


IQCS Change Management Board Fall 2014 Meeting Agenda		Date: November 12, 2014 Time: 0830 – 1630 Location: Sho-Pai Building, Raleigh Atkins Conference Room Call in: 888-324-3915 / Passcode: 13970 Duration: 7 Hours total	
Agency Leads		IQCS Staff	Guests
BIA NPS Jim Shultz USFS Evans Kuo FWS Russ Babiak BLM Mike Ellsworth DOI Tony Doty		Marley Marshall Ernie Ortiz Cindy Schafer Guy Colwell Heidi Noack Rhonda Toronto	
Item #	Topic	Lead	
	Introductions		
1	IQCS Operations Update <i>Information</i>	Toronto	
2	DOI All Hazard update <i>Information</i>	Doty	
3	Modification to allow users to save responder electronic documents (Licenses, External Training Certs, etc.)	Colwell	
4	Proposal to allow FS to use IQCS to track non-fire chainsaw and cross cut operators.	Kuo	
5	Request for access to IQCS by OAS	Babiak	
6	Course codes/School spreadsheet from Spring meeting – remove, inactivate courses not being used.	Marshall	
7	Responsibility for printing Master Record and exporting files to move to IQS for INAC responders.	Schafer / Babiak	
8	Preview of new pagelets.	Marshall/Schafer	
	Review active IQCS positions and consider future need/use of positions	Marshall	
9	Use and SOPs for new Change Request form.	Schafer	
10	Removal of SSN from Responder data.	Toronto	
11	Discuss / add to draft SOPs for CMB.	Babiak	
12	Bogus PTB expiration date sent to ROSS.	Schafer	
13	Agency updates.		
14	Bin items		

1) IQCS Operations Update

- PD for database admin position made it through the NOC for classifications.
- Marley is officially the Business Steward now.
- Website update:
 - Website is close to being updated and posted
 - Waiting on security approval for final posting
 - Possibly by early December
 - No longer Peoplesoft with significant improvements
 - 508 compliant
 - Updatable by IQCS staff
 - No URL change
 - Improved searchability
- System upgrade:
 - Upgrade will shift to new PeopleSoft platform (9.2 vs 9.0)
 - Don't anticipate major upgrades again until around 2017
 - Code freeze starting this December for about 3 months
 - Upgrade will be completed by March/April
 - Policy related changes are still acceptable in the interim
- FEMA update:
 - As of August 19, FEMA is out of IQCS
 - FEMA production will still exist, but be unused until contract runs out.
 - 19,500 unused licenses remain from FEMA.
 - Army (particular base or individual, but not the Army as a whole) has expressed some interest in using IQCS
 - Several options may exist to for unused FEMA licenses but best if the DOD shows interest first.
 - Also, would need to approach FEMA about formally conceding the licenses and talk with contracting.
 - Would need to analyze the potential benefits to the overall WF community and military and present a concept to the NWCG Executive Board.
- Business Analysis
 - Has to be done every 3 yrs.
 - Due November 2015
 - Considering a more thorough analysis and may explore the option of Federalizing IQS
 - Will request funding from the Program Board to have a 3rd party do the analysis

2) DOI All Hazard Update

- Updates in the IPQG are now reflected in IQCS.
- DOI has released a supplement to the Incident Business Management Handbook.
- Endorsements
 - Steinmetz presenting the Executive Board in late November on endorsements

- The development of FEMA's national qualifications system will contain discipline neutral positions that line up with NWCG position and competencies
 - The release of this document should kick off endorsements
 - Discipline specific needs will increase
 - OWDC is establishing a task group to start looking at what it will take to have endorsements. IQCS will be part of this discussion.
- Working with individual non-fire bureaus to continue plugging in individual responders and their associated qualifications.

3) Modification to allow users to save responder electronic documents (Licenses, External Training Certs, etc.)

- Have a new function in IQCS that will allow the storage of documents in the application
- Had discussed in the past about allowing users the option of storing qualification documents in the system
- Would need to complete some research on this to determine specifics (number of docs, type, etc.)
- Could be potentially very useful for PTBs, external training certificates, licenses and certifications, etc.

Action: Guy will study options/issues associated with this potential as part of the licenses/certification function and for external training – after the upgrade.

4) Proposal to allow FS to use IQCS to track non-fire chainsaw and cross cut operators.

