

# IQCS CHANGE MANAGEMENT BOARD MEETING

April 3 & 4, 2007

Chief Joseph Room BLM State Office

Boise, Idaho

## ATTENDEES:

Tenna Biggs - FS	Rick Jensen - BLM	Mark Koontz - NPS
Kevin Conn - USFWS	Craig Cook - BIA	Mike Morgen - IQCS
Guy Coldwell - IQCS	Aitor Bidaburu - BLM	Cindy Schafer - IQCS
Gregg Hawkes – IQCS	Doug Freeman – IQCS	Greg Jensen – BLM OF&A IRM
Janis Reimers – BLM IRM	John Noneman – BLM OF&A IRM	David Potter – IRM Working Team
Jon Skeels – ROSS by phone	Mary Toews – ROSS	Don Price – APHIS by phone

## DECISION SUMMARY

- ➔ **Decision: IQCS Audits for DOI – DOI board members concurred that each agency will continue to audit IQCS independently.**
- ➔ **Decision: Mike Morgen participation on incidents – Board concurred that Mike can participate on incidents as long as IQCS service and performance is adequate to meet field needs.**
- ➔ **Decision: IQCS-ROSS Interface – After briefing with Jon Skeels and John Noneman the board accepts the current IQCS-ROSS Interface implementation schedule.**
- ➔ **Decision: Request to add multiple Qualification Cards printing – Board concurred that this request would be denied.**
- ➔ **Decision: Multiple Competency Training Sessions – Board concurred that this modification is not accepted at this time. Board felt that the advent of the “enroll by group function” will help mitigate the identified issue.**
- ➔ **Decision: SAND Environment – Board concurred that the SAND Environment would not be implemented at this point in time due to cost.**
- ➔ **Decision: New IQCS Change Management Board Chair – Board concurred that Craig Cook, Deputy Training Specialist, Bureau of Indian Affairs, NIFC will be the next IQCS Change Management Board Chair.**
- ➔ **Decision: Next IQCS CMB Meeting – Board concurred that the next IQCS CMB Meeting would be held on September 11-12, 2007 in Boise, Idaho.**

## ACTION ITEMS

- ➔ **Action Item No. 152: Animal & Plant Health Inspection Service (APHIS) and IQCS – Contact APHIS representative Bill Macheel to determine how best to provide IQCS information.  
Lead: Mike Morgen  
Target Completion Date: June 2007**

- ➔ **Action Item No. 153: User Survey Requirement** – To determine the requirement for offering the user survey and providing findings to meet Information Resource Management requirements.  
**Lead:** John Noneman  
**Target Completion Date:** Next IQCS CMB Meeting, September 11, 2007.
- ➔ **Action Item No. 154: User Survey access** – Move the IQCS User Survey inside the IQCS application.  
**Lead:** Mike Morgen  
**Target Completion Date:** September 2007
- ➔ **Action Item No. 155: Responder experience data transfer from ROSS to IQCS** – IQCS CMB to get subject matter experts in ROSS and IQCS to evaluate impact of receiving experience data from ROSS.  
**Lead:** Rick Jensen  
**Target Completion Date:** Next CMB Meeting, September 11, 2007.
- ➔ **Action Item No. 156: DOI Law Enforcement Personnel integrated into IQCS** – This action item will be combined with action item 157.  
**Lead:**  
**Target Completion Date:**
- ➔ **Action Item No. 157: Funding to increase PeopleSoft License** – The IQCS CMB will author a memorandum to NWCG providing the PeopleSoft License status and request for funding to increase the license in order to keep pace with increased IQCS responder files. One significant impact has been the decision and direction of NFAEB to add all DOI Law Enforcement Personnel to IQCS.  
**Lead:** Rick Jensen  
**Target Completion Date:** June 2007
- ➔ **Action Item No. 158: Modification of current Training Nomination Workflow** – Using the list of issues provided by Madonna Lengerich, modify the Training Nomination Workflow.  
**Lead:** Guy Colwell  
**Target Completion Date:** August 1, 2007
- ➔ **Action Item No. 159: IQCS Training Sessions provided to Training Information Communication System (TICS)** – Ensure that appropriate training sessions created in IQCS are sent to the TICS webpage administrator.  
**Lead:** Mike Morgen  
**Target Completion Date:** July 2007
- ➔ **Action Item No. 160: Course IQCS Report Structure** – Develop a report to provide summary data from training course sessions. Information provided by Madonna Lengerich.  
**Lead:** Guy Colwell  
**Target Completion Date:** October 2007
- ➔ **Action Item No. 161: IQCS Training Nomination User Training Module** – Update IQCS Training Manual, Module 8, Nomination Workflow.  
**Lead:** Mike Morgen  
**Target Completion Date:** August 1, 2007

