

IQCS CHANGE MANAGEMENT BOARD MEETING

October 16 & 17, 2007

Chief Joseph Room BLM State Office

Boise, Idaho

ATTENDEES:

Sharon Allen-Brick – USFS	John Noneman – BLM OF&A IRM	Rick Jensen – BLM
Craig Cook – BIA	Chad Fisher – USFWS & NPS	Mike Morgen – IQCS
Guy Coldwell – IQCS	Aitor Bidaburu – BLM	Cindy Schafer – IQCS
Doug Freeman – IQCS	Janis Reimers – BLM OF&A IRM	David Potter – IRM Working Team

DECISION SUMMARY

- ➔ **Decision: Request to add position code for Work Capacity Test Administrator, (WCTA) – Board concurred this request would be denied.**
- ➔ **Decision: Request to create an additional Employee Kind. The current Employee Kinds adhere to the OPM standard – Board concurred that this request would be denied.**
- ➔ **Decision: Both System Change Requests (SCR) were reviewed and approved by the Board. The Board also agreed that access to the Justification Report will be limited to Account Manager, Certifying Official, and FMO User Roles.**
- ➔ **Decision: Board recommends that Doug Freeman, the IQCS Data Base Administrator, save the IQCS data base electronically and store as a backup twice each year in April and October.**
- ➔ **Decision: Request that IQCS eliminate the final step in Task Book Certification by eliminating the “certify task book” check box – Board decided not to eliminate the checkbox as it ensures a conscious decision to certify has been made.**
- ➔ **Decision: Request that check boxes “print to card” and “certify” at the Qual Card page be automatically checked when qualification has been attained for a position – Board denied this request. The current process ensures that a conscious decision to certify has been made.**
- ➔ **Decision: Request to remove the “show card details” button at the Qual Card page in order to see the position qualifications details – Board concurred that this request would be denied. This functionality keeps the qualification card data synchronized with the various reports that pull data from the Qual Card page.**
- ➔ **Decision: The next IQCS Board Meeting is scheduled for April 15 – 16, 2008.**

ACTION ITEMS

- ➔ **Action Item No. 177: Proposal to add new position Work Capacity Test Administrator (WCTA) – Contact IQCS User and inform them of the Board’s decision.
Lead: Rick Jensen
Target Completion Date: November 2007**

- ➔ **Action Item No. 178: Develop user satisfaction questions for ROSS-IQCS Interface to be added to current user survey and provide to Guy Colwell.**
Lead: Rick Jensen
Target Completion Date: November 30, 2007
- ➔ **Action Item No. 179: Build Online Survey Process in IQCS.**
Lead: Guy Colwell
Target Completion Date: November 30, 2007
- ➔ **Action Item No. 180: Draft letter to NWCG outlining the need for a better definition of the workforce data needed.** IQCS holds a lot of information about the workforce but it will take some work to define standard business rules in order to report out meaningful and accurate data.
Lead: Craig Cook
Target Completion Date: Next CMB Meeting
- ➔ **Action Item No. 181: Find out what intentions, if any, ROSS has with IQCS Incident Qualification Card Priority Number.**
Lead: Cindy Schafer
Target Completion Date: November 1, 2007
Completed: October 17, 2007
- ➔ **Action Item No. 182: Ensure that we can track our decisions by utilizing Action Log in IQCS.**
Lead: Rick Jensen with Craig Cook
Target Completion Date: November 30, 2007
- ➔ **Action Item No. 183: Draft a letter to the IAT Chair to outline the need to strengthen communication between our two systems.**
Lead: Craig Cook
Target Completion Date: November 2007
- ➔ **Action Item No. 184: Provide update on progress of the IAT-IQCS Interface at the next CMB meeting.**
Lead: Rick Jensen
Target Completion Date: April 2008
- ➔ **Action Item No. 185: IQCS Agency Leads for NPS, USFWS, USFS, research and report back on recommendation regarding A-219 as a requirement for HELR.** In addition check on the appropriateness of inactivating HEHH and HEXT. Send findings to IQCS Business Steward, and Craig Cook.
Lead: Kevin Conn
Target Completion Date: November 1, 2007
- ➔ **Action Item No. 186: Send statistics reflecting use of job codes HEHH, and HEXT to all Agency Leads.**
Lead: Mike Morgen
Target Completion Date: October 30, 2007
- ➔ **Action Item No. 187: Communicate scheduled IQCS downtime with ROSS.**
Lead: Douglas Freeman
Target Completion Date: Before Implementation of new server

