

IQCS CHANGE MANAGEMENT BOARD MEETING
November 4 & 5, 2008
Snake River Room Great Basin Training Center
Boise, Idaho

ATTENDEES:

Carmen Thomas - FS	Vince Mazzier - IOSWT	Mark Koontz - NPS
Kevin Conn - USFWS	Craig Cook - BIA	Mike Morgen - IQCS
Guy Coldwell - IQCS	Eva Brown - BLM	Cindy Schafer - IQCS
Janis Reimers – BLM IRM		David Potter – IRM Working Team

DECISION SUMMARY

➔ **Decision:** IQCS CMB agreed to eliminate the Alpha codes associated with the OPM Job Codes represented in IQCS

➔ **Decision:** IQCS CMB will not implement the training requirements for The EFS4 positions at the NWCG set Id at this time.

➔ **Decision:** The IQCS training database will not be available from December 5 to January 5 in order to allow time for the move of the servers to NIFC.

➔ **Decision:** The IQCS CMB decided to form a small group of SMEs to identify and validate the business rules regarding the medical standards program to help design how IQCS will act on MSP data.

➔ **Decision:** The IQCS CMB agreed that the current functionality of the Position Task Book pages in IQCS meets the intent of the recent changes to the 310-1 changes regarding the completion of required training.

➔ **Decision:** The IQCS CMB agreed that the way the application currently calculates the expiring requirements is correct as per the written business rules that exist in the available policy documents such as the Red Book.

➔ **Decision:** The IQCS CMB agreed in principle with the recommendation to remove the capability to over-ride and certify task books from the Account Manager role and let them reside with the Certifying Official role. Feasibility of implementation will require some analysis by the IQCS CMB and Staff.

➔ **Decision:** The IQCS CMB agree that any inconsistencies in the Position Category and Functional Areas translate values and application to positions should be researched and fixed.

➔ **Decision:** Next IQCS CMB Meeting – Board concurred that the next IQCS CMB Meeting would be held on March 17-18, 2009 in Boise, Idaho.

ACTION ITEMS

➔ **Action Item No. 212: SEAT Manager Refresher Training** – Guy to will run numbers of SEMGs as to their status as is it relates to their completion of RT-273 and provide the data to the agency leads via email.

Lead: Guy Colwell

Target Completion Date: Nov. 14th

Action Item No. 213: SEAT Manager Refresher Training—Agency leads will discuss the issue to determine if their Aviation leads concur that the interagency standard should remain with the 310-1 and RT-273 can remain a suggested course in IQCS. Agency leads will report their findings to Michael Morgen.

Lead: Michael Morgen/Agency leads

Target Completion Date: Nov. 21th

➔ **Action Item No. 214: OPM Job Codes** – Eliminate the Alpha codes associated with the OPM job codes represented in the IQCS..

Lead: Cindy Schafer

Target Completion Date: Feb 15th 2008

➔ **Action Item No. 215: OPM Job Codes** – Send Mass Email explaining the elimination of the associated alpha codes in the IQCS OPM Job Codes. Application.

Lead: Cindy Schafer

Target Completion Date: Feb 15th 2008

➔ **Action Item No. 216: OPM Job Codes**—add leading zeros @ IQCS control tables and at responder tables to fix the import of job codes missing those leading zeros.

Lead: Cindy Schafer/Guy Colwell

Target Completion Date: March 2008

➔ **Action Item No. 217: Re-hosting IQCS----** Notify agency IT leads regarding new IP address for IQCS when it is established so agency firewalls technical requirements can be modified to accept and allow access to the new address.

Lead: Michael Morgen

Target Completion Date: January 8, 2009

➔ **Action Item No. 218: Implementation of Medical Standards Data** –IQCS representative will attend FFAST meeting to brief them some of the work that needs to be done to complete an orderly implementation of MSP in IQCS

Lead: Kevin Conn

Target Completion Date: November 14, 2008

➔ **Action Item No. 219: Implementation of Medical Standards Data ----**Form design team to focus on the business rules and plan implementation of the medical standards data. Members of the team will be assembled from representatives from FFAST IQCS CMB, and IQCS staff. Once the team has been assembled it will be led by Guy Colwell as the developer.

Lead: Mike Morgen/ Craig Cook

Target Completion Date: January 2009

➔ **Action Item No. 220: Position Task Book Functionality as it applies to new 310-1 rules** – Discuss current task book functionality with IOSWT at February meeting.