- ➔ **Action Item No. 162: System Change Requests (SCR)** – SCR's will be acted on as decided.  
**Lead:** Guy Colwell  
**Target Completion Date:** On going
- ➔ **Action Item No. 163: Instructor Levels in IQCS** – Evaluate the possibility of creating two instructor levels in IQCS and report to CMB.  
**Lead:** Guy Colwell  
**Target Completion Date:** Next CMB Meeting, September 11, 2007.
- ➔ **Action Item No. 164: Update IQCS User Training Material** – IQCS Training Manual, all modules will be updated as need.  
**Lead:** Mike Morgen  
**Target Completion Date:** Fall 2007
- ➔ **Action Item No. 165: GATR May meeting** – Mike Morgen will attend meeting to present user training strategy and final training nomination workflow summary.  
**Lead:** Mike Morgen  
**Target Completion Date:** May 2007
- ➔ **Action Item No. 166: Multiple Competency Training Session** – Contact Mike Fritsen, Training Foreman, Missoula Smokejumpers with answer from CMB.  
**Lead:** Rick Jensen  
**Target Completion Date:** April 2007
- ➔ **Action Item No. 167: IQCS Change Management Workflow Chart** – IQCS Change Management Workflow Chart will be re-circulated for CMB consideration.  
**Lead:** Rick Jensen  
**Target Completion Date:** June 2007
- ➔ **Action Item No. 168: Resource Advisor (READ) Training** – READ Training will be added to the IQCS Training Table.  
**Lead:** Guy Colwell  
**Target Completion Date:** June 2007
- ➔ **Action Item No. 169: Save entire IQCS data base periodically** – Research best time to save system files and implement process.  
**Lead:** Doug Freeman  
**Target Completion Date:** As time allows and before March 2008
- ➔ **Action Item No. 170: IQCS Life Cycle** – Memo to BLM OF&A IRM from IQCS CMB recommending development of strategic planning for IQCS Life Cycle.  
**Lead:** Rick Jensen  
**Target Completion Date:** June 2007
- ➔ **Action Item No. 171: IQCS Lessons Learned Document** – Distribute Lessons Learned document to CMB. This topic will be on the next CMB agenda.  
**Lead:** Rick Jensen  
**Target Completion Date:** June 2007

➔ **Action Item No. 172: Add New Position to IQCS Policy** – Develop a draft approval process for adding new positions to IQCS. Present at the next IQCS CMB meeting for consideration.

**Lead:** Mike Morgen and Mark Koontz

**Target Completion Date:** Next IQCS CMB Meeting, September 11, 2007

➔ **Action Item No. 173: IQCS Automated Help Ticket** – Resolve problem to ensure access to IQCS Automated Help Ticket.

**Lead:** Mike Morgen

**Target Completion Date:** Next CMB Meeting, September 11, 2007.

➔ **Action Item No. 174: Archive IQCS Employee Files** – IQCS employee files that have had no activity for three years will be moved to INAC. These files will remain in INAC for an additional two years. If there is no activity on the file in INAC the file will be moved to a new archive organization code. The start date to be used for this calculation is January 1, 2003.

**Lead:** Guy Colwell

**Target Completion Date:** June 2007

➔ **Action Item No. 175: IQCS Group Types** – A generic group type will be added to the existing list of IQCS groups. This will allow users to build ad hoc groups, and utilize the group enrollment function.

**Lead:** Guy Colwell

**Target Completion Date:** June 2007

➔ **Action Item No. 176: IQCS Forms** – CMB and IQCS staff to review IQCS forms and submit request to Cindy Schafer for submission to OMB for approval and forms number designation.

**Lead:** CMB and IQCS staff

**Target Completion Date:** Next CMB Meeting, September 11, 2007.

### **MEETING DATES SUMMARY**

- IQCS Change Management Board Meeting, April 3 – 4, 2007

### **TOPICS COVERED**

1. Animal & Plant Health Inspection Service (APHIS) and IQCS
2. IQCS User Survey
3. Capital Planning and Investment Control (CPIC) Quarterly Review
4. DOI Law Enforcement Personnel and IQCS
5. PeopleSoft License expansion beyond 65,000 files
6. Training Nomination Workflow
7. IQCS Audits for DOI
8. System Change Request (SCR) review
9. Mike Morgen request to participate on incidents during field season
10. NWCG Training Working Team (TWT) Field Managers Course Guide
11. IQCS-NWCG Work Team Liaison – TWT and Incident Operations Standards Working Team (IOSWT)
12. IQCS-ROSS Interface Project
13. IQCS-CHS Interface Project
14. IQCS User Training
15. Request to add multiple Qualification Card printing
16. Multiple competency Training Session, Smokejumper Refresher Training
17. IQCS SAND Environment
18. IQCS Change Management Workflow