- ➔ **Action Item No. 188: Draft letter to GATRs regarding IQCS desiring to stop posting all the additional details for course in IQCS.**
Lead: Michael Morgen
Target Completion Date: April 2007
- ➔ **Action Item No. 189: Email Account Manager review report to Agency Leads for BLM, NPS, FWS, and USFS.**
Lead: Cindy Schafer
Target Completion Date: October 30, 2007
- ➔ **Action Item No. 190: Send PDF of new NWCG Course Completion Certificate to Guy so he can reprogram the IQCS report.**
Lead: Craig Cook
Target Completion Date: November 1, 2007
- ➔ **Action Item No. 191: Code Experience by Incident to bring forward the incident data entered at Incident Set Up and pre-fill first line.**
Lead: Guy Colwell
Target Completion Date: November 30, 2007
- ➔ **Action Item No. 192: Research the possibility of creating a hyperlink short cut to Rapid Session Enrollment from the Course Session Set-up Page.**
Lead: Guy Colwell
Target Completion Date: April 2007
- ➔ **Action Item No. 193: Provide one page synopsis of the course numbering logic from the National Fire Administration for the IQCS Business Steward and IQCS Agency Leads.**
Lead: Craig Cook
Target Completion Date: April 2007
- ➔ **Action Item No. 194: Draft letter to NWCG OR IOSWT to outline the issue of All-Hazard qualifications and highlight the lack of clear direction on how to handle these requests in the future.**
Lead: Craig Cook – Chad Fisher will help edit letter
Target Completion Date: April 2007
- ➔ **Action Item No. 195: Email Jon Skeels regarding the idea of establishing ROSS liaison to the IQCS CMB.**
Lead: Craig Cook
Target Completion Date: November 30, 2007
- ➔ **Action Item No. 196: Upload new IQCS Training Module 8 – IQCS/ROSS Interface to the IQCS Web Site.**
Lead: Cindy Schafer
Target Completion Date: October 19 2007
- ➔ **Action Item No. 197: Create downloadable Tabs, Edit Agendas, Mass email field when training is updated to Web Page.**
Lead: Michael Morgen
Target Completion Date: October 19, 2007

➔ **Action Item No. 198: Review Instructor Notes report findings to Board.**

Lead: Craig Cook

Target Completion Date: November 30, 2007

MEETING DATES SUMMARY

- IQCS Change Management Board Meeting, October 16 – 17, 2007

EXHIBITS ATTACHED

A. Agenda

MEETING CONTENT:

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

1. Proposal to add new position Work Capacity Test Administrator, (WCTA)

Issue: User would like to add the position WCTA in order to track experience of personnel that have served in this role

Discussion: The board felt that it would be possible to track their experience by utilizing the instructor history function in IQCS. The IQCS board is also hesitant to build job codes that represent tasks that employees perform as part of their regular assigned duties or extra duties as assigned.

➔ **Decision: Request to add position code for Work Capacity Test Administrator, (WCTA) – Board concurred this request would be denied.**

➔ **Action Item No. 177: Proposal to add new position Work Capacity Test Administrator, (WCTA) – Contact IQCS User and inform them of the board's decision.**

Lead: Rick Jensen

Target Completion Date: November 2007

2. IQCS-ROSS Interface testing update

Issue: The IQCS ROSS interface is operational it took about two weeks to get it up and running but is working now.

Discussion: The IQCS-ROSS Interface is working. 64,000 records were uploaded to ROSS from IQCS. There currently is one critical defect that affects IQCS users that want to update middle initials for their responders. To mitigate this defect IQCS has locked down the ability of users to update their responder's middle initials until the critical defect is mitigated. Release notes regarding the IQCS-ROSS Interface are posted on the IQCS Web Page and contain important information for users regarding the mechanics of the interface. Official end date of the ROSS-IQCS Interface Project is October 31, 2007. David Potter reminded the Board of the importance of documenting the common data elements that the two systems share and providing that information to the DAWG. Cindy Schafer has the data dictionary 90% complete and will provide it to the DAWG via the PMO. Cindy Schafer received special recognition by the board for her outstanding performance in representing the IQCS in during the interface project.

