



IQCS User Guide

MODULE 10: NOMINATION PROCESS

OVERVIEW

Welcome to the Nomination Process module. In this module, we will discuss how to use the nomination process within the Incident Qualifications and Certification System (IQCS). This includes how to submit nominations for a future training course, prioritizing those nominations for enrollment, viewing the final prioritization, and enrolling students into courses.

Approval of the nomination by the supervisor is a manual process, performed before the nomination is completed in IQCS. The training officers prioritize the nominees from their unit. Once all nominations have been received for a session, the local, zone, geographic area, and national procedures for prioritization of students can take place. The course coordinator at the agency or facility hosting the session can then enroll the prioritized nominees to participate in the course and automatically notify the appropriate parties of the selection.

IQCS users are not allowed to enter, edit or remove their own data on any pages, with the exception of experience records, in the IQCS application.

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THE NOMINATION PROCESS

Only active course sessions that have the Nomination Workflow box checked will be available for the Nomination Workflow process.

A training officer or nomination coordinator can submit nominations for any responder whom they have been identified as the Training Officer or Alternate Training Officer on the responder's Job Data page.

Approval of the nomination by the supervisor is performed before the nomination is entered into IQCS. Once approved, the training officer then enters nominees from their unit for active course sessions. Once nominations have been submitted, the local, zone, geographic area, and national procedures for prioritization of students can take place.

The course coordinator at the agency or facility hosting the session can then enroll the prioritized nominees in the course.

TRAINING OFFICER

Training officers must have one or more of the following roles:

- Training Officer
- Training Coordinator
- Nomination Coordinator

If the training officer's account does not contain one of these roles, contact the agency representative in your geographic area for approval to create or modify an IQCS account. The training officers at each level of the nomination process include:

- Level 1: Sub-Unit Training officer
- Level 2: Unit Training Officer
- Level 3: Zone Training Officer
- Level 4: Geographic Area Training Officer
- Level 5: National and/or Outside Geographic Area Training Officer

COURSE COORDINATOR

The person identified as the course coordinator has permission to go to the Summary Listing page to complete the final prioritization - based on the prioritizations of the training officers - and enroll the nominees into the course session.

To view the who is identified as course coordinator for a course session, navigate to **Training Administration > Define Course Sessions > Course Sessions**. The person defined in the Course Coordinator ID field will have access to the Summary Listing page.

The course coordinator must have one or more of these roles:

- Training Officer
- Training Coordinator
- Nomination Coordinator

TRAINING NOMINATION

The training officer will access the Training Nomination component. Selecting the Request Training Enrollment link launches the Search page for courses with active sessions.

The following tasks need to be completed before a nomination is submitted:

- The responder's record needs to be updated and complete.
- The training officer (or alternate training officer) listed on the responder's record needs to be the one submitting the nomination.



RESPONDER RECORDS

The **Training Officer** field on the Job Data page must be filled out correctly. A mass change of the training officer can be done on the Responder Administration > Unit Summary page. This would be done if a new training officer were hired for a unit, for example.

The **Unit ID** field must be defined for each responder. The prioritization process sorts the nominations by Unit ID.

It is highly recommended that you verify and update the responder's contact information fields on the Personal Data pages (such as business e-mail and personal phone numbers). These fields populate the student roster report, course contact list, tuition billing report, and several other training reports. The populated address on the Nomination Form is the address associated with the Location Code on the Job Data page.

Work Location	Job Information	JFPM Job Information	Salary Plan	Benefit Program Participation	Employment Information
Dawg,Olde Employee Empl ID: 00000094555 Empl Record: 0 CH ID:					
Work Location Find First 1 of 1 Last					
Payroll Status:	Active	Date Created:	06/30/2015		
*Effective Date:	06/30/2015	Effective Sequence:	0	*Job Indicator:	Primary Job
Action/Reason	Hire				
*Regulatory Region:	USA	United States			
Company:	WCG	Natl Wildfire Coordinating Grp			
*Setid:	FS000	Forest Service			
*Department:	03020000	Carson National Forest		Org Entry Date:	06/30/2015
Unit ID:	NM-CAF	Carson National Forest			
Training Officer:	00000094528	Trench,Cup		<input type="checkbox"/> Position Management Record	
Alt Training Officer:		EmpowHR Id			
Admin Location					
Setid / Location:	NWCGC	NM0041	Carson National Forest		
208 Cruz Alta Road Taos NM					
Duty Station					
Setid / Location:	NWCGC	NM0041	Carson National Forest		
208 Cruz Alta Road Taos NM					
Dispatch Unit Id:	NM-SWC	Southwest Area Coordination Center			

INSTRUCTION - SUBMITTING A TRAINING NOMINATION

1. Navigate to **Training Nomination > Training and Development > Request Training Enrollment**.
2. Select one of the four hyperlink options to search for a course session. The selected Course Search page will appear.
3. Enter the search criteria and select the Search button. A list of available sessions will be displayed by date. If active sessions are available for the selected search criteria, then a blue hyperlink will be displayed.

