IQCS Change Management Board

Attending: Mike Ellsworth (BLM / chair), Jim Shultz (NPS), Reese Kerbow (FWS), Roger Kennedy (USAF / DOD), Garth Fisher (BIA), Mike Mattfeldt (USFS), Marley Marshall (IQCS), Shannon Tippett (IQCS), Wendy Christopher (IQCS), Guy Colwell (IQCS)
Guests: Jeff Hughes (NWCG Training)

IQCS Operational Update (Tippett)
- Continue to work on the IQCS integration with IRWIN. IROC implementation date has been moved to March.
- US Army is officially active in IQCS. They are starting to add/change responders to the Army SETID.

Business Study Update (Tippett)
- No update at this time.
- **Action**: Shannon will set up a meeting to discuss IQCS 2.0 business requirements this winter.

IQCS Charter (Ellsworth)
- **Action**: Edits to the proposed charter are due 12/1/2019.
- **Decision**: CMB will have one representative for all DOD organizations.

Document Upload Transition Plan/Redbook Language (Ellsworth/Marshall)
- Demonstration of the document upload feature from IQCS staff.
- Programming will go live on 11/13/2019.
- Draft Memo/Redbook: **Action**: Updates due Wednesday, 11/6/2019.
- User roles/security for document upload. (Christopher)
    - **Decision**: Approve roles/responsibilities for document uploads access.
- **Action**: Review all account user roles/responsibilities by spring 2020.
- Potential future upload ideas/features:
    - Upload personal assignment evaluations on experience data.
    - System-generated certificates.
    - Inclusion of the master record when downloading/emailing historical documents.
    - Copy of the certified Red Card.

User Account Administration (Christopher)
- Reviewed user survey results.
- 2019 annual audit in progress.
- Shared the year in review for IQCS account activity.

IQCS On-line Training Update (Christopher)
- Moving modules to Articulate software; will need to complete the navigation portion.
- Updates to the training modules will be needed once the IRWIN integration is completed.
  Action: BLM will find a field user to help with online development updates.

IRWIN Interface (Christopher)
- Users can run the C345 report to identify responders with any required updates.
- Birth, email, phone, jetport information are the required fields on the responder's Update Personal Information page.
- **Action**: Wendy will send user data report (C345) to agency leads to help communicate the critical information that needs to be updated.
- "Experience Record" business rules:
  - CMB decided in the spring that account user will have to validate all experience records that automatically come in from IRWIN. All data will be editable. Changes will stay in the application.

Phone Number/Email Standards (Christopher)
- Currently IQCS labels phone and email as "business" or "other." The NWCG data standard for phone and email as "primary," "secondary," or "other."
- Application meets data standard for integration.
- **Decision**: Keep current phone/email label IQCS that includes "business". This will encourage account manager to focus on entering the responder's business information.

M-410 Required Instructor Competency Removed from Course Control Tables (Marshall)
- **Decision**: Approve the removal of M-410 competency in the Course Control Tables. This aligns with the *NWCG Standard for Course Delivery* for allowing multiple standards for instructor qualification besides M-410.

NWCG Learning Portal (Hughes/Ellsworth/Tippett)
- Focusing on how to use the current functionality.
- There is a need to establish robust business processes and develop a change management board for the WFLP.
- Registration/nomination workflow is not available; the current priority is to develop the standard business rules and functionality.
- Connection to IQCS relates to the future of WFLP's ability to manage the nomination process/workflow as well as consumption of the course completions related to qualification management.
- **ACTION**: CMB chair and IQCS Program Manager will email WFLP co-program leads the requirements for connecting WFLP to IQCS. The CMB business need is to connect with a live connection through IRWIN.

