Officer on the Forest.
3. The District Ranger may sign Form PMS 310-1, Qualification Card Incident Command System, for temporary employees qualified as Firefighter 1 and 2, including Job Corps employees.

These delegations are consistent with requirements contained in FSM 1200. For further direction on delegations of authority and responsibility for positions in the Fire and Aviation Management Program, see FSM 1230 and FSM 5100.

4. Incident Qualifications Card expiration dates:
 - a. Positions requiring Work Capacity Tests (WCT) are valid through the fitness expiration date listed on the card.
 - b. Positions not requiring WCT for issuance are valid for 12 months from the date the card was signed by a Certifying Official.

(5109.17 21-25.1, page 7 of 131)

Federal Supplement - Record Keeping

BLM, FWS, NPS

A hard copy file folder will be kept for each employee. The contents will include, but are not limited to: training records for all agency required courses, evaluations from assignments, position Task Book verification, yearly updated IQCS forms, and Responder Master Record (RPTC028) from IQCS

All records will be stored and/or destroyed in accordance with agency policies. (Interagency Standards for Fire and Aviation Operations, 2006, Chapter 13 Training & Qualifications)

BLM – These policies can be found at <http://www.blm.gov/nhp/records/blmgrs/toc.html>

Bureau of Indian Affairs

Employees must be reminded that it is their responsibility to maintain original training certificates, completed PTB's, experience records, and any other qualifications records that may prove important at some time in the future. It is recommended that the hosting unit maintain copies of these records for reference.

The contents of this file may include: copy of incident qualification card (red card) training certificates, Work Capacity Test (WCT) record, verification of medical examination completion, evaluations from assignments, PTB verification, IQCS Responder Update Forms, and a copy of the Responder Master Record IQCS.

All records will be stored and/or destroyed in accordance with agency policies.

Transfers and Retirement

When an employee transfers or retires, any training records maintained by the hosting unit will be given to the employee. In addition, the employee's IQCS file will be transferred to the new hosting unit.

Requesting New Accounts

When requesting a new account or new account holders, chain of command should be followed. For Agencies or Contract/Compact Tribal programs, these requests should be made through the Regional Office. Smaller Tribes who are considering developing a fire program but do not have a contract or compact should channel their requests through the Agency Superintendent.

(2006 Wildland Fire and Aviation Program Management and Operations Guide, Chapter 13-Training and Qualifications)

Forest Service

Beginning with the March 26, 1990, amendment to FSH 5109.17, the Forest Service requires that certification records supporting qualifications on the employee's Incident Qualifications Card be maintained. The Forest Fire Program Management Staff Officer on each Forest shall ensure that certification records are maintained.

1. A file folder in paper copy format must be maintained for each employee for records related to certification in fire and aviation management positions. These records must be centrally located on the unit and readily accessible to the Fire Program Manager. The Fire Program Manager shall determine the centralized location of the records and provide direction to the units.

2. The contents of these folders shall include:

- a. All relevant evidence of course completion related to position qualifications. Relevant evidence may consist of training certificates, copies of course completion rosters and/or completed Request for Training (SF-182) forms, or other third party validation that the training has been completed. Documents from the course Lead Instructor or Course Coordinator, certifying that the employee successfully completed the training, are acceptable.

Only the Lead Instructor, Course Coordinator, or an individual who can validate the responder's successful completion of the training can provide third party evidence to substantiate course completion. An individual who also attended the course is not acceptable third party evidence.

b. Individual Performance Rating, Form ICS 226. Prior to the implementation of Position Task Books in February 1994, the Individual Performance Rating, Form ICS 226, served as evidence that the employee satisfactorily performed in a position.

If an Individual Performance Rating recommending the individual for certification cannot be located for the periods from March 1990 through February 1994, verification can be accomplished with a letter or e-mail from the final evaluator validating:

(1) A recommendation that the individual be considered for certification.

(2) A list of the incident(s) and date(s) when the final evaluation and previously recommended certification was completed.

c. Position task book verification (the inside front cover of task book, showing recommending final evaluator and Certifying Official's signatures and dates). If no copy of a qualifying position task book verification page can be located, verification can be accomplished with a letter or e-mail from the final evaluator validating:

(1) Satisfactory completion of all tasks.

(2) A recommendation that the individual be considered for certification.

(3) A list of the incident(s) and date(s) when the final evaluation and previously recommended certification was completed.

d. Other Documented Evidence of Continued Certification. When course completion and position task book verification evidence is missing, the Certifying Officials must also document that the employee was eligible for certification and their decision to continue to certify the employee in the position. In each case, the Certifying Officials must document their rationale to retain the employee's qualification.

e. Yearly updated Incident Qualifications and Certification System Responder Master Record (RPTC028) from IQCS.