Request Training Enrollment

Course Search

Enter a course number and select Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number:

Course Code	Description	Course Detail	Course ID	
S130	Firefighter Training		S-130	View Available Sessions

4. Select **View Available Sessions**.
5. Select the desired session number in the left-hand column. Only course sessions that have the **Nomination Workflow** box checked will be available. Make sure you select the correct session. Reference your Training Center’s web page (if available) to verify the session number.

Request Training Enrollment

View Available Sessions

S130 Firefighter Training

Select a session number in the list below to view session details or to request enrollment in the session.

09/07/2015

Session	Course Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
02616	09/07/2015	Boise District Office	32.0	10	0

03/07/2016

Session	Course Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
02617	03/07/2016	Battle Mountain FO	32.0	999	0

6. Select the check boxes next to the names for the employees you want to submit nominations for, or select the **Select All** button to nominate every student.

Request Training Enrollment

Select Employees For S130 **Firefighter Training**

To add an employee to this training request, use the box in the select column next to the employee's name. To find a specific employee, use Search for an Employee. Employees that are not eligible for this course appear in the lower grid and cannot be selected.

The selected course has the following prerequisites:

Prerequisite	Description
1 S-190	Intro Wildland Fire Behavior

Employees As of 9/7/2015

Direct Reports For Coordinator,Christine Find First 1-3 of 3 Last

Select	Name	Empl ID	Job Title	Department	View Nom. Form
<input type="checkbox"/>	Dawg,Olde	00000101243	Range Tech	BOI F&A	i
<input type="checkbox"/>	Flowers,Dewey	00000101245	CivilPay	BOI DO	i
<input type="checkbox"/>	Gator,Ally	00000101248	Misc Admin	LAME	i

Select All

Continue

7. Select the **Continue** button.
8. The next page allows you to make comments for each employee you nominated. These comments will carry forward throughout the nomination and enrollment process. These comments will assist training officers/coordinators in selecting employees for a course. You may add reasons why the student needs this course in the **Comment** field.

Submit Request

Enter comments (optional) and select Submit button at the bottom of the page to complete your request.

Course: S130 Firefighter Training

Session: 02616

Location: Boise District Office

Course Start Date: 09/07/2015

Duration (Hours): 32.0

Dawg,Olde

Employee ID 00000101243

Comment

Submit

[Return to View Available Sessions](#)

9. When you have completed your comments, select the **Submit** button. You can also select the hyperlink **Return to Select Employees** to nominate other employees.
10. You will now see that the submitted training enrollment request was successful. Select **OK**.
11. To verify the nominations, navigate to **Training Nomination > Training and Development > View Training Request Status**.

NOMINEE DETAILS

Once nominations have been made, training officers (local training officers, zone training coordinators, etc.) can go the Prioritize Trainee Nominee page and prioritize their nominees.

Remember that training officers complete the prioritization of their unit's nominees by a predetermined date according to the unit's procedures.

Prioritize Trainee Nominees

The following employees need to be prioritized for the requested course. Your participation comments.

Course Session Information

Course Level: Geographic Area
 Course: S130 Firefighter Training Date/Time: 09/07
 Session #: 02616 Sponsoring Unit: ID-BOD Boise District
 Nom. Coord ID: 00000101247 Christine Coordinator Nom Due Dt:
 Coordinator Contact Information Training Location

Nominee Details

Delete Nom	Empl. ID	Name	Unit ID	Description	Agency	Geo. Area	Description	View Nom. Form	Level 1 Priority	Last Upd By	Level 2 Priority	Last Local Training Zone	Last Upd By	Geographic Area	Last Upd By	National	Last Upd By	Remarks	Submitted On	Prev. Comments	Job Title
1	00000101243	Dawg,Olde	ID-BOD	Boise District	BLM	GB	Great Basin Geographic Area		<input type="text"/>		<input type="text"/>	2	ccordinator	4	ccordinator				08/06/2015	Prev. Comments	Range Technician
2	00000101245	Flowers,Dewey	ID-BOD	Boise District	BLM	GB	Great Basin Geographic Area		<input type="text"/>		<input type="text"/>	1	ccordinator	1	ccordinator				08/06/2015	Prev. Comments	Civilian Pay Series
3	00000101250	Supervisor,Jule	ID-BOD	Boise District	BLM	GB	Great Basin Geographic Area		<input type="text"/>		<input type="text"/>	3	ccordinator	5	ccordinator				08/06/2015	Prev. Comments	Range Technician
4	00000101244	Newbie,Ima	ID-TFD	Twin Falls District	BLM	GB	Great Basin Geographic Area		<input type="text"/>		<input type="text"/>	2	jsupervisor	3	ccordinator				08/06/2015	Prev. Comments	Range Technician
5	00000101246	Hood,Robin	ID-TFD	Twin Falls District	BLM	GB	Great Basin Geographic Area		<input type="text"/>		<input type="text"/>	1	jsupervisor	2	ccordinator				08/06/2015	Prev. Comments	Range Technician
6	00000101248	Gator,Ally	NV-LAP	Lake Mead NRA	NPS	GB	Great Basin Geographic Area		<input type="text"/>		<input type="text"/>			6	ccordinator				08/06/2015	Prev. Comments	Misc Admin & Program