19. Add new training courses
20. IQCS data base backup schedule
21. IQCS Life Cycle
22. IQCS Lessons Learned
23. Add new position procedures
24. Review of action items from October 2006 CMB Meeting
25. IQCS Automated Help Ticket
26. Maximum number of students per training session
27. Determine new IQCS Change Management Board Chair
28. Archive IQCS employee files
29. IQCS Group Types
30. IQCS Forms
31. Next IQCS CMB Meeting

## **EXHIBITS ATTACHED**

- A. Agenda

## **MEETING CONTENT:**

Meeting started at 8:15 a.m. Agenda (Exhibit A) distributed.

### **1. Animal & Plant Health Inspection Service (APHIS) and IQCS**

**Issue:** APHIS is in the process of determining how best to track their 8500 responders qualifications and certification.

**Discussion:** Blair Young has made contact with two representatives from APHIS in January 2006. Don Price talked with the CMB via conference call.

➔ **Action Item No. 152: Animal & Plant Health Inspection Service (APHIS) and IQCS –** Contact APHIS representative Bill Macheel to determine how best to provide IQCS information.

**Lead:** Mike Morgen

**Target Completion Date:** June 2007

### **2. IQCS User Survey**

**Issue:** User Survey is required of applications to determine the level of user satisfaction. Results are reported upward to federal Information Resource Management.

**Discussion:** The IQCS User Survey was developed and accessible to users in January 2006. 226 users completed the survey. Results were provided to John Noneman, BLM Project Manager. The requirement for gathering information from the user survey is unknown. Security and authentication of survey respondents is important to provide relevant, valid responses from actual IQCS users.

➔ **Action Item No. 153: User Survey Requirement –** To determine the requirement for offering the user survey and providing findings to meet Information Resource Management requirements.

**Lead:** John Noneman

**Target Completion Date:** Next IQCS CMB Meeting, September 11, 2007.

➔ **Action Item No. 154: User Survey access –** Move the IQCS User Survey inside the IQCS application.

**Lead:** Mike Morgen

**Target Completion Date:** September 2007

**3. Capital Planning and Investment Control (CPIC) Quarterly Review**

**Issue:** John Noneman briefed the CMB on the CPIC process and summarized the quarterly report.

**Discussion:** A side discussion was initiated by John Noneman indicating that the field is interested in having incident experience entered in ROSS be sent to IQCS. The CMB will take opportunity to discuss this topic with ROSS and IQCS users.

➔ **Action Item No. 155: Responder experience data transfer from ROSS to IQCS – IQCS CMB to get subject matter experts in ROSS and IQCS to evaluate impact of receiving experience data from ROSS.**

**Lead:** Rick Jensen

**Target Completion Date:** Next CMB Meeting, September 11, 2007.

**4. DOI Law Enforcement Personnel and IQCS**

**Issue:** The National Fire and Aviation Executive Board (NFAEB) has directed fire management programs to integrate DOI Law Enforcement Personnel into IQCS.

**Discussion:** Each DOI Agency needs to ensure that enforcement personnel are input to IQCS. There will be an impact to IQCS budget. IQCS will author a memorandum to NWCG outlining status and budget impacts.

➔ **Action Item No. 156: DOI Law Enforcement Personnel integrated into IQCS – IQCS CMB to author a memorandum to NWCG outlining impact of adding DOI Law Enforcement Personnel to IQCS.**

**Lead:** Rick Jensen

**Target Completion Date:** June 2007

**5. PeopleSoft License expansion beyond 65,000 files**

**Issue:** The current PeopleSoft license authorizes 65,000 active files. A plan for increasing the license needs to be developed.

**Discussion:** Currently IQCS is has approximately 59,000 active files. With more responders and entities being added to and considering using IQCS, the existing license will not support the need. Janis Reimers continues to discuss this topic with John Sherman, IQCS Contracting Officer. Budget for increasing the license will need to be provided.