Lead: Craig Cook

Target Completion Date: February 2009

➔ **Action Item No. 221: Position Task Book Functionality as it applies to new 310-1 rules** – Develop and post a FAQ to the IQCS web page explaining how required training and task book functions work in IQCS.

Lead: Mike Morgen

Target Completion Date: December 4, 2008

➔ **Action Item No. 222: Account Manger and Certifying Official User Role** Update the User Roles document and provide to the Agency leads for review
Lead: Cindy Schafer
Target Completion Date: February 15, 2009

➔ **Action Item No. 223 Position Categories and Functional Area applied to the Job Codes –** Review and correct all inconsistencies regarding Position Category and Functional Area entries at the individual job code tables.
Lead: Michael Morgen
Target Completion Date: March 2009

➔ **Action Item No. 224 Position Categories and Functional Area applied to the Job Codes –** Review and correct all inconsistencies regarding Position Category and Functional Area entries at the translate table level.
Lead: Michael Morgen
Target Completion Date: March 2009

➔ **Action Item No. 225 IS700 and IS800**–Include this as an Agenda Item to address again at the March 2009 meeting to check status
Lead: Craig Cook
Target Completion Date: March 2009

MEETING DATES SUMMARY

- IQCS Change Management Board Meeting, November 4, 2008

TOPICS COVERED

1. Request to add SEAT Manager refresher training to SEMG position requirement
2. OPM Job Codes Is it time to drop the ones we created to pick-up the job title?
3. ESF4 Position requirements
4. Update regarding the Re-hosting of the IQCS application to NIFC
5. Medical Standards Inter-connection Update
6. Implementation plan for managing data received from the Medical Standards
7. Receiving ROSS Experience records in IQCS
8. IQCS Position Task Book current functionality as it relates to the new rule regarding required training.
9. Managing Multiple expiring requirements for red card positions.
10. Workforce Analytics/Succession Planning Work Group report (Presentation not available)
11. Account Manager and Certifying Official User Role
12. Position Categories and Functional Area as they relate to IQCS positions.
13. IS700 and IS800. How to handle course requirements for the Department of Interior. Agencies
14. Review CMB Action Log/ SCR request ining

EXHIBITS ATTACHED

- A. Agenda

MEETING CONTENT:

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

1. SEAT Manager Refresher Training

Issue: SEAT Manager is now an official 310-1 position. The position requirements stated in the 310-1 do not include the Refresher Training as required but list it as suggested training. Some Federal aviation representatives would like this to be required despite the direction in the 310-1. Federal Aviation representatives point to the ISOG as the reference requiring the SEAT refresher.

Discussion: Agency leads felt it was important to visit with their agency aviation leads before creating positioning requirements that deviate from the interagency standards set forth in the 310-1. In the past the IHOG held position requirements that were different than the 310-1 and this caused confusion in the field. The requirements were eventually removed from the IHOG.

➔ **Action Item No. 212: SEAT Manager Refresher Training** – Guy to will run numbers of SEMGs as to their status as it relates to their completion of RT-273 and provide the data to the agency leads via email.

Lead: Guy Colwell

Target Completion Date: Nov. 14th

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Lead: Michael Morgen/Agency leads

Target Completion Date: Nov. 21th

2. OPM Job Codes

Issue: IQCS holds OPM Job Codes e.g., 0401, 0462. In order to capture the job title we expanded those codes by attaching a letter to them e.g., 0462A to allow for us to attach the specific job title to the code e.g., 0462A Dispatcher, or Hotshot. Do we want to continue this practice?

Discussion: The Forest Service and the DOI have received at least one update to the OPM Job Code Field by their respective financial payment departments. When we get this data we only get the official code not the one we added with the letter attached therefore we do not get the position title we were intended to receive. In addition when the last update was entered in to the system for the USFS we are missing the leading digits therefore the codes are invalid when checked against our translate values in IQCS and consequently no job title comes through. The board concurred that that IQCS should delete the alpha codes associated with the OPM Job Codes to facilitate periodic uploads from financial departments.

➔ **Action Item No. 214: OPM Job Codes** – Eliminate the Alpha codes associated with the OPM job codes represented in the IQCS..

Lead: Cindy Schafer

Target Completion Date: Feb 15th 2008

➔ **Action Item No. 215: OPM Job Codes** – Send Mass Email explaining the elimination of the associated alpha codes in the IQCS OPM Job Codes. Application.

Lead: Cindy Schafer

Target Completion Date: Feb 15th 2008

Action Item No. 216: OPM Job Codes—add leading zeros @ IQCS control tables and at responder tables to fix the import of job codes missing those leading zeros.