3. Decertification records shall be maintained within the employee development file (EDF), which is maintained by employee's unit (usually by the servicing Human Resources Management Staff Officer). (5109.17 21-25.1, pages 7 & 8)

Agenda Item 15

IQCS System Change Request Summary

October 3 – 4, 2006 CMB Meeting

System Changes – April 2006

<u>SCR #</u>	<u>System Change Request (SCR) Title and Description</u>
1. 5325	Recurrent reports – Users will no longer be able to set a report to run repeatedly.
2. 5401	Default all Incidents to the Active Status – All incidents will remain in the active status. It was found that when an incident was set to “Inactive” the name of the incident disappeared from the responder’s experience record. This status has nothing to do with whether a fire is out or an incident has responders on it. The Active Incident Status in IQCS only indicates that this incident is active in responder’s records.
3. 5404	Fix Tabbing in Task Book Initiation – Users can now successfully tab from field to field on the Task Book pages.
4. 5254	Add fuel type field to the incident experience entry pages – Fuel type will now show up on the Experience by Employee, the Experience by Incident pages, and on the Responder Master History report.
5. 4861	NWCG0 Setid Default – the location code SetId on the Job Data pages will now automatically populate with NWCG0.
6. 5018	Password Change Message – When users’ change their password, the message now reads “Password Successful – Press OK to save your new password”.
7. 5608	Converted Training delete button added – Users’ can now delete converted training. This ability will be limited to one year. When removing a training record, the system will also remove the related competency from the responder’s competencies page where the effective date equals the course end date.
8. 4177	Course Table Updates Query – IQCS will update the Course Table data on the web page when new courses are added to the course table in IQCS.

System Changes – May 2006

<u>SCR #</u>	<u>System Change Request (SCR) Title and Description</u>
1. 5	Course/Session Security – This is part 1 of 2. This part adds the code that enforces the new session security business rules. For any sessions created from this point forward, only the creator of the session, the coordinator, and any users identified specifically in the list on the session page, will have access to the session page to modify data. All other users can view the session, but can not modify the data.
2. 5547	Course/Session Security – This is part 2 of 2. This part provides for the ability of the user to identify a group of people that should have full access to a session. Once this group is identified, then on the session page, the group of users can be added to the grid at the bottom of the page, allowing them (as well as the original session creator and the coordinator) to have access to change data on the session. Please Review the FAQ specific for Course/Session Security.
3. 0606	Responder Summary Pages – Add the incident Event Code to the Responder Summary Experience Page.
4. 1054	Modify Role Setup Search – Modified the search record for the Role Setup pages. This allows the user (Super Users only) to search for roles more efficiently. Added the ability to search by Job Family (Functional Area, i.e. OPS, AIR, LOG, etc.)
5. 1661	Training Not Taken (C170) – This is a new report that identifies all of the responder within an Org, Unit or Agency who have not taken the identified training.

6. 2483 **Responder Fitness Expire (C026)** – Modified this report to include Refresher on the same report as Fitness.
7. 4441 **Field Labeling Issues** – Modified the Job code field to show Position in some locations.
8. 4547 **Position Listing (C066)** – This report was revised to include new parameters. Added the ability to search by Job Family (Functional Area, i.e. OPS, AIR, LOG, etc.)
9. 4799 **Left Pad 0's for Emplid Searches** – This modification allows the user to input only the numbered portion of an Emplid field rather than having to input all of the leading 0's. This is applied to the Emplid field, as well as any field that uses an Emplid, such as Instructor Id, Certifying Official, etc.
10. 4890 **Add TB Initiate Dt and Qual Card Criteria Check Dt to IRDP Pages** – This modification makes a couple of useful bits of information available on the IRDP pages. It also reorganizes the tabbed pages within the group.
11. 4931 **IRDP Report (C043)** – Changed the run control page for this report to allow for addition parameters – empl id, org, unit.
12. 4951 **Changed Supervisor Id label to Training Officer on Job Data page** – This is a label change only. The Supervisor Id field is being used to identify the Training Officer in the Nomination Workflow Process.
13. 5046 **Location Address Display on Job Data Page** – This modification was done to show the actual physical address of the Location when chosen on the Job Data Page.
14. 5047 **Incident Search on Task Book Evaluations Page** – The incident search on the Task Book evaluations page has been modified to look exactly like the regular search when looking up incidents on the Incident Setup menu item.
15. 5126 **Letter Code on Course Session Page** – Modified the Letter Codes on the Course Session Pages. The letter code now default to CON.
16. 5127 **Course Session / Equipment Tab** – The grid that contains the equipment data on the page is now downloadable to Excel. Users could list the items and quantity needed for a course session and print off the worksheet to attach to the requisition sent to the cache. The costs will be updated in IQCS soon.
17. 5142 **Session Contact List (C130)** – This is new report that identifies certain contact information for a given Course and Session. This report was requested by course coordinators who include a student contact list with their course materials.
18. 5308 **Qual Card Page, Print to Card and Inactive Positions** – This modification hides the Print to Card checkmark field whenever the position is NOT a “Q” or a “T”. It also indicates when a position has been inactivated by the 310-1 or 5109.17 by graying out the line and showing Inactive in the Description.
19. 5383 **Send Quals to Ross** – A new checkbox has been added to the Qual Card page allowing the user to indicate which Qual Card Position should be sent to Ross and which should not. Note: The Position has to be “Q” or “T”, and the Print to Card and Certify checkboxes have to be on before the Send to Ross checkbox can be turned on. But the user can decide NOT to send a position to Ross that is “Q” or “T” and printed on the Qual Card. **Please Review the FAQ specific for Qual Card.**
20. 011 **Added Qual Card Data to Responder History Summary Pages** – This allows the user to see the Qual Card Data as well as all other responder data in one location.

21. 024 **Qual Card Status Reason Codes** – A new field has been added to the Qual Card page to identify a Reason related to certain Statuses. For Example: If a position becomes Unqualified due to the expiration of Fitness, the Reason will show “Fitness”. Or if a position changes to “T” because the responder has lost currency, the Reason will show “Currency”. After this modification, no more System Justifications will be added indicating Responder Fitness or Recurrent Training has expired, or Responder has Lost Currency.
Please Review the FAQ specific for Qual Card.