➔ **Action Item No. 157: Funding to increase PeopleSoft License – The IQCS CMB will author a memorandum to NWCG providing the PeopleSoft License status and request for funding to increase the license in order to keep pace with increased IQCS responder files.**

**Lead:** Rick Jensen

**Target Completion Date:** June 2007

**6. Training Nomination Workflow**

**Issue:** Final delivery of IQCS Training Nomination Workflow.

**Discussion:** Delivery of the Training Nomination Workflow has been ongoing since the IQCS Project kickoff meeting. The latest version has been tested. Madonna Lengerich provided feedback on testing she has done. Her summary evaluation is that there are no “show stoppers” with the current version. She provided a list of items that need to be addressed to clean up this version. The list and discussion generated a number of action items.

➔ **Action Item No. 158: Modification of current Training Nomination Workflow** – Using the list of issues provided by Madonna Lengerich, modify the Training Nomination Workflow.

**Lead:** Guy Colwell

**Target Completion Date:** August 1, 2007

➔ **Action Item No. 159: IQCS Training Sessions provided to Training Information Communication System (TICS)** – Ensure that appropriate training sessions created in IQCS are sent to the TICS webpage administrator.

**Lead:** Mike Morgen

**Target Completion Date:** July 2007

➔ **Action Item No. 160: Course IQCS Report Structure** – Develop a report to provide summary data from training course sessions. Information provided by Madonna Lengerich.

**Lead:** Guy Colwell

**Target Completion Date:** October 2007

➔ **Action Item No. 161: IQCS Training Nomination User Training Module** – Update IQCS Training Manual, Module 8, Nomination Workflow.

**Lead:** Mike Morgen

**Target Completion Date:** August 1, 2007

## 7. **IQCS Audits for DOI**

**Issue:** Develop a single IQCS audit tool for DOI agencies.

**Discussion:** Various audit tools and protocols were evaluated. Agencies are accomplishing audits independently.

➔ **Decision: IQCS Audits for DOI – DOI board members concurred that each agency will continue to audit IQCS independently.**

## 8. **System Change Request (SCR) review**

**Issue:** IQCS CMB consideration and decision on submitted SCR's.

**Discussion:** Guy Colwell led the discussion on the current SCR's. CMB action decisions were documented. Guy Colwell will work on SCR's as prioritized by CMB. Guy will communicate with those field users submitting SCR's as to the disposition of the request.

➔ **Action Item No. 162: System Change Requests (SCR)** – SCR's will be acted on as decided.

**Lead:** Guy Colwell

**Target Completion Date:** On going

**9. Mike Morgen request to participate on incidents during field season**

**Issue:** Mike Morgen participation on incidents.

**Discussion:** IQCS Project Team members were not allowed to participate as incident responders during the project design, construct, and implementation of IQCS. IQCS is currently in Operations and Maintenance Phase. Janis Reimers and IQCS CMB members will monitor IQCS staff responsiveness to field needs. If there is a decrease in service or performance that would be remedied by Mike's presence, his participation on incidents will be reevaluated.

**➔ Decision: Mike Morgen participation on incidents – Board concurred that Mike can participate on incidents as long as IQCS service and performance is adequate to meet field needs.**

**10. NWCG TWT Field Managers Course Guide**

**Issue:** Updating Field Managers Course Guide.

**Discussion:** Craig Cook outlined the current status of the document and its place in IQCS. Thanks to Donna Kreiensieck for her work on coding the content into IQCS. Craig will coordinate with Training Working Team on updates. Action items to assist with clarification were discussed and developed.

**➔ Action Item No. 163: Instructor Levels in IQCS – Evaluate the possibility of creating two instructor levels in IQCS and report to CMB.**

**Lead:** Guy Colwell

**Target Completion Date:** Next CMB Meeting, September 11, 2007.

**11. IQCS NWCG Working Team Liaison for TWT and IOSWT**

**Discussion:** Craig Cook will continue as the IQCS Liaison to the TWT. Mike Morgen will serve as the IQCS Liaison to the IOSWT.

**12. IQCS-ROSS Interface Project**

**Discussion:** Jon Skeels and John Noneman joined the CMB meeting via conference call. Jon briefed the CMB on the project work accomplished to date, projected work schedule, and implementation strategy and timeline. Jon Skeels and John Noneman will continue to coordinate on the interface.