➔ **Action Item No. 178: Develop user satisfaction questions for ROSS-IQCS Interface to be added to current user survey and provide to Guy Colwell.**

Lead: Rick Jensen

Target Completion Date: November 30, 2007

➔ **Action Item No. 179: Build Online Survey Process in IQCS.**

Lead: Guy Colwell

Target Completion Date: November 30, 2007

3. Numbers of Qualified Firefighters per Position

Issue: We currently can not tell management the accurate number of qualified individuals for a given position. Firefighters are qualified for many positions but fill only one position at a time when dispatched.

Discussion: The Board discussed many factors surrounding the issue of work force analytics that affects our ability to come up with numbers that accurately provide accurate counts for specific positions. The “priority” check box on the qualification card screen was examined to see if it may have some utility in helping resolve this issue. The functionality of the priority number at the qualification card page needs to be assessed.

➔ **Action Item No. 180: Draft letter to NWCG outlining the need for a better definition of the workforce data needed.** IQCS holds a lot of information about the workforce but it will take some work to define standard business rules in order to report out meaningful and accurate data.

Lead: Craig Cook

Target Completion Date: Next CMB Meeting

➔ **Action Item No. 181: Find out what intentions, if any, ROSS has with IQCS Incident Qualification Card Priority Number.**

Lead: Cindy Schafer

Target Completion Date: November 1, 2007

Completed: October 17, 2007

Resolution: Cindy Schafer spoke with Jon Skeels, ROSS Project Manager. He indicated that at this time ROSS is receiving the position “priority number” from IQCS but it has no functionality attached to it. Jon indicated that if IQCS decides what business rules apply to the “priority number”, that ROSS would then consider implementing those business rules in ROSS.

4. IQCS-CHS Interface status update

Issue: IQCS-CHS Interface status update

Discussion: The interface development between IQCS and Comprehensive Health System (CHS) is currently at Phase 3: Developing a Business Case and Planning for the Interconnection of the NWCG process for interconnecting NWCG IT systems. Phase Three is to develop the Interconnection Plan. Finalization of the Interconnection Plan will entail the technical staffs of both applications providing input to the document. One of the problems initially identified delaying approval for the interface was the fact that CHS did not have its Certification and Accreditation (C&A). It has since been determined that CHS does not need to complete the C&A process. It was noted in our discussions that while we work through these long interface projects we need to be assured that we can track our decisions and account for any delays.

➔ **Action Item No. 182: Ensure that we can track our decisions by utilizing Action Log in IQCS.**

Lead: Rick Jensen with Craig Cook
Target Completion Date: November 30, 2007

5. Interagency Aviation Training (IAT) and IQCS

Issue: IAT and IQCS are considering a one-way interface for the purpose of transferring Aviation Training Information to IQCS. Primarily “A” Courses associated with 310-1 and “other” technical specialist aviation positions.

Discussion: Phase One: Advancing the Concept of the NWCG process for interconnecting NWCG IT systems has been completed. The proposal will now go before the IRMWT for their consideration at their next meeting in November 2007. Rick Jensen has been working with Glen Claypool, IAT Steering Committee Chair on the interface. The Board discussed the need to develop standard operating procedures between IAT and IQCS to ensure that both systems are synchronized and that we communicate changes in IQCS as well as receive timely notification when IAT changes their curriculum. The Board envisions something similar to the quarterly updates IQCS gets from the NWCG development group in the form of the Field Managers Course Guide.

➔ **Action Item No. 183: Draft a letter to the IAT Chair to outline the need to strengthen communication between our two systems.**

Lead: Craig Cook

Target Completion Date: November 2007

➔ **Action Item No. 184: Provide update on progress of the IAT-IQCS Interface at the next CMB meeting.**

Lead: Rick Jensen

Target Completion Date: April 2008

6. IQCS PeopleSoft License

Issue: Increase funding for the PeopleSoft License agreement to keep pace with responder files being added to IQCS.