- FS is interested in tracking saw qualifications (other than fire) in IQCS
- If the FS begins tracking other saw qualified operators, anticipated to add up to 1,600 new responders to the license count not including some new account managers.
- The FS had been considering a separate tracking database for just this purpose.
- They would potentially be interested in issuing a “saw card” and uploading documents if function was available.
- If the FS undertakes this action there would likely be two types of qualification cards:
 - The usual “red card” with NWCG faller qualifications (FAL 1/2/3)
 - Non-fire card and proposing to use qualification mnemonics FAL A/B/C
- Will be important to have consistency in naming convention mnemonics for non-fire saws if possible.
 - Some concerns raised about the use of FAL A/B/C in light of historic use of these mnemonics in fire qualifications system
- NPS is currently working on a standard for non-fire saws and there potential this could be adopted for the DOI.

Decision: Group agreed to allow the use of up to 1,600 licenses to support FS tracking of non-fire saw qualifications.

NPS will coordinate with FS to determine which mnemonics will work best for non-saw qualifications between FS, NPS and other DOI bureaus potentially.

FS and NPS will report on progress at the spring meeting.

- 5) Request for access to IQCS by OAS

- OAS has approached IQCS and agency leads about an intermittent need to access and cross reference user data in the Interagency Aviation Training (IAT) system with data in IQCS.
- There are some options that exist to allow this to occur but specifics on the need will be important.

Decision: The group agreed that a formal request or order through the appropriate departmental chains will be important to ensure that roles and responsibilities along with personnel security is maintained. Babiak will follow up with OAS representative.

- 6) Course codes/School spreadsheet from Spring meeting – remove, inactivate courses not being used.
 - Reviewed the course code spreadsheet and updated Marley on active and inactive agency specific courses.
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- 7) Responsibility for printing Master Record and exporting files to move to IQS for INAC responders.

Decision: The SOP for the CMB will be to require former employees to go through their previous employing agency to access their master record.

- 8) Preview of new pagelets.
 - Pagelets allow users to have tabs across the top of the user interface that can be used to convey information to users.

Action: IQCS staff will build proposed pilot to demonstrate use of pagelets after the upgrade is complete and present to the CMB.

- 9) Use and SOPs for new Change Request form.
 - Demonstrated the process for use of the new SCR form.
 - An FAQ will be needed to educate users on expectations for the SCR.

Action: Cindy will send out draft material to get the FAQ started and the CMB will review and add as needed.

- 10) Removal of SSN from Responder data.
 - Could use the last 4 of SSN only.
 - IQCS and ROSS staff will need to visit to build alternate strategy to ensure a mechanism exists to correct/prevent duplicate entries.

Action: IQCS team will meet and come up with proposed options to address this issue and share at the next CMB meeting.

- 11) Discuss / add to draft SOPs for CMB.
 - Primary concern related to access to agency data by a partner agency.
 - Purpose and scope of use were important.
 - The need for “Super User” role was discussed since few of the functions allowed by this role were being used by CMB members.

Decisions:

Other than emergency needs, CMB members will continue to seek concurrence from all affected agencies before accessing their data. No response in 48 hours will be accepted as an approval to move ahead.

An authorization to pull data must go through a CMB representative and follow established CMB SOPs. Users cannot request data that is beyond the reach of their role as defined in the application. The FS will retain 3 agency leads and a single super-user.

Cindy will provide a list of the differences between super-user and agency lead at the next meeting.

12) Bogus PTB expiration date sent to ROSS.

- IQCS is currently sending a bogus PTB expiration date to ROSS to keep ROSS from filtering responders who are in a trainee status less currency.
- IQCS currently adds a year to the expiration date that is sent to ROSS to avoid this filtering issue.

Action: Babiak will check with ROSS CMB about this date issue and report back to CMB at the next meeting.

13) Agency Updates

- FS
 - FS has reconfigured all FAL positions
- NPS
 - Data transition for all responders is nearly complete (all hazard)
 - Numerous responders from EICC/IQS have been transferred.
 - Still working on business rules for full implementation of this
- BLM
 - Working to define/redefine READ versus a fire READ.
 - Interested in exploring what would be required to have a simple technology such as QR codes or barcodes added to qualification cards to speed processing on incidents.
 - Possible but would require a live-link to IQCS
- FWS
 - None
- BIA
 - N/A

Next Meeting April 8 or May 4 as an alternate.