Levels of prioritization

- Includes last person who took prioritization action
- Last priority level with numbers will transfer those numbers to **Summary Listing**.

Enter final comments

Delete trainee nomination

View previous comments

INSTRUCTIONS - UNIT LEVEL PRIORITIZATION

1. Navigate to **Training Nomination > Training and Development > Prioritize Trainee Nominees**.
2. Enter the information for the desired course in the **Search** by field.
3. Select **Search**.
4. Select **Course Session**. The **Prioritize Trainee Nominees** page is shown.
5. You can view information about the course coordinator and the facility by clicking the hyperlinks in the **Course Session Information** box.
6. Enter the **Unit** priority next to each name for your unit. As each level prioritizes their nominees, duplicate unit priority numbers can occur. By the end of the prioritization process, a priority number **MUST** appear at each level for each nominee.
7. The last level of priority that is set will be transferred to the **Summary Listing** page. For example, if the highest level of priority set is Geographic Area, then the information in Geographic Area will be transferred to the **Summary Listing** page.
8. Once the nominees have been prioritized, select **Save**.

Alternate Method for having Unit Training Officers prioritize their nominees:

1. Select the **Excel Spreadsheet** icon.
2. The spreadsheet file can then be saved in a folder and sent as an email attachment or mailed to the unit's training officers to prioritize and send back to the nomination coordinator.

FINAL PRIORITIZATION

Once training officers at the appropriate levels have set the priority for the session, a coordinator with security access to the session can view the Final Priority and take action to enroll the students into the session. This process is done at the Summary Listing page.

The highest level of prioritization, from the Prioritize Trainee Nominees page, will be displayed in the Final Priority column. For example, if prioritization was entered at both the Local and Geographical columns, then the Geographical prioritization will be displayed as the final.

It is important that final priority numbers are given to every nominee as those numbers appear on the enrollment screen and are also used to enroll and waitlist students.

At this location, a coordinator can approve nominees for enrollment or given a reason for non-enrollment, such as the class has a waiting list, the nominee lacks prerequisites, the class was cancelled, etc.

Once nominations have been identified with either an Enroll or Waitlist checkmark and the action is saved, the fields are grayed out and the priority and status fields cannot be changed. It is used as the historical reference of the final prioritization and initial enrollment for the session. Changes to enrollment status of students after this point can be managed at the Rapid Session Enrollment page. Nominations identified with the No Action check or new enrollment requests will be displayed with editable fields.

Administer Training Requests

Per request, approve and update, approve only, or deny the proposed data. You may also enter optional comments about your processing choice per request. When you are finished, click the Save button at the bottom of the page.

Course: S130 Firefighter Training Priority by UNIT Show Priority

Session: 02616

Location: Boise District Office Sort List by Priority

Start Date: 09/07/2015 Check All Enroll / Waitlist

Duration (Hours): 32.0 Check All No Action

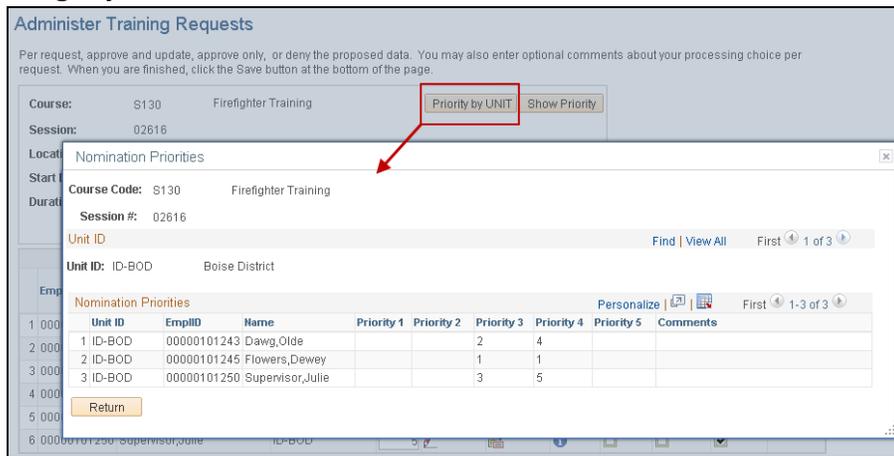
Personalize Find										
Empl ID	Name	Unit ID	Final Priority	Your Comments	View Comments	View Nom. Form	Enroll	Waitlist	No Action	Status
1 00000101243	Dawg,Olde	ID-BOD	4				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2 00000101244	Newbie,Ima	ID-TFD	3				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3 00000101245	Flowers,Dewey	ID-BOD	1				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4 00000101246	Hood,Robin	ID-TFD	2				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 00000101248	Gator,Ally	NV-LAP	6				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6 00000101250	Supervisor,Julie	ID-BOD	5				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