**➔ Decision: IQCS-ROSS Interface Project – After briefing with Jon Skeels and John Noneman the board accepts the current implementation schedule.**

**13. IQCS-CHS Interface Project**

**Discussion:** Interface project continues. Most documentation is complete. Time line has not been determined.



#### 14. IQCS User Training

**Issue:** IQCS must ensure quality of user training delivery and material.

**Discussion:** Completion of the Nomination Workflow will necessitate an update to the IQCS User Training Manual. Mike Morgen will attend the next Geographic Area Training Representative (GATR) meeting at Boise in May to provide summary of training module and discuss future strategy for delivering user training. Mike Morgen will ensure that user training materials are update as needed.

➔ **Action Item No. 164: Update IQCS User Training Material** – IQCS Training Manual, all modules will be updated as need.

**Lead:** Mike Morgen

**Target Completion Date:** Fall 2007

➔ **Action Item No. 165: GATR May meeting** – Mike Morgen will attend meeting to present user training strategy and final training nomination workflow summary.

**Lead:** Mike Morgen

**Target Completion Date:** May 2007

#### 15. Request to add multiple Qualification Cards printing

**Issue:** Field request for ability to print multiple Qualification Cards.

**Discussion:** CMB members have received significant input from the field on this topic.

➔ **Decision: Request to add multiple Qualification Cards printing** – Board concurred that this request would be denied.

#### 16. Multiple Competency Training Session, Smokejumper Refresher Training

**Issue:** Provide multiple competency award from one training session.

**Discussion:** A user request was to be able to have a single training session award several competencies. The application currently does not allow for this functionality. The effort to add this functionality is significant. Users will have to continue to create individual training sessions in order to award competencies.

➔ **Decision: Multiple Competency Training Sessions** – Board concurred that this modification is not accepted at this time. Board felt that the advent of the “enroll by group function” will help mitigate the identified issue.

➔ **Action Item No. 166: Multiple Competency Training Session** – Contact Mike Fritzen, Training Foreman, Missoula Smokejumpers with answer from CMB.

**Lead:** Rick Jensen

**Target Completion Date:** April 2007

## 17. SAND Environment

**Issue:** Provide users with an area in IQCS to gain experience with user modules without affecting production data.

**Discussion:** The cost of providing a SAND environment to numerous users and maintain system performance is unattainable at this time.

➔ **Decision: SAND Environment – Board concurred that the SAND Environment would not be implemented at this point in time due to cost.**

## 18. IQCS Change Management Workflow

**Issue:** Provide a change management workflow process for IQCS.

**Discussion:** This topic was discussed at the last CMB meeting and a chart distributed for consideration.

➔ **Action Item No. 167: IQCS Change Management Workflow Chart – IQCS Change Management Workflow Chart will be re-circulated for CMB consideration.**

**Lead:** Rick Jensen

**Target Completion Date:** June 2007

## 19. Add new training courses

**Issue:** Adding new training courses to IQCS.

**Discussion:** A request to add Resource Advisor (READ) Training was presented and discussed.

➔ **Action Item No. 168: Resource Advisor (READ) Training – READ Training will be added to the IQCS Training Table.**

**Lead:** Rick Jensen

**Target Completion Date:** June 2007

## 20. IQCS data base backup schedule

**Issue:** Save the entire IQCS data base periodically and store file offsite in secure location.

**Discussion:** This was a practice used with previous qualifications data base. The CMB is considering continuing this practice for IQCS. The CMB also discussed what would be the best time and whether the system should be saved more than once a year. Guy Colwell will research best time during the year to save system files. The entire IQCS data base was saved in March of 2007 for the first time.

➔ **Action Item No. 169: Save entire IQCS data base periodically – Research best time to save system files and implement process.**

**Lead:** Doug Freeman

**Target Completion Date:** As time allows and before March 2008

## 21. IQCS Life Cycle

**Issue:** IQCS Life Cycle planning.

**Discussion:** PeopleSoft/Oracle system support maybe unavailable by 2013. To ensure budget and timeliness for replacement planning, NWCG needs to be informed on IQCS system support status.

➔ **Action Item No. 170: IQCS Life Cycle** – The IQCS CMB will author a memorandum to BLM Fire and Aviation Directorate IRM recommending development of a strategic plan for addressing IQCS Life Cycle.

**Lead:** Rick Jensen

**Target Completion Date:** June 2007

## 22. IQCS Lessons Learned

**Discussion:** A Lessons Learned document was developed in August 2004 for the IQCS Project. The document was provided to the CMB for review. Additional input will accepted and a final document provided at the next CMB.

➔ **Action Item No. 171: IQCS Lessons Learned Document** – Distribute Lessons Learned document to CMB. This topic will be on the next CMB meeting agenda.