Lead: Cindy Schafer/Guy Colwell

Target Completion Date: March 2008

3. **ESF4 Position Requirements**

Issue: Information Sharing regarding the emergence of new positions associated with the Emergency Support Function 4., ESF4

Discussion: A discussion was led by Mark Koontz outlining the newly created positions under the USFS Set ID. The Forest Service is the lead Agency for the ESF4 area. The Forest Service has defined 4 positions under the heading ESF4. The positions are; Emergency Support Administration, ESFA, Emergency Support Wildland Fire, ESFW, Emergency Support Logistics, ESFS, and Emergency Support Lead, ESFL, the lead position can only be held by a Forest Service Employee. The Forest Service has established minimum training requirements for these positions. The training requirements are IS700, IS800, I400, I300 and a new course ESF400 which offers position training. The question to the board is, are we ready to adopt the training program for all future candidates for these position on the DOI side? Currently this position has been selected more like a name request from the highest management levels which is more like a Technical specialist than a regular position e.g., CRWB. The board has decided to continue to monitor the evolution of this position but at this time but will not commit to applying the required training to the NWCG SET ID defining position requirements for these new positions.

4. **Re-hosting IQCS Application at NIFC**

Issue: The Re-hosting of the IQCS Application at NIFC is moving forwarded as planned..

Discussion: Michael Morgen provide the CMB with an update regarding the move of IQCS from Kansas City to NIFC. The move is scheduled to occur this December. There were no identified issues at this time. The Training Data Base will not be available during the period set aside to accomplish the move and ensure that all systems are working well. The training data base will be unavailable from Dec 8th to January 8th. It was noted that the move will result in a new IP address. The new address will need to be communicated to Agency IT representatives to ensure their people will be able to access the IQCS.

➔ **Action Item No. 217: Re-hosting IQCS----** Notify agency IT leads regarding new IP address for IQCS when it is established so agency firewalls technical requirements can be modified to accept and allow access to the new address.

Lead: Michael Morgen

Target Completion Date: January 8, 2009

5. **IQCS-MSP Interconnection Status**

Issue: Briefing on status of IT security approval for IQCS-MSP interconnection

Discussion: Recently the IQCS-MSP Interconnection plan was put on hold because of a growing concern regarding all applications that utilize a person's SSN as a key value associated with an individual. Since one of the key items used between the two systems to ensure information is posted to the correct individual is SSN the interface was put on hold until the plan can be reworked to exclude the necessity of using the SSN.

➔

6. Implementation Plan for Managing Data Received From Medical Standards

Issue: IQCS CMB need to determine how the data received from the Medical Standards Program, MSP, is to be integrated in and acted upon by the system.

Discussion: The board discussed some unique business rules surrounding the requirements for the MSP.

- The physical exam is required prior to taking the Arduous WCT
- The requirement to complete the exam depends on Employment Kind i.e., it is not required of AD hires.
- The requirement to complete the exam depends on the Age of the individual i.e., it is required for AD hires over the age of 45
- Can a person who takes the exam continue to work beyond the exam date until their Work Capacity test expires?

The board decided that it will be necessary to form a small group to work with the Guy Colwell to discover and validate all business rules surrounding the MSP to ensure that we have a workable solution that can be implemented in IQCS that will support the MSP and

➔ **Action Item No. 218: Implementation of Medical Standards Data** –IQCS representative will attend FFAST meeting to brief them some of the work that needs to be done to complete an orderly implementation of MSP in IQCS

➔ **Lead:** Kevin Conn

Target Completion Date, November 14, 2008

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Lead: Mike Morgen

Target Completion Date: January 2009

7. Receiving ROSS Experience records in IQCS

Issue: Update regarding where we are with the proposed mini-project designed to receive experience data from ROSS to the IQCS.

Discussion: Mark Koontz took over this task when Rick Jensen retired and is in the process of determining where we are at this juncture. What needs to be done next, who can help with this project from the ROSS/Dispatch side of things? It was recommended that Mark should start be contacting Chuck Womack . **I NEED SOM HELP HERE , MY NOTES ARE A LITTLE SCANT.**

Action Item No. 22019: : Receiving ROSS Experience records in IQCS ----Contact Chuck Womack and determine what needs to be done next to keep moving the project forward??

Lead: Mark Koontz

Target Completion Date: March 17, 2009

8. Position Task Book Functionality as it applies to new 310-1 rules

Issue: Currently we have changed the initiation requirements for the task book to no longer check for the completion of required courses as per the change to the 310-1.