Discussion: Current IQCS PeopleSoft License allows up to 65,000 active files. IQCS currently has 59,000 active files.

The PeopleSoft annual maintenance fee is \$175,000 per year which authorizes creation of up to 65,000 active employee files.

Fire and Aviation Directorate, IRM working with the Contracting Officer for IQCS has requested quotes from the PeopleSoft vendor for increasing active employee files by 1,000, 5,000, and 10,000 units. The contracting officer has not been successful in procuring a bid. The vendor would prefer offering a bid based on a fixed number of files or for a fixed budget. A bid provided over a year ago was \$90,000 for an increase of 6,500 files.

Craig Cook indicated the NWCG would support the IQCS needs for additional funding for the PeopleSoft License.

7. **A-219 course requirement and Technical Specialist Position Long Line Remote Hook Specialist, (HELRL)**

Issue: The Aviation community, Interagency Helicopter Operations (IHOPS) Committee, and Interagency Aviation Training (IAT) Steering Committee have endorsed requiring of A-219, Interagency Helicopter Transport of External Loads, for Long Line Remote Hook Specialist, (HELRL) in IQCS.

Discussion: If all Federal Agencies agree on the implementation of A-219 as a requirement for HELRL, IQCS can implement by utilizing the common NWCG Set Id in IQCS. The BLM and the BIA agree to the new requirement to the HELRL. The other agency leads need additional time to check with their Agency Aviation Leads on this issue. BLM has issued an Instruction Memorandum (IM) that also mentions the proposed elimination of two other aviation positions; Helicopter Hover Hookup Specialist (HEHH) and Helicopter External Loads (HEXT). The Board concurred that these are redundant positions and recommends elimination of both. It was decided that the IQCS Agency Leads would check with their Agency Aviation Leads on this issue as well.

➔ **Action Item No. 185: IQCS Agency Leads for NPS, USFWS, USFS, research and report back on recommendation regarding A-219 as a requirement for HELRL.** In addition check on the appropriateness of inactivating HEHH and HEXT. Send findings to IQCS Business Steward, and Craig Cook.

Lead: Kevin Conn

Target Completion Date: November 1, 2007

➔ **Action Item No. 186: Send statistics reflecting use of job codes HEHH, and HEXT to all Agency Leads.**

Lead: Mike Morgen

Target Completion Date: October 30, 2007

8. **More Employee Kind Choices**

Issue: Workforce analysis question might be better answered by the addition of another Employee Kind.

Discussion: The Board discussed the ramifications of adding another employee kind. Since the values that IQCS hold are currently tied to the system of record, OPM, the Board felt that it would not be appropriate to stray from the system of record by creating new Employee Kinds that are not represented by OPM. .

➔ **Decision: Request to create an additional Employee Kind. The current Employee Kinds adhere to the OPM standard – Board concurred that this request would be denied.**

9. **IQCS System Change Request (SCR) Review**

Issue: Review SCRs for consideration for approval by the Board

Discussion: Guy Colwell introduced the following two SCR's for consideration:

1. Modification to the JOB/PERS Summary Page: This SCR will allow the user to change the Training Officer or Certifying Official for all responders in the list with a simple click. This

modification will save time for account managers when a new certifying official or training officer is established for an organization.

2. Develop Justification Report: This report will return all of the justifications attached to positions on the qualification card screen or all the justifications from the responder's competency record. This report will be helpful to audit and ensure justifications are being used appropriately.

Also discussed was the recently developed report in support of the online training nomination function. This report will return information regarding students nominated to courses so training officers can locate training sessions and prioritize their students.

➔ **Decision: Both System Change Requests (SCR) were reviewed and approved by the Board. The Board also agreed that access to the Justification Report will be limited to Account Manager, Certifying Official, and FMO User Roles.**

10. Implementation of new IQCS Web Server

Issue: Information regarding the New IQCS Web Server.