System Changes – September 2006

1. 508 **Group Functionality** – These Modifications allow for a pre-identified group of responders to be enrolled in a training course, assigned to an incident, or print Qual Cards. The ability to identify specific groups of responders existed before, now the user has the ability to perform specific functions on the entire group of responders.
2. 6140 **Qual Card Pages** – There are 3 flag fields on the Qual Card: Print to Card, Certify and Send to Ross. Code has been modified that will allow the Send to Ross flag to be turned on only after the Certify flag has been turned on.
3. 5110 **Person to Role Matching Pages** – On the second tab of the Person to Role Matching pages, there was a column that displayed the “importance” of each competency (criteria) for the position. This column was not used as intended, so the decision was to remove the column from the page.
4. 5412 **Person to Role Matching Pages** – On the first tab of the Person to Role Matching pages, the values for the Match Analysis have all be changed to 1 from 3. Now, the analysis will have a 1 to 1 relationship to the number of criteria that have not been met.
5. 6070 **Task Book Pages** – A Reason button has been added to the Task Book pages, similar to the Reason button on the Qual Card pages. If a responder can not have a Task Book initiated, evaluated or certified because he has not met all of the prerequisite requirements, a Reason button will appear. This button will take the user to a secondary page that shows what prerequisite requirement the responder is missing.
6. 3208 **Course Setup Page** – A new field has been added to the Course Setup pages that allows for a Course Title to be up to 60 characters, instead of just the 30 characters. The 30 character field is still on the page.
7. 5517 **Course Session Pages** – On the second tab of the Course/Session pages (Location, Instructor), the old Select Instructor Hyperlink has been replaced with a more standard Instructor Id Lookup. This Emplid Lookup functionality is common throughout IQCS so will be intuitive to the user.
8. 350 **Experience by Responder Page** – Added another field to the back of the Dispatch Order Number, allowing the user to put in the Overhead number, identifying the line item on the Dispatch Order.
9. 4750 **Complex Competencies** – The original design of the Complex Competencies had a problem. This change corrects that problem. This modification has NO impact on the users.
10. 2518 **Reports** – Reports C028 and C302 have been modified to allow the reports to be printed one page to responder. A flag field on the Run Control pages for these reports allows the user to identify if they want the reports to start a new page for every responder.
11. 5363 **Reports** – C175 is a new report that identifies any training that is needed as identified in the IRDP pages. The report can be run by Org Id or Unit Id with a Lower Levels Indicator.



Agenda Item # 17
Agenda Item Request Form

- I am initiating this item
- I am interested in hearing about this item

Requestor: Multiple FS users		Date: September 25, 2006	
Phone Number: 971-219-8623		E-Mail Address: sallenbrick@fs.fed.us	
Topic: Posting CMB charter, minutes from meetings to the IQCS Home Page			
Presenter: Sharon Allen-Brick			
Type of Item: <input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Other			
Time Requested:	1 hr	Total	Discussion
Audio/Visual Needs: NO			
Background (as necessary) Received the following from Mike Walsh-R5, Tenna Biggs-R4, Jeri Hayes-R5: If it's not on the web page, I would sure like to read the stuff (CMB Minutes and charter). In fact, it would be really nice to be able to read the notes from all the CB meetings. For me, it would help in keeping abreast of what is currently happening and what is about to happen. I regularly visit some of the NWCG working team's web pages trying to keep informed in regards to qualifications.			
Issue/Topic Discussion:			
Action/Decision Requested (Desired Outcome):			
Future Action Necessary:			



Agenda Item #19
Agenda Item Request Form

- I am initiating this item**
 I am interested in hearing about this item

Requestor: Cindy Schafer		Date: 9/25/06	
Phone Number:		E-Mail Address:	
Topic: 1-on-1-Training			
Presenter: Cindy			
Type of Item:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Decision
		<input type="checkbox"/> Other	
Time Requested:	1/4 hr Total	Presentation	Discussion
Audio/Visual Needs:			
Background (as necessary)			
In the past, we have required the 1-on-1 trainer to be trained in a sanctioned Instructor-led class, commensurate with the level of instruction. E.g. if he attended a FMO class, he cannot teach an account manager. The intent is to ensure the integrity of our user base. This has forced some users to seek out other trainers from distant refuges or parks because the local account manager did not meet the prerequisite.			
Issue/Topic Discussion:			
Some of the OJT users have now been in the system 2 ½ years and are quite proficient. They may remain the core user of IQCS but may need to train an FMO-type user or a secondary user.			
Changing environment:			
<ul style="list-style-type: none"> • Our impending loss of a dedicated training coordinator • Our shift to the field providing formal training has made it more complex to track classes. • Tighter travel budgets 			
I will continue to track the type of training that a user receives, level and whether classroom or OJT, but will only require that levels match.			
Action/Decision Requested (Desired Outcome):			
This is for the CMB's information. If there are no objections, the proficient user, regardless of training, can act as the 1-on-1 trainer, commensurate with his/her own level of training.			