Discussion: We discussed at our last meeting that it would be nice to have the system require that these courses be completed prior to certification. We have not programmed this function to date. We need to confirm that the business rule would require the system to with hold certification until course work is completed. I think that the correct interpretation is to require course completion prior to task book certification. If we do this we may have some rare occasions when a responder's task book expires prior to completion of required training. We need to get direction from IOSWT on what is the proper procedure then e.g., start anew on PTB?. The IOSWT representative, Vince Mazzier, in attendance felt that IQCS is currently adequately programmed to handle the change to the 310-1. One question posed to the IOSWT representative is what status should a responder be in when they have completed all the tasks in their task book but have not yet completed the required course work? Currently in IQCS if their task book is certified in the system IQCS will then apply all training requirements to the responder and if they are missing the responder will be found to be unqualified for the position until those training courses have been met. When asked about this the IOSWT rep, Vince Mazzier, stated that in his assessment that would be proper since the intent of the loosening of the rules regarding the completion of required training was to add some flexibility to manage the timing of a trainee's training plan but the training should certainly be completed by the time the task book is completed. Craig suggested that the IOSWT might consider adding an intent statement regarding the change to how required training is managed within the qualifications process so users will understand clearly what is expected. Vince Mazzier said he would bring this proposal for the addition of intent language to the IOSWT for their consideration.

➔ **Action Item No. 220: Position Task Book Functionality as it applies to new 310-1 rules –**
Discuss current task book functionality with IOSWT at February meeting.

Lead: Craig Cook

Target Completion Date: February 2009

➔ **Action Item No. 221: Position Task Book Functionality as it applies to new 310-1 rules –**
Develop and post a FAQ to the IQCS web page explaining how required training and task book functions work in IQCS.

Lead: Mike Morgen

Target Completion Date: December 4, 2008

9. Managing Multiple Expiring Requirements for Red Cards

Issue: Consolidating expiring dates on the red Card.

Discussion: We have two primary dates that affect operations positions for our responder's one is RT130 and the other is FITCAT, the WCT test. The Red Book states that the red card will be good for one year from the date of the completed WCT, however the Red Book also states that annual refresher is to be annual and they go further to define this by stating annual means a 12 month currency requirement. The business rule is clear at this time and I don't see any room for interpretation. At this time it seems this is a non issue and we will need to tell the field they must manage these dates.

➔ **Decision:** The board looked into the issue but the business rules seem clear at this time so no action will be taken in regards to consolidating the 2 most common expiring requirements. Users will need to manage these dates in order to increase the longevity of the incident qualification cards.

10. Workforce Analysis /Succession Planning Work Group Report

Discussion: Sharon Allen-Brick was unable to attend meeting due to travel so this item will be moved to the next meeting in March 2009.

11. Account Manger and Certifying Official User Role

Issue: Account Managers currently have the ability to certify Position Task Books.

Discussion: The way IQCS roles are currently configured, all "Account Managers" have the ability to assign a certification to PTB's and pick any empl ID to show as certifier. The "Account Manager" role is also the **only** role that can input incident data, responder training, and responder experience. Where the problem lies is one cannot retain certifier privileges at any level without taking on all the data entry duties as well. This translates into a substantial amount of data entry. It was proposed that IQCS should remove the capability to over-ride at the red card and competencies page, and certify task books from the Account Manager Role and allow only the certifying official these capabilities.

➔ **Decision:** The IQCS CMB, agreed in principle with the recommendation to remove the capability to over-ride, and certify task books from the Account Manger role and let them reside with the Certifying Official role. This will require some analysis by the IQCS CMB and staff.

Action Item No. 222: Account Manger and Certifying Official User Role Update the User Roles document and provide to the Agency leads for review

Lead: Cindy Schafer

Target Completion Date: February 15, 2009

12. Position Categories and Functional Area applied to the Job Codes

Issue: Each Job Code is defined by what Position Category and what Functional area it fits in e.g., CRWB is in the position category Wildland Fire Skill position and is part of the functional area of Operations. Michael has discovered some inconsistencies in the application and would like to get them cleaned up

Discussion: All agreed that these values are defined in the 310-1 and it is important that we fix any inconsistencies discovered.

➔ **Action Item No. 223 Position Categories and Functional Area applied to the Job Codes –** Review and correct all inconsistencies regarding Position Category and Functional Area entries at the individual job code tables.