Updating Master Record (C028) (Mattfeldt)
- Request to always have all "checkboxes" active for the report. There is a need from the field and HR offices to ensure consistency and accuracy.
- **Decision/Action**: The "Master Record" will be a single report that will automatically include everything. Subset reports can be created from different pages within the application. Implemented due date: January 2020.
- Demonstrate a potential updated master report design.
- **Action:** Approval to update the "Master Record" output design. Update CMB at the spring meeting (Marshall/Colwell).
- **Action**: Review the IFPM control tables. (Mattfeld)

DOI Employee Common Identifier (Shultz)
- Request: Connect qualification data with personnel data from FPPS by creating a field on the job data page for the DOI ECI (Employee Common ID) number from FPPS.
    - This would be programmed similar to the USFS EmpowerID.
    - The connection could be very useful for national workforce development planning.
- **Decision**: All DOI agency representatives approved the request to add a field in the job data page for the DOI ECI number. It will not be a required field and will not be applied to casual-hires.

Request for Changes (RFCs)
- Ticket #115455 - National Aerial Firefighting Academy II Refresher:
    - **Action:** Follow up with more information on course connection to a qualification. (Mattfeldt)
- Ticket #116353 - Sdd Training Officer/Account Manager's business email to the end of the Search for Responder page.
    - **Decision**: Approved.

Other
- **Action**: Set up a meeting to discuss the business requirements to develop a responder self sign-in option. Due by spring 2020 meeting. (Ellsworth)

FWQS
- All agency updates due December 1, 2019
- Discussed interest in adding the qualification pages from the PMS 310-1 into FWQS. This would allow the agencies to identify standards above the 310-1 and consolidate two qualification documents into one. Agency response due 12/1/2019.
- Need to decide status of Para Archaeologist (ARPA) and Regional MAC Group Representative (RMAC). Will they be added to the FWQS or be inactivated in IQCS.
    - **Action**: Evaluate the need for ARPA and RMAC. (Mattfeldt for ARPA with the USFS; Kerbow for RMAC for USFWS).

Decisions:
- CMB will have one representative for all DOD organizations. Roger will represent the Air Force and Army for CMB business.
- Approved recommended account user role/responsibility for access to document upload process.
- The standard label for phone numbers and email will stay in the format as "business" or "other." This will encourage account manager to input the responders business (or home unit) information first.
- Approve the removal of M-410 from required instructor competencies from the Course Control Tables. This aligns with the *NWCG Standard for Course Delivery* for allowing multiple standards for instructor qualification beside M-410.
- Approve to update the master record format. Update CMB at the spring meeting.
- All DOI agency representatives approved the request to add a field in the job data page for the DOI ECI number. It will not be a required field and will not be applied to casual-hires.
- Approved Ticket #116353 - Add the Training Officer/Account Manager's business email to the end of the Search for Responder page. Currently only the phone number is listed.

Action Items:
- Set up a meeting to discuss IQCS 2.0 business rules this winter. Due date: 2/1/2020. (Tippett)
- Edits to proposed IQCS CMB Charter due to Ellsworth. Due date: 12/1/2019. (All members)
- Review all current Account Users roles/responsibilities. Due date: spring 2020. (Christopher)
- BLM will find a field user to help with the IQCS on-line training updates. (Christopher/Ellsworth when needed)
- CMB chair and IQCS Program Manager will email WFLP co-program leads the requirements for connecting WFLP to IQCS. The CMB business need is to connect with a live connection through IRWIN. Due date: 12/1/2019. (Ellsworth/Tippett)
- The Master Record will be a single report that will automatically include all subsets. Other subset reports can be created from different pages within the application. Due date: January 2020. (Colwell)
- Review the IFPM control tables. No due date. (Mattfeldt)
- Ticket #115455 - Adding a course number for National Aerial Firefighting Academy II Refresher request from USFS. Follow up to evaluate a need and a connection to a qualifications. No due date. (Mattfeldt)
- Set up a meeting to discuss the business requirements to develop a responder self sign-in function. Due date: spring 2020 meeting. (Ellsworth)
- Evaluate the need to add Para Archaeologist (ARPA) and Regional MAC Group Representative (RMAC) to the FWQS or inactivate from IQCS. Due date: 12/1/2019. (Mattfeldt and Kerbow)