**Agenda Item #20
 Agenda Item Request Form**

- I am initiating this item
- I am interested in hearing about this item

Requestor: Cindy Schafer		Date: 9/25/06	
Phone Number:		E-Mail Address:	
Topic: Removal of reports initially scoped from the IQCS Business Study			
Presenter: Cindy			
Type of Item: <input type="checkbox"/> Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Other			
Time Requested:	½ hr Total	Presentation	Discussion
Audio/Visual Needs:			
Background (as necessary) The business study identified information that would incorporate data for a training schedule, a training catalog and the Field Managers Course Guide. During the design phase, we designed C110, Training Schedule; C114, Field Managers Course Guide; and C116, Training Catalog. It was our intent to have someone from the Great Basin Training Unit log into IQCS and keep that information current.			
Issue/Topic Discussion: Now 3 years after implementation, the update from the training group for the FMCG is not happening. I am unsure if there were any arrangements made to train someone in training. When a new course is requested for addition to IQCS, it now falls to Donna to research for course prerequisites and input in the system. The Training Schedule (C110) is only as complete as the information in IQCS. If the field does not setup the session before they start enrollment, the session will not appear on the schedule.			
Action/Decision Requested (Desired Outcome): Because these reports require moderate redesign, a decision is requested on whether we want to continue offering these reports. Desired outcome: Decision to drop the report.			



Agenda Item #21
Agenda Item Request Form

- I am initiating this item
- I am interested in hearing about this item

Requestor: Blair		Date: today	
Phone Number: 208 947-3736		E-Mail Address:	
Topic: Data call authorization to speak for absent Agency Lead(s)			
Presenter: Blair Young			
Type of Item: <input type="checkbox"/> Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Other			
Time Requested:	30m Total	15 Presentation	15 Discussion
Audio/Visual Needs: N/A			
Background (as necessary) We've had some 'data calls' this summer that would normally be forwarded to the relevant Agency Leads, but they were unavailable at times. Do we have authority to evaluate the sensitivity of the data and the authority of the requester to respond for YOU (any of you) if there is a need for quick reply indicated?			
Issue/Topic Discussion: I think that was it (in the background), but as an example, an external entity asked "How many firefighters does the Federal gov't have" and some of you were not available to provide guidance, so I made the call that it was a general enough question I could answer it. (The question was posed to the NIFC fire information center and they called me.) This was not the news media directly, but a research librarian for a company called BBN Tech, which provides data for other entities (possibly including the news media, but the caller assured me it was not for the media, though he wouldn't give up the actual requestor's name or purpose.)			
Action/Decision Requested (Desired Outcome): Decision from IQCS Agency Leads			
Future Action Necessary: Do we need a policy?			

Agenda Item #22
From Blair Young Email
9/25/2006

The alphabetization issue seems to be an Oracle thing... I've noticed it before and short of rewriting the copyrighted Oracle software (which our license doesn't allow), there's not much we can do about it. (Oracle is the database underlying PeopleSoft, which is basically a user interface to Oracle). The names with more parts (extra initials, extra names) show up above shorter versions of the same names... it's a built-in Oracle rule that follows some kind of database convention in searches and sorting. Users could probably resolve the issue by changing the way they enter names, but we don't have any control over it.

The capitalization thing is also a quirk of Oracle, and we've heard some users have figured it out and deliberately put things in ALL CAPS so that they will 'rise to the top' of the search list, easier to find that way--(think of the caps as inflated letters that float on top?). That makes it a training issue... except that we COULD write a script in PeopleSoft that would find all responder/incident names that are in all uppercase and change them to mixed case, in the Oracle data. We could also go one step further, which would require an SCR (both things in this issue require an SCR), that would take whatever the user typed and change it to mixed case before sending it to the database. This would be kinda underhanded, but it would resolve the issue for those folks who are doing the 'right' thing and not trying to circumvent 'the system'. Those who thought they'd use uppercase to speed up their search results would be confounded behind their backs. (That would probably start a new round of Help calls from the 'abusers'...)

I'll let you decide if its worth it to put in an SCR.

Oh, the task book evaluator field has been matched to the other similar searches, so no one needs to put the leading zeros in there any more. (Some things are easy; that field got overlooked when we changed all the others. Jonel gets a Gold Star for that one! :-). (Users need to remember that only folks having the position competency of the task book position--will ever show up in that list, no matter what.)



Agenda Item #23
Agenda Item Request Form

- I am initiating this item
 I am interested in hearing about this item

Requestor: Blair		Date: today	
Phone Number: 947-3736		E-Mail Address: blair_young@blm.gov	
Topic: Control table issues			
Presenter: Me			
Type of Item: <input type="checkbox"/> Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Other			
Time Requested:		1 hour Total	40 min Presentation Discussion
Audio/Visual Needs: None			
Background (as necessary) NWCG vs USFS rule changes in the past two years ('05 and '06) have caused differences in requirements that have NOT been addressed in IQCS because we will need to modify IQCS design or position requirements to resolve the issues.			
Issue/Topic Discussion: 1. Recurrent training frequency: for HELM (3 yrs NWCG, 2 yrs USFS); 2. NWCG 5-yr currency for faller/chainsaw jobs, USFS H&SC 3-yr refresher/currency; SCR may be required to fix this; 3. Removal of positions or training from requirements retroactive, lost history of requirement on the role due to way the requirement was removed—could require major SCR to prevent problems in future; 4. Roles have inaccurate requirements (shortcut in design and build) that are holding folks to false standards (ie: PTBs in the base 1940 level of each role, and other issues).			
Action/Decision Requested (Desired Outcome): Our design didn't foresee that agencies might have different currency requirements, so to fix it might require us to modify or redesign IQCS; general decision wanted is to say "yea" or "nay" to writing SCRs to redesign IQCS (for this and other issues).			
Future Action Necessary: SCR reviews and approvals			

Agenda Item #26
From Donna Kreiensieck
8/30/2006

In the course sessions in IQCS there are many sessions that are active that from the past few years.
It may be that users created a session then never enrolled anyone in them.
In other cases there are sessions that were created that have people enrolled that have never been completed.