Lead: Michael Morgen

Target Completion Date: March 2009

➔ **Action Item No. 224 Position Categories and Functional Area applied to the Job Codes –** Review and correct all inconsistencies regarding Position Category and Functional Area entries at the translate table level.

Lead: Michael Morgen

Target Completion Date: March 2009

13. IS700 and IS800

Issue: What is the DOI strategy regarding the implementation of the NIMS requirement for incident responders to complete IS700 and IS800.

Discussion: The Forest Service has implemented the requirement for these courses required by NIMS and attached them to individual positions at the control tables in IQCS. The Department of Interior Agencies have alerted their field users of the impending requirement to take these classes but have not attached these requirements to the control tables. When DOI users complete this training and it is recorded in IQCS will at this time allow the DOI to report numbers of course completions to interested parties.

➔ **Action Item No. 225 IS700 and IS800**–Include this as an Agenda Item to address again at the March 2009 meeting to check status

Lead: Craig Cook

Target Completion Date: March 2009

14. Review CMB Action Log

Discussion: Action log was reviewed participants were reminded to review the log periodically and as actions are completed to update information in the IQCS action log tracker.

15. Next IQCS CMB Meeting

➔ **Decision: Next IQCS CMB Meeting – Board concurred that the next IQCS CMB Meeting would be held on March 17-18, 2009 in Boise Idaho**



EXHIBIT A

**IQCS
Change Management Board
Agenda**



November 4-5 2008

**NIFC Great Basin Training
Snake River Room**

<input type="checkbox"/>	Roll Call	
	<p style="text-align: center;">Agency Leads</p> <p><input checked="" type="checkbox"/> BIA Craig Cook <input checked="" type="checkbox"/> NPS Mark Koontz <input type="checkbox"/> USFS Sharon Allen-Brick <input checked="" type="checkbox"/> FWS Kevin Conn BLM Eva Brown</p> <p style="text-align: center;">Guests;</p> <p><input checked="" type="checkbox"/> IRMWT David Potter <input checked="" type="checkbox"/> IOSWT Vince Mazzier <input checked="" type="checkbox"/> USFS Carmen Thomas</p> <p style="text-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 type="checkbox"/> Doug Freeman</p> <p style="text-align: center;">BLM OF&A IRM</p> <p><input type="checkbox"/> John Gebhard <input checked="" type="checkbox"/> Janis Reimers <input type="checkbox"/> Greg Jensen</p>	
<input type="checkbox"/>	Agenda Items	
1	Request to add SEAT Manager refresher training to SEMG position requirement. Discussion/Decision	Craig Cook
2	OPM Job Codes Is it time to drop the ones we created to pick-up the job title?	Cindy Schafer
3	ESF4 Position requirements (9:00 AM) Discussion/Decision	Sharon/Mark
4	Update regarding the Re-hosting of the IQCS application to NIFC Information	Michael Morgen
5	Medical Standards Inter-connection Update Information Discussion	Janis Reimers
6	Implementation plan for managing data received from the Medical Standards Discussion/Decision	Craig Cook
7	Receiving ROSS Experience records in IQCS Update/Discussion	Mark Koontz
8	IQCS Position Task Book current functionality as it relates to the new rule regarding required training. Discussion/Decision	Craig Cook

9	Managing Multiple expiring requirements for red card positions. Information/Discussion	<i>Craig Cook</i>
10	Workforce Analytics/Succession Planning Work Group report Discussion	<i>Sharon Allen Brick</i>
11	Account Manager and Certifying Official User Role	<i>Kevin Conn</i>
12	Position Categories and Functional Area as they relate to IQCS positions	<i>Michael Morgen</i>
13	IS700 and IS800. How to handle course requirements for the Department of Interior Agencies. Discussion/Decision	<i>Mark</i>
14	Review CMB Action Log/ SCR request	<i>All</i>

15	Round Robin	Team
	<input type="checkbox"/> BLM	
	<input type="checkbox"/> BIA	
	<input type="checkbox"/> NPS	
	<input type="checkbox"/> USFS	
	<input type="checkbox"/> FWS	
	<input type="checkbox"/> OF&A	
	<input type="checkbox"/> IQCS Project Manager	
	<input type="checkbox"/> Mike Morgen	
	<input type="checkbox"/> John Gebhard	
	<input type="checkbox"/> Janis Reimers	
	<input type="checkbox"/> Cindy Schafer	
	<input type="checkbox"/> Guy Colwell	
	<input type="checkbox"/> Doug Freeman	
	<input type="checkbox"/> Guest	
<input type="checkbox"/>	Close out	