**Lead:** Rick Jensen

**Target Completion Date:** June 2007

## 23. Add New Position Policy

**Issue:** Review and finalize policy for adding positions to IQCS.

**Discussion:** IQCS home page has general description and directions for requesting additional positions in IQCS. This process needs to be formalized and approved by IQCS CMB.

➔ **Action Item No. 172: Add New Position to IQCS Policy** – Develop a draft approval process for adding new positions to IQCS. Present at the next IQCS CMB meeting for consideration.

**Lead:** Mike Morgen and Mark Koontz

**Target Completion Date:** Next IQCS CMB Meeting, September 11, 2007

## 24. Review of Action Items from October CMB Meeting

**Discussion:** Reminded those responsible for action items to check status in IQCS and ensure that they are working to close assigned action items.

## 25. IQCS Automated Help Ticket

**Issue:** Automated Help Ticket is not working.

**Discussion:** Problem is at National Information Technology Center (NITC). All help tickets and SCR's must be called into IQCS Help Desk. IQCS staff has been working with NITC staff to resolve.

➔ **Action Item No. 173: IQCS Automated Help Ticket** – Resolve problem to ensure access to IQCS Automated Help Ticket.

**Lead:** Mike Morgen

**Target Completion Date:** Next CMB Meeting, September 11, 2007.

**26. Maximum number of students per training session**

**Issue:** IQCS Session Management has problems processing training sessions that exceed 55 students.

**Discussion:** Users must call in to have sessions with more than 55 students completed. To fix the application would take more resources than are currently available. To ensure functionality without impacting the IQCS staff, a limit of 55 students has been coded into the application. The follow up action is for Guy Colwell to provide an estimate of effort required to remedy this situation. This issue will also be addressed through SCR #6303 and part of Action Item No. 162.

**27. Determine new IQCS Change Management Board Chair**

**➔ Decision:** New IQCS Change Management Board Chair – Board concurred that Craig Cook, Deputy Training Specialist, Bureau of Indian Affairs, NIFC will be the next IQCS Change Management Board Chair.

**28. Archive IQCS Employee Files**

**Issue:** How to maintain current active employee files in IQCS.

**Discussion:** As responders are terminated from government employment, what to do with IQCS employee files to ensure accuracy and currency of IQCS data.

**➔ Action Item No. 174: Archive IQCS Employee Files** – IQCS employee files that have had no activity for three years will be moved to INAC. These files will remain in INAC for an additional two years. If there is no activity on the file in INAC the file will be moved to a new archive organization code. The start date to be used for this calculation is January 1, 2003.

**Lead:** Guy Colwell

**Target Completion Date:** June 2007

**29. IQCS Group Types**

**Issue:** Adequate number/kind of Group Types in IQCS.

**Discussion:** An additional generic Group Type would assist the field in managing training sessions. This issue will also be addressed through SCR #6436 and part of Action Item No. 162.

**➔ Action Item No. 175: IQCS Group Types** – A generic group type will be added to the existing list of IQCS groups. This will allow users to build ad hoc groups, and utilize the group enrollment function.

**Lead:** Guy Colwell

**Target Completion Date:** June 2007

**30. IQCS Forms**

**Issue:** OMB Forms requirements and IQCS Forms.

**Discussion:** OMB requires that forms in general use be submitted for approval and be issued an OMB Form Number.

➔ **Action Item No. 176: IQCS Forms** – CMB and IQCS staff to review IQCS forms and submit request to Cindy Schafer for submission to OMB for approval and forms number designation.

**Lead:** CMB and IQCS staff

**Target Completion Date:** Next CMB Meeting, September 11, 2007.

**30. Next IQCS CMB Meeting**

➔ **Decision: Next IQCS CMB Meeting** – Board concurred that the next IQCS CMB Meeting would be held on September 11-12, 2007 in Boise, Idaho.