Discussion: Doug Freeman, IQCS Data Base Administrator, briefed the Board on the new Web Server to be established at Kansas City. This new Web Server will provide IQCS with a true fail over capability. Implementation of the Server will take approximately two hours of down time for the IQCS. The down time will be communicated and coordinated with ROSS.

➔ **Decision: Board recommends that Doug Freeman, the IQCS Data Base Administrator, save the IQCS data base electronically and store as a backup twice each year in April and October.**

➔ **Action Item No. 187: Communicate scheduled IQCS downtime with ROSS.**

Lead: Douglas Freeman

Target Completion Date: Before Implementation of new server.

11. Additional details page on IQCS Course Table

➔ **Action Item No. 188: Draft letter to GATRs regarding IQCS desiring to stop posting all the additional details for courses in IQCS.**

Lead: Michael Morgen

Target Completion Date: April 2007

12. Status of annual IQCS Account Manager review

Issue: Annually it is required that IQCS validate system users access. This information is due on the first of October.

Discussion: Cindy Schafer provided the Agency Leads with an update by agency on how many regional account manager review sheets have been received by her. Results varied but each agency still has IQCS User access to validate.

➔ **Action Item No. 189: Email Account Manager review report to Agency Leads for BLM, NPS, USFWS, and USFS.**

Lead: Cindy Schafer

Target Completion Date: October 30, 2007

13. New NWCG Course Completion Certificate

Discussion: NWCG Training Working Team (TWT) has established a new course completion certificate this will require reprogramming of the IQCS course completion certificate report. Implementation of the new certificate is scheduled for Feb 01, 2008. IQCS needs to implement the new report format in IQCS the same day that the TWT has scheduled for implementation of the new certificate.

➔ **Action Item No. 190: Send PDF of new NWCG Course Completion Certificate to Guy so he can reprogram the IQCS report.**

Lead: Craig Cook

Target Completion Date: November 1, 2007

14. Address issues raised by IQCS User input

Discussion: The Board reviewed an email from an IQCS. The issues identified were examined and discussed. The Board developed decisions and action items to address these issues.

➔ **Action Item No. 191: Code Experience by Incident to bring forward the incident data entered at Incident Set Up and pre-fill first line.**

Lead: Guy Colwell

Target Completion Date: November 30, 2007

➔ **Action Item No. 192: Research the possibility of creating a hyperlink short cut to Rapid Session Enrollment from the Course Session Set-up Page.**

Lead: Guy Colwell

Target Completion Date: April 2007

➔ **Decision: Request that IQCS eliminate the final step in Task Book Certification by eliminating the “certify task book” check box – Board decided not to eliminate the checkbox as it ensures a conscious decision to certify has been made.**

➔ **Decision: Request that check boxes “print to card” and “certify” at the Qual Card page be automatically checked when qualification has been attained for a position – Board denied this request. The current process ensures that a conscious decision to certify has been made.**

➔ **Decision: Request to remove the “show card details” button at the Qual Card page in order to see the position qualifications details – Board concurred that this request would be denied. This functionality keeps the qualification card data synchronized with the various reports that pull data from the Qual Card page.**

15. Course Coding for FRA, EMI Courses

Issue: The United States Fire Administration (USFA) and Emergency Management Institute, both working under FEMA develop and present courses that in the future may be taken by Wildland Firefighters. IQCS will increasingly be asked to have these courses in the Course Table.

Discussion: Craig Cook provided the group with a document created by USFA, describing the logic behind their course numbering system. The information was provided as a tool for the IQCS Business

Steward to use when requested to create new courses in IQCS that were developed by the units under FEMA.

Associated with this discussion was a larger issue regarding the new development by DHS and Incident Management Systems Division, IMSD, formally the National Integration Center, of All-Hazard Task Books. The issue is all All-Hazard Task Books are now available online and federal agency employees may start to utilize these task books when working in the All-Hazard arena. These new All-Hazard Task Books do not require wildland fire experience. IQCS currently has no direction from the IOSWT or NWCG on use of these task books. Currently we know that the National Park Service (NPS) has a distinct All-Hazard Program where position qualifications may not include the prerequisite experience found in the 310-1. NPS has chosen to manage their All-Hazard qualifications in the states Incident Qualifications System (IQS) application perhaps because it was not coded as stringently to 310-1 requirements. However with the advent of the ROSS interface with IQCS and IQS it will not allow a responder to exist in two qualifications applications which may create a problem for the NPS All-Hazard users.