I would like to see the session table cleaned up.
I propose that Guy query all course sessions
 earlier than 6/2006
 Active status
 that have no one enrolled
 Change status to cancelled.

I would just like some input on this. It doesn't have to be a CMB thing, but if this problem continues in the future, the CMB may need to address it.

I think this problem will not be so prevalent in the future now that we have security on the course session. Although it could still happen.
I would hope that the GATRs would monitor the course sessions in their Geo areas so that incorrect sessions are not being built at least at the higher levels



NATIONAL WILDFIRE COORDINATION GROUP (NWCG)



Incident Qualifications and Certification System (IQCS)

System Transition Plan

An Agreement Between IQCS Change Management Board and BLM OF&A IRM

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Purpose

The purpose of this document is to transition the Incident Qualifications and Certification System (IQCS) from the completion of all project phases to Operations and Maintenance (O&M). This document was developed by the IQCS Project and the Office of Fire and Aviation Information Resource Management (OF&AIRM).

Scope

Product

IQCS is an information system that tracks training, experience, and certifications for incident responders.

IQCS functions include:

- All-Risk Incident Response position certification management, including certification and training requirements.
- Training management that includes: course/offering descriptions, learning objectives, pre-course requirements, class schedules, student registration and class participation information.
- Workforce analysis that accurately reports the disposition, status, and expected deficiencies of positions throughout the incident response community.
- Tracking of personnel information history related to an individual's qualification and certification currency for example: positions, position performance, training, physical fitness status, and external warrants, etc.

OF&AIRM will provide

- All PeopleSoft and Oracle software support for the system.
- Technical expertise for the management of hardware, software, and networks.
- Help desk services regarding both technical and operational issues.
- Configuration management.
- Capital Planning and Investment Control (CPIC) and other related documents.

IQCS Project Team will provide

- System Administration Documentation, including PeopleBooks, COTS modification documents, control table layouts, etc.
- IQCS Data Dictionary
- User Training Documentation
- Data Migration routines, error tables, and archived data.
- Identify stewardship roles and responsibilities.

IQCS Change Management Board will provide

- System change management recommendations to the OF&AIRM.
- Business Guidance to IQCS Business Steward from user community.

- After six month the IQCS Change Management Board will develop and distribute a business and technical performance measurement matrix to the IQCS user community. Findings will be provided to the OF&AIRM.

IQCS History

On July 7, 1998, the Department of the Interior (DOI) Fire Coordinating Committee (IFCC), determined that future actions needed to be taken to develop an interagency IQCS. The IFCC recommended that a formal engineering study be launched to evaluate and define requirements. The National Wildfire Coordinating Group (NWCG) sanctioned the IQCS Information Engineering Investment Study in October 20, 1999 to develop recommendations to be used as its guide for future actions. Based on the findings of the Investment Study, in June 2001 NWCG chartered the IQCS Acquisition and Design Phases and appointed BLM as the lead agency. As part of the Charter a Request for Information (RFI) and a Request for Quote (RFQ) were completed. BEARING POINT was chosen as the contractor for completion of the Design Phase with options for the Construction Phase and the Implementation Phase. Work was initiated on the Design phase April 30, 2002 and completed September 30, 2002. Work on Construction began Oct 01, 2002 and completed Oct 31, 2003. Work began on the Implementation Phase November 01, 2003 and was completed on July 14, 2004.

IQCS Sponsor/Managing Partner

The NWCG is the sponsor for the IQCS through its lead Working Team (IOSWT) with recommendations from the Training and Information Resources Management Working Teams. The Managing Partner is the Bureau of Land Management, Office of Fire and Aviation, Information Resource Management Group.

IQCS Users – Current and Potential

Currently all individuals that participate in wildland and prescribed fire activities within the Department of the Interior Bureau of Land Management, Bureau of Indian Affairs, Fish and Wildlife Service, and National Park Service and the Department of Agriculture Forest Service are users of the IQCS. The System has immediate potential to be used for all individuals that participate in wildland and prescribed fire activities and individuals associated with “All-Risk” incident response including but not limited to: Natural Disaster, Oil Spill, Haz-Mat Response, and any incident response position that can classified and certified on a performance and criteria based model regardless of their agency, state, or employer..

IQCS Development and Maintenance Contractors

System Change Implementation and System Administration (SA) will be performed via a contractor provided from Kelly Services. This contract is funded fulltime through FY 2004, and part-time into FY 2005. Work for this contract will be determined through the issuance of task orders from the IQCS Project Manager for the interim then the OF&AIRM. Periodic reviews of the SA contract for performance and rate of service competitiveness will be performed.

Database Administration (DBA) for IQCS is currently performed via a contractor provided from Kelly Services. This contract is funded fulltime through FY 2004, and halftime through the duration of FY 2005. Periodic reviews of the DBA contract for performance and rate of service competitiveness will be performed.