**EXHIBIT A**

**IQCS Change Management  
Board Meeting  
Agenda**



April 3 – 4, 2007

**BLM Idaho State Office  
3<sup>rd</sup> Floor, Fish and Wildlife Service  
Chief Joseph Room**

<input checked="" type="checkbox"/>	<p><b>Roll Call</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><b>Agency Leads</b></td> <td style="width: 50%; text-align: center;"><b>IQCS Staff</b></td> </tr> <tr> <td> <input checked="" type="checkbox"/> <b>BLM</b>     <b>Rick Jensen</b>  <input checked="" type="checkbox"/> <b>BIA</b>     <b>Craig Cook</b>  <input checked="" type="checkbox"/> <b>NPS</b>     <b>Mark Koontz</b>  <input checked="" type="checkbox"/> <b>USFS</b>    <b>Tenna Biggs for Sharon Allen-Brick</b>  <input checked="" type="checkbox"/> <b>FWS</b>     <b>Kevin Conn</b>  <input checked="" type="checkbox"/> <b>BLM</b>     <b>Aitor Bidaburu</b> </td> <td> <input checked="" type="checkbox"/> <b>Mike Morgen</b>  <input checked="" type="checkbox"/> <b>Cindy Schafer</b>  <input checked="" type="checkbox"/> <b>Guy Colwell</b>  <input checked="" type="checkbox"/> <b>Doug Freeman</b>  <input checked="" type="checkbox"/> <b>Gregg (Jake) Hawkes</b> </td> </tr> <tr> <td style="text-align: center;"><b>Guests</b></td> <td style="text-align: center;"><b>BLM OF&amp;A IRM</b></td> </tr> <tr> <td> <input checked="" type="checkbox"/> <b>David Potter IRMWT</b>  <input checked="" type="checkbox"/> <b>Jon Skeels ROSS phone</b>  <input checked="" type="checkbox"/> <b>Mary Toews ROSS</b>  <input checked="" type="checkbox"/> <b>Don Price APHIS phone</b> </td> <td> <input type="checkbox"/> <b>John Gebhard</b>  <input checked="" type="checkbox"/> <b>Janis Reimers</b>  <input checked="" type="checkbox"/> <b>Greg Jensen</b>  <input checked="" type="checkbox"/> <b>John Noneman</b> </td> </tr> </table>	<b>Agency Leads</b>	<b>IQCS Staff</b>	<input checked="" type="checkbox"/> <b>BLM</b> <b>Rick Jensen</b> <input checked="" type="checkbox"/> <b>BIA</b> <b>Craig Cook</b> <input checked="" type="checkbox"/> <b>NPS</b> <b>Mark Koontz</b> <input checked="" type="checkbox"/> <b>USFS</b> <b>Tenna Biggs for Sharon Allen-Brick</b> <input checked="" type="checkbox"/> <b>FWS</b> <b>Kevin Conn</b> <input checked="" type="checkbox"/> <b>BLM</b> <b>Aitor Bidaburu</b>	<input checked="" type="checkbox"/> <b>Mike Morgen</b> <input checked="" type="checkbox"/> <b>Cindy Schafer</b> <input checked="" type="checkbox"/> <b>Guy Colwell</b> <input checked="" type="checkbox"/> <b>Doug Freeman</b> <input checked="" type="checkbox"/> <b>Gregg (Jake) Hawkes</b>	<b>Guests</b>	<b>BLM OF&amp;A IRM</b>	<input checked="" type="checkbox"/> <b>David Potter IRMWT</b> <input checked="" type="checkbox"/> <b>Jon Skeels ROSS phone</b> <input checked="" type="checkbox"/> <b>Mary Toews ROSS</b> <input checked="" type="checkbox"/> <b>Don Price APHIS phone</b>	<input type="checkbox"/> <b>John Gebhard</b> <input checked="" type="checkbox"/> <b>Janis Reimers</b> <input checked="" type="checkbox"/> <b>Greg Jensen</b> <input checked="" type="checkbox"/> <b>John Noneman</b>	
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<input checked="" type="checkbox"/> <b>BLM</b> <b>Rick Jensen</b> <input checked="" type="checkbox"/> <b>BIA</b> <b>Craig Cook</b> <input checked="" type="checkbox"/> <b>NPS</b> <b>Mark Koontz</b> <input checked="" type="checkbox"/> <b>USFS</b> <b>Tenna Biggs for Sharon Allen-Brick</b> <input checked="" type="checkbox"/> <b>FWS</b> <b>Kevin Conn</b> <input checked="" type="checkbox"/> <b>BLM</b> <b>Aitor Bidaburu</b>	<input checked="" type="checkbox"/> <b>Mike Morgen</b> <input checked="" type="checkbox"/> <b>Cindy Schafer</b> <input checked="" type="checkbox"/> <b>Guy Colwell</b> <input checked="" type="checkbox"/> <b>Doug Freeman</b> <input checked="" type="checkbox"/> <b>Gregg (Jake) Hawkes</b>									
<b>Guests</b>	<b>BLM OF&amp;A IRM</b>									
<input checked="" type="checkbox"/> <b>David Potter IRMWT</b> <input checked="" type="checkbox"/> <b>Jon Skeels ROSS phone</b> <input checked="" type="checkbox"/> <b>Mary Toews ROSS</b> <input checked="" type="checkbox"/> <b>Don Price APHIS phone</b>	<input type="checkbox"/> <b>John Gebhard</b> <input checked="" type="checkbox"/> <b>Janis Reimers</b> <input checked="" type="checkbox"/> <b>Greg Jensen</b> <input checked="" type="checkbox"/> <b>John Noneman</b>									
<input checked="" type="checkbox"/>	<b>Agenda Items</b>	<b>Rick Jensen</b>								
<b>1</b>	<input checked="" type="checkbox"/> <b>Animal &amp; Plant Health Inspection Service (APHIS) and IQCS Review/Decision</b>	<b>Tenna Biggs</b>								
<b>2</b>	<input checked="" type="checkbox"/> <b>IQCS User Survey Information</b>	<b>Gregg Hawkes</b>								
<b>3</b>	<input checked="" type="checkbox"/> <b>Capital Planning and Investment Control (CPIC) Quarterly Review Information</b>	<b>John Noneman</b>								
<b>4</b>	<input checked="" type="checkbox"/> <b>DOI Law Enforcement Specialists and IQCS Review</b>	<b>Kevin Conn</b>								
<b>5</b>	<input checked="" type="checkbox"/> <b>PeopleSoft License expansion beyond 65,000 files. Discussion/Decision</b>	<b>Rick Jensen</b>								
<b>6</b>	<input checked="" type="checkbox"/> <b>Nomination Workflow Update Information</b>	<b>Mike Morgen</b>								
<b>7</b>	<input checked="" type="checkbox"/> <b>IQCS Audits for DOI Information/Decision</b>	<b>Rick Jensen</b>								