➔ **Action Item No. 193: Provide one page synopsis of the course numbering logic from the National Fire Academy for the IQCS Business Steward and IQCS Agency Leads.**

Lead: Craig Cook

Target Completion Date: April 2007

➔ **Action Item No. 194: Draft letter to NWCG OR IOSWT to outline the issue of All-Hazard qualifications and highlight the lack of clear direction on how to handle these requests in the future.**

Lead: Craig Cook – Chad Fisher will help edit letter

Target Completion Date: April 2007

16. ROSS representative to IQCS CMB

Issue: Since we are closely tied to ROSS it may be prudent to ensure they are aware of any planned changes to our system.

Discussion: Cindy Schafer led the discussion outlining how important it is that ROSS be aware of any IQCS application changes. The Board agreed that a ROSS liaison would be a good idea to ensure continued communication between the two systems.

➔ **Action Item No. 195: Email Jon Skeels regarding the idea of establishing ROSS liaison to the IQCS CMB.**

Lead: Craig Cook

Target Completion Date: November 30, 2007

17. Action Items Review

Discussion: Rick Jensen reviewed his Action Items with the Board. Board agreed to close the following Action Items:

00000000032: Strategic Planning

00000000056: White Paper for IQCS General Operations

00000000151: IQCS Change Management Workflow

157: Funding to increase PeopleSoft License

170: IQCS Life Cycle

171: IQCS Lessons Learned Document

18. Round Robin

Discussion:

USFWS: Is interested in establishing specific criteria for Tractor Plow positions in IQCS. They will consolidate their request and go direct to Michael Morgen when completed.

USFS: Discussed options for maintaining currency for their SEC1. Since SEC1 is really maintained through their career position, can the requirement to document experience be removed for USFS SEC1's? Guy Colwell will evaluate this option to see if it is feasible for this specific position. IQCS CMB may need to revisit all Technical Specialist Positions in the future to validate established logic in terms of currency.

USFS brought forward a request from user to display RT130 and expiration date on the qualification card. The Board discussed and was not in favor of reformatting the qualification card at this time. One option that was proposed which would not require a reformatting of the qualification card was received and warrants greater research to see if it might be an option that the CMB would want to implement. This option would entail displaying the Unit ID code below the Unit Description in the same field thereby freeing up the Unit ID field to be used to display, RT130 and expire date. The board will review and decide at next conference call prior to the April Meeting. A rough estimate of programmer time to complete this redesign is 40 hours.

John Noneman reported that he had requested from the sponsoring Agency, the BLM, to set aside 250k to study what to do about the people soft license, i.e., planning for support ending 2013, and possibly a new business study.

Janis Reimers: Discussed the need conduct a C&A on IQCS during 2008.

19. Review IQCS training data base prior to Training Season

Issue: Review task associated with the annual update of IQCS training materials.

Discussion: In July of 2007 a group of SMEs worked on updating the IQCS training materials. Special thanks go to those who worked on the updates Donna Kreiensieck, Debra Burgos, Blair Young, and Cindy Schafer. The Board reviewed the notes provided by the training update group and assigned any remaining tasks.

➔ **Action Item No. 196: Upload new IQCS Training Module 8 – IQCS-ROSS Interface to the IQCS Web Site.**

Lead: Cindy Schafer

Target Completion Date: October 19, 2007

➔ **Action Item No. 197: Create downloadable Tabs, Edit Agendas, Mass email field when training is updated to Web Page.**

Lead: Michael Morgen

Target Completion Date: October 19, 2007

➔ **Action Item No. 198: Review Instructor Notes report findings to Board.**

Lead: Craig Cook

Target Completion Date: November 30, 2007

20. Next IQCS CMB Meeting

➔ Decision: The next IQCS CMB Meeting is scheduled for April 15 – 16, 2008.