IQCS Hosting

IQCS is hosted by the United States Department of Agriculture (USDA) National Information Technology Center (NITC) in Kansas City, Missouri. (Interagency Agreement # 1422RAI04-0010A)

NITC provides network and hardware administration for the three servers that are required by IQCS. Requirements are documented in the NITC-IQCS Service Level Agreement.

Available Documentation

- Functional Design Documents
- Requirements Documents
- Technical Design Documents
- Test Documentation
- Security Documentation
- Meta-Data Documentation
- Organizational and Unit ID Structure
- System Change Request
- User Feedback Documentation
- User Training Manual
- Data Conversion documentation from legacy system
- Logical Data Model and Dictionary

Relationships to Other Agencies / Projects

Stakeholders are all government (federal, local, and state) agencies that have wildland and prescribed fire program management responsibility through NWCG: Department of the Interior, Bureau of Indian Affairs, National Park Service, Fish and Wildlife Service, Bureau of Land Management, Forest Service - Department of Agriculture, and National Association of State Foresters are all stakeholders in this investment. Each of the listed agencies has provided requirements, funding, and personnel to support the completion and operation of this system.

IQCS provides qualification data via a nightly batch to the Resource Ordering and Status System (ROSS). For more information please see the ROSS-IQCS SLA.

Strategies

Transition Strategy

IQCS will be transitioned to the OF&AIRM group through an incrementally phased process. Tasks will need to be accomplished by both the IQCS and the OF&AIRM group, as outlined below.

IQCS Project Team:

- Provide interim O&M functions and resources
- Physical migration of IQCS documentation and knowledge transfer
- Charter and initiate IQCS Management Board
- Develop IQCS O&M Operating Plan
- Initiate and implement IQCS-OF&A Transition Plan
- Provide official acceptance and hand-off to OF&AIRM for IQCS O&M support

IQCS Management Board:

- Initiate Charter under the NWCG Incident Operations and Standards Working Team (IOSWT).
- Initiate memorandum from NWCG to IOSWT, Training Working Team, and Information Resources Management Working Team identifying roles in the Operations and Maintenance of IQCS.
- Develop with OF&A in development of change/enhancement management procedures.
- Develop and distribute IQCS business and technical performance matrix
- Initiate and implement IQCS-OF&A Operating Plan
- Initiate IQCS-OF&A Annual Operating Plan

OF&AIRM:

- Hire and develop IQCS identified O&M positions
 - Business Steward
 - Application Programmer
 - Database Administrator
- Establish IQCS Help Desk
 - Provide Level One Help Desk Support
 - Provide Help Desk call capability at NIFC IQCS team office space
 - Provide Help Desk Support Software
- Provide IQCS O&M team office space at NIFC
- Provide IQCS administrative support
 - Contracts
 - Financial
 - Communication
 - Memorandums
- Provide training for IQCS O&M staff
- Provide official handoff for IQCS O&M support

Transition Schedules, Tasks and Activities

Operations and Support

IQCS O&M will be supported in two phases: Interim phase and Long Term phase.

Interim phase support will be provided by the current IQCS Project Team in the same manner that has been provided through the IQCS Implementation Phase. Help Desk calls, training, system & database administration, and account management will be handled by the existing personnel. The existing project team will also support the transition of IQCS to the OF&AIRM group.

Interim phase support will be provided from July 14, 2004 until OF&AIRM assumes O&M Phase responsibilities. Timeframe not expected to exceed January 2005. It is the expectation of the IQCS Project Team that during this time period responsibilities will be incrementally migrated to the OF&AIRM group. Help desk performance will be monitored and evaluated during the transition as follows: After the six months of operations the Incident Qualifications and Certification System Change Management Board (IQSCMB) will develop and distribute a business and technical performance measurement matrix to IQCS users. Findings will be provided to the OF&AIRM and IQSCMB to develop recommendations.

Long Term phase O&M support will be sponsored and maintained by the OF&AIRM group. Long Term support will consist of Help Desk, training, System & Database Administration, change management implementation, and account management.

Long Term phase O&M support is expected to be fully implemented by January 2005.

Conversion

Prior to transition of IQCS from the Implementation Phase to the Operations & Maintenance phase all data was migrated from various legacy qualifications systems. This task was accomplished on July 19, 2004 and details related to the conversion are contained in the IQCS Data Conversion documents.

Maintenance

The IQCSCMB will request charter by the NWCG Incident Operations Standards Working Team (IOSWT) in 2004 to provide guidance related to the implementation of changes and system enhancements. System changes will follow the IQCS Change Management Procedures. See IQCS Change Management Procedures document.

Application maintenance for PeopleSoft and Oracle will be provided through a contract from Kelly Services under the supervision of the IQCS Project Manager during the Interim phase and the OF&AIRM group during the Long Term phase (through contract or FTE).

Hardware support and maintenance will be provided by the NITC organization for the following:

- Operating System
- Virus Software
- Monitoring Software
- Administrative Security
- Network Access and Administration
- General Support System Security and Administration

Resource Requirements

Software Resources

IQCS requires annual maintenance & license fees for the operation of its applications and databases. Fees for maintenance have been established and are included in the IQCS annual BLM Fire Program budget submission (A11-300b).