8	<input checked="" type="checkbox"/> SCR Review See attachment page 24 Information/Decision	Mike Morgen
9	<input checked="" type="checkbox"/> Mike Morgen request to participate on incidents during field season Decision	Rick Jensen
10	<input checked="" type="checkbox"/> NWCG TWT Field Managers Course Guide Update Information	Craig Cook
11	<input checked="" type="checkbox"/> IQCS-NWCG Liaison – TWT and IOSWT Information	Rick Jensen
12	<input checked="" type="checkbox"/> IQCS-ROSS Interface Project update Information	Rick Jensen
13	<input checked="" type="checkbox"/> IQCS-CHS Interface Project update Information	Rick Jensen
14	<input checked="" type="checkbox"/> IQCS Training Scheduling/coordination with field/updating training materials/providing user training/posting interagency training Discussion	Mike Morgen
15	<input checked="" type="checkbox"/> Request to add ability to print multiple Qualifications Cards for individuals. Discussion/Decision	Guy Colwell
16	<input checked="" type="checkbox"/> Multiple competency Training Session SMJ Refresher Proposal Discussion/Decision	Tenna Biggs
17	<input checked="" type="checkbox"/> SAND Environment Information	Guy Colwell
18	<input checked="" type="checkbox"/> IQCS Change Management Workflow Action Item # 151 from October 2006 CMB meeting. Discussion/Decision	Rick Jensen
19	<input checked="" type="checkbox"/> Add new Training Courses Discussion/Decision	Rick Jensen
20	<input checked="" type="checkbox"/> IQCS Data Snapshot Schedule Decision	Rick Jensen
21	<input checked="" type="checkbox"/> IQCS Life Cycle Discussion	Rick Jensen
22	<input checked="" type="checkbox"/> IQCS Lessons Learned Action Item # 52 from previous CMB meeting Discussion	Rick Jensen
23	<input checked="" type="checkbox"/> Add New Position Policy Decision	Mike Morgen
24	<input checked="" type="checkbox"/> Action Item review from October 2006 CMB Decision	Rick Jensen
25	<input checked="" type="checkbox"/> IQCS Automated Help Ticket Discussion/Decision	Sharon AllenBrick
26	<input checked="" type="checkbox"/> Maximum number of students per session Discussion/Decision	Guy Colwell

27	<input checked="" type="checkbox"/> Determine next IQCS CMB Chair Discussion/Decision	Rick Jensen
28	<input checked="" type="checkbox"/> Archive IQCS Employee Files Discussion/Decision	Rick Jensen
29	<input checked="" type="checkbox"/> IQCS Group Types Decision	Rick Jensen
30	<input checked="" type="checkbox"/> IQCS Forms Decision	Cindy Schafer
31	<input checked="" type="checkbox"/> Schedule Fall IQCS CMB meeting Decision	Rick Jensen
	<input checked="" type="checkbox"/> Closeout	Rick Jensen