DRAFT

EXHIBIT A



**IQCS
Change Management Board
Agenda**

**October 16 - 17, 2007
BLM State Office
3rd Floor**

<input checked="" type="checkbox"/>	Roll Call	Craig Cook
	<p align="center">Agency Leads</p> <p><input checked="" type="checkbox"/> BLM Rick Jensen <input checked="" type="checkbox"/> BIA Craig Cook <input type="checkbox"/> NPS Mark Koontz <input checked="" type="checkbox"/> USFS Sharon Allen-Brick <input checked="" type="checkbox"/> FWS/NPS Chad Fisher <input checked="" type="checkbox"/> BLM Aitor Bidaburu <input type="checkbox"/> FWS Kevin Conn</p> <p align="center">Liaison</p> <p><input checked="" type="checkbox"/> IRMWT David Potter</p>	<p align="center">IQCS Staff</p> <p><input checked="" type="checkbox"/> Mike Morgen <input checked="" type="checkbox"/> Cindy Schafer <input checked="" type="checkbox"/> Guy Colwell <input checked="" type="checkbox"/> Doug Freeman</p> <p align="center">BLM OF&A IRM</p> <p><input checked="" type="checkbox"/> John Noneman <input type="checkbox"/> John Gebhard <input checked="" type="checkbox"/> Janis Reimers <input type="checkbox"/> Greg Jensen</p>
<input checked="" type="checkbox"/>	Agenda Items	Craig Cook
1	<input checked="" type="checkbox"/> Proposal to add new position Work Capacity Test Administrator, (WCTA) Discussion/Decision	Rick Jensen
	See page(s) 4-5	
2	<input checked="" type="checkbox"/> IQCS-ROSS Interface testing update Information	Rick / Cindy
	See page(s) 6	
3	<input checked="" type="checkbox"/> Numbers of Qualified Firefighters per Position i.e., (Work Force Reporting) Discussion/Decision	Rick Jensen
	See page(s) 7	
4	<input checked="" type="checkbox"/> IQCS-CHS Interface status update Information	Rick Jensen
	See page(s) 8	
5	<input checked="" type="checkbox"/> Interagency Aviation Training (IAT) - IQCS Interface status update Information	Rick Jensen
	See page(s) 10-16	
6	<input checked="" type="checkbox"/> IQCS PeopleSoft License Information	Craig Cook
7	<input checked="" type="checkbox"/> Adding A-219 as requirement for HELR Discussion/ Decision	Michael Morgen
	See page(s) 17-19	
8	<input checked="" type="checkbox"/> Additional Employee Kind choice Discussion/Decision	Rick Jensen
	See page(s) 24	

9	<input checked="" type="checkbox"/> IQCS System Change Request (SCR) Review Discussion/Decision	See page(s) 25	Guy Colwell
10	<input checked="" type="checkbox"/> Implementation of new IQCS WebServer Information	See page(s) 26	Doug Freeman
11	<input checked="" type="checkbox"/> Additional Details Page on the IQCS Course Table Discussion/Decision	See page(s) 27	Michael Morgen
12	<input checked="" type="checkbox"/> Status of annual IQCS account manager review Information /Discussion	See page(s) 28	Cindy Schafer
13	<input checked="" type="checkbox"/> NWCG Course Certificate Change Discussion/decision	See page(s) 29-31	Craig Cook
14	<input checked="" type="checkbox"/> Address issues raised by IQCS User Discussion/ Decision	See page(s) 32-33	Craig Cook
15	<input checked="" type="checkbox"/> Course Coding for NFA, EMI Courses Information/ Discussion	See page(s) 34-38	Craig Cook
16	<input checked="" type="checkbox"/> ROSS representative to IQCS CMB Discussion/Decision		Cindy/Craig
17	<input checked="" type="checkbox"/> Action Items Review Discussion/Decision	See page(s) 39-52	Rick Jensen
18	<input checked="" type="checkbox"/> Round Robin		All Meeting Participants
19	<input checked="" type="checkbox"/> Review IQCS training data base prior to Training Season Additional Agenda Item		Craig Cook
20	<input checked="" type="checkbox"/> Next IQCS CMB Meeting Discussion/Decision		Craig Cook