PeopleSoft

\$ 236,000 / annually (subject to a 2-8% increase per annum)

Provided by Bearing Point:

identification numbers, version numbers, release numbers and configurations as applicable. References to user/operator manuals or instructions for each item should be included. Identify for each product item where it is to come from -- acquirer-furnished, currently owned by the organization, or to be purchased. Include information about vendor support, licensing, and usage and ownership rights, whether the item is currently supported by the vendor, whether it is expected to be supported at the time of delivery, whether licenses will be assigned to the maintenance organization, and the terms of such licenses. Include any required service and maintenance contract costs as well as payment responsibility.

Oracle

\$ 16,315 / annually

This new fee, triggered by a DOI license policy change, this amount will be included in FY 2006 budget submission.

Provided by Stephen Jones (DBA):

identification numbers, version numbers, release numbers and configurations as applicable. References to user/operator manuals or instructions for each item should be included. Identify for each product item where it is to come from -- acquirer-furnished, currently owned by the organization, or to be purchased. Include information about vendor support, licensing, and usage and ownership rights, whether the item is currently supported by the vendor, whether it is expected to be supported at the time of delivery, whether licenses will be assigned to the maintenance organization, and the terms of such licenses.

Hardware Resources

IQCS is hosted by the United States Department of Agriculture (USDA) National Information Technology Center (NITC) in Kansas City, Missouri under Interagency Agreement # 1422RAI04-0010A. It is a five-year contract which began in December 2003.

NITC provides network and hardware administration for the three servers that are required by IQCS. All equipment is owned by the BLM.

Additional information can be found in the NITC-IQCS SLA.

NITC Annual Hosting & Maintenance Fees

Gold Level Administration Service:	\$ 34,800
Hosting:	\$ 42,360
Hardware & Software Contingency:	\$ 15,000
<u>Backup Services:</u>	<u>\$ 2,000</u>
Total:	\$ 94,160

IQCS Hardware Inventory

Compaq ProLiant DL380R Web Server

- 2- Intel Pentium III 1.4GHz processors.
- 2-MB level 2 Advanced Transfer Cache.
- 2.5 GB Registered ECC SDRAM DIMM memory.
- 1*18 GB Pluggable Ultra3 SCI 10,000 rpm Hard Drive.
- 1.44 Floppy Disk Drive.
- High Speed IDE Low profile CD-ROM.
- NC3134 Fast Ethernet 64-bit/66Mhz Dual Port 10/100 PCI.

Compaq ProLiant DL580R Application Server

- 4- Intel Pentium III 700MHz/2M XEON processors.
- 2-MB level 2 Advanced Transfer Cache.
- 3-GB Registered ECC SDRAM DIMM memory.
- 2*18 GB Pluggable Ultra3 SCI 10,000 rpm Hard Drive.
- 1.44 Floppy Disk Drive.
- High Speed IDE Low profile CD-ROM.
- NC3134 Fast Ethernet 64-bit/66Mhz Dual Port 10/100 PCI

Compaq ProLiant DL580R Database Server

2- Intel Pentium III 700MHz/2M XEON processors.
2-MB level 2 Advanced Transfer Cache.
1 GB Registered ECC SDRAM DIMM memory.
4*18 GB Pluggable Ultra3 SCSI 10,000 rpm Hard drives.
1.44 Floppy Disk Drive.
High Speed IDE Low profile CD-ROM.
NC3134 Fast Ethernet 64-bit/66Mhz Dual Port 10/100 PCI

Compaq 42U Rack Enclosure

42 U Rack
Rack Enclosure
Monitor
Keyboard
Mouse
Cables
Connectors
Rack Stabilizer

Facilities

IQCS project team office facilities will be maintained at the Idaho State Office (IDSO) during the Interim Phase and at the OF&AIRM NIFC Office for the Long Term phase.

IDSO currently has work space for six technical personnel and an office for the project manager. This arrangement is managed by Barb Ruffner of the OF&A Support Services Group and documented under the NWCG-IDSO Space Management MOU. Space is available at IDSO under this agreement indefinitely.

OF&AIRM group will provide accommodations for the IQCS team. Conditions will be as follows:

- All IQCS staff members including contract staff will be located adjacent each other.
- Work space will have the ability to service Help Desk calls.
- Adequate sound barriers will be provided to minimize disruptions to other OF&A staff.
- Network access will be provided with the ability to Telnet, VPN, and Remote Connect to IQCS hardware at NITC.
- Desktop and laptop computers will be provided to FTE and contract staff.

Personnel

Interim Phase Personnel

Interim Phase personnel will be provided by BLM FA-300, National Park Service (NPS), Bureau of Indian Affairs (BIA), and contracting and details where necessary. BLM, NPS, and BIA resources do not have a bill back to the IQCS budget; contracted services are funded directly by the IQCS budget.

Government Employees

The government employees on the IQCS team do not have an obligation to remain assigned. Their management has the option to reassign depending on the needs of the government.

Project Manager:	George Conley GS-14 Term NTE April 2006
Subject Matter Expert (SME) BLM:	Blair Young GS-12 Detail NTE April 2005
SME BLM:	Cindy Schafer GS-12 Detail NTE May 2005
SME NPS:	Donna Kreiensieck GS-12 Detail NTE Jan 2007
SME BIA:	Craig Cook GS-12 Term NTE Nov 2006

Contract Employees

All IQCS contract personnel are provided under IQCS FY 2004 O&M funding. FY 2005 funding for contractors has been requested.

Application Programmer (SA) Kelly
Database Administrator (DBA) Kelly
Data Analyst (DA) CIBER

Guy Colwell \$ 84.00 / hr
Stephen Jones \$ 58.00 / hr
Dennis McAlister \$172.12 / hr

Long Term Phase Personnel

Long Term Phase government and / or contract personnel will be supplied and funded through the OF&AIRM group.

Business Steward (BS)
Application Programmer (AP)
Database Administrator (DBA)
Help Desk
Administrative Support

Funding for FY 2005 Change Management

\$400,000 for change management has been requested for FY 2005.

Acceptance Criteria

See OF&AIRM-IQCS Operating Plan

Management Controls

Outlined in OF&AIRM-IQCS Operating Plan and IQCSCMB Charter
Example: weekly status reports from IQCS/OF&A, periodic milestones, periodic reviews

Reporting Procedures

Bi-monthly status report to OF&AIRM, IQCSCMB, and IQCS Business Lead.

Quarterly status report to NWCG IOSWT and NWCG IRMWT.

Risks and Contingencies

IQCS

- Inability to secure FY 2005 funding
- Loss of Interim Phase IQCS Project Team resources
- Inability to meet deliverables in a timely manner

OF&AIMR

- Inability to secure IQCS staff resources
- Inability to provide adequate facilities
- Inability to meet deliverables in a timely manner

Transition Team Information

OF&AIMR: See section 2, 3.1

IQCSMB: See section 2

IQCS Project Team: See section 3.1

IQCS Business Steward (roles and responsibilities in O&M Phase will be assumed by IQCSMB Chair):

- Provides guidance to IQCS project manager and IQCSMB during Interim Phase
- Represents business community to IQCS during Interim Phase
- Serves as IQCS liaison to OF&AIMR and to NWCG during Interim Phase
- Assists in the development of IQCS contractual documentation during Interim phase

IQCS Project Manager:

- Provides task management to IQCS project team during Interim phase
- Manages IQCS BLM employees during Interim phase
- Creates and Manages contractual documentation during Interim phase
- Manages A11-300b and project financials during Interim phase
- Manages IQCS Security and C&A process during Interim phase
- Serves as IQCS liaison to NITC during Interim phase
- Serves as IQCS liaison to CIBER, Kelly, and other contract venues during Interim Phase

Configuration Control

The System Transition Plan will be subject to periodic review for accuracy and applicability. Recommended changes and implementation of those changes will be governed by the IQCSCMB.

Task List for Interim phase to Long Term phase.

Transition Tasks and Activities

Area	Current Owner	Future Owner	Action
Finance			
A11-300b	George Conley (GC)	Greg Jensen (GJ)	GC provide current A11-300b documents GC provide training GC facilitate conference call with OWFC Elyse Turkeltaub, SCO Daniel Rivers, and IRM GJ SCO to provide A11-300b templates and instructional documentation
Contracts:			
IQCS Hosting	GC	GJ	GC provide Interagency Service Level Agreement #1422RAI04-0010A GC facilitate conference call with Eric Kirkendall, IQCS Account Manger, NITC
Application Programmer	GC	GJ	GC provide Fed Source contract GC facilitate meeting with Sherry Garey, BLM Grants/Agreements Specialist
Database Administrator	GC	GJ	GC provide Fed Source contract GC facilitate meeting with Sherry Garey, BLM Grants/Agreements Specialist
Help Desk People Soft License	GC	GJ	OF&AIRM has responsibility GC provide People Soft license documentation GC facilitate conference call with John Sherman, IQCS Contracting Officer
Oracle License	GC	GJ	GC provide Oracle license documentation GC facilitate conference call with John Sherman, IQCS Contracting Officer
FY Submission	GC	GJ	GC facilitate meeting with Andy Smith/Billy Mitchell, BLM Budget and Evaluation
System Operations			
System Administration	Application	GJ	GC provide People Books training

	Programmer (SA)		and SA notes GC facilitate meeting with SA
Database Administrator	Database Administrator (DBA)	GJ	GC provide Oracle Operations Guide and DBA notes GC facilitate meeting with DBA
Emergency Procedures	IQCS Contingency Plan GC	GJ	GC provide IQCS Contingency Plan
System Change Implementation Application Change Management Process Business Change Process	NITC + DBA GC	GJ GJ	GC facilitate conference call with Anita Sipho, NITC and Steve Jones, IQCS DBA GC provide IQCS Change Management Procedures
User Operations			
User Accounts	IQCS SME's	GJ	GC provide process documents by agency and forms for set-up, update, change, delete, and archive
User Training	IQCS	GJ	GJ hire Business Steward in collaboration with IQCSCMB IQCS SME's update training materials IQCS SME's provide cadre and training facilities list IQCS SA provide documentation for training server set-up IQCS SME's provide training process documentation IQCS SME's provide current training schedule IQCS SME's provide documentation and process for user training session request IQCS SME's provide documentation for training delivery quality management (Training Feedback Form)
Help Desk	IQCS	GJ	GJ hire help desk GJ provide work schedule GJ provide facility: space, phone, computer at NIFC or GC provide facility: space, phone, computer at IQCS Offices GC provide password and user name set-up GC provide user role GC provide one on one training GC provide training materials

User Feedback	IQCS	GJ	GC provide Training Feedback Form (IQCS Home Page) GC provide System Change Form (IQCS Home Page) GJ provide help desk software GJ provide help desk phone and email tracking GJ provide tracking, summary, and storage of user feedback
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Signature
BLM OF&AIRM

(Print Name)

Date

Signature
IQSCMB Chair

(Print Name)

Date