[Go To Enrollment](#)

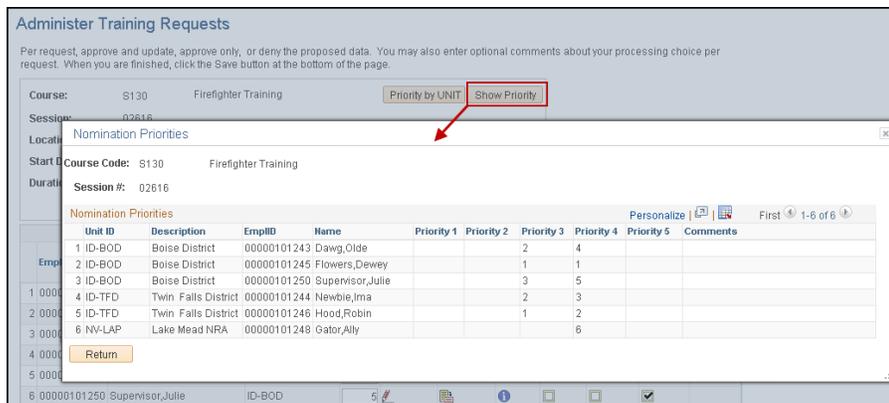
The highest level of prioritization, from the Prioritize Trainee Nominees page, will be displayed in the Final Priority column.

PRIORITY BY UNIT

Priority by Unit displays responders for just your local unit. Sort the Priority by Unit list by selecting any of the column headers.



Show Priority will show all units with nominees. Sort the Show Priority list by selecting any of the column headers.



If a Unit ID, zone, geographical area, etc., does not prioritize a nominee at the last level that numbers are entered, there will be no priority number moved from the Prioritize Training Nominee page to the Summary Listing page. This will be an indication that a particular entity did not follow through with prioritization.

Priority numbers can still be added to those nominees on the Summary Listing page. If no one has been enrolled or wait-listed in Summary Listing, you can readjust the priorities (only with authorization of all players in the prioritization process) to take those nominees into consideration.

Once action has been taken on nominees in Summary Listing, their priorities cannot be changed. New blank priorities can be filled in later with a priority number and action taken. It is important that priority numbers be given to every nominee as those numbers appear on the enrollment screen. These numbers are used to fill vacancies with wait-listed nominees in priority order.

ENROLL, WAITLIST, AND NO ACTION CHECKBOXES

Administer Training Requests

Per request, approve and update, approve only, or deny the proposed data. You may also enter optional comments about your processing choice per request. When you are finished, click the Save button at the bottom of the page.

Course: S130 Firefighter Training Priority by UNIT Show Priority
Session: 02616
Location: Boise District Office Sort List by Priority
Start Date: 09/07/2015 Check All Enroll / Waitlist
Duration (Hours): 32.0 Check All No Action

Empl ID	Name	Unit ID	Final Priority	Your Comments	View Comments	View Norm. Form	Enroll	Waitlist	No Action	Status
1 00000101243	Dawg,Olde	ID-BOD	4				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 00000101244	Newbie,Ima	ID-TFD	3				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 00000101245	Flowers,Dewey	ID-BOD	1				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4 00000101246	Hood,Robin	ID-TFD	2				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 00000101248	Gator,Ally	NV-LAP	6				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6 00000101250	Supervisor,Julie	ID-BOD	5				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

By default, the No Action checkbox is checked for all the requests initially. Requests can be marked individually by checking the appropriate checkbox for every request for either enrolling or wait-listing. A status of “Enrolled” or “Waitlist” will show after saving the page. Once saved, only records checked for No Action can have action taken on them.

The Check All Enroll/Waitlist button auto-enrolls everyone on the list. The system will enroll as many students as seats were indicated for the session in Course Session Setup. The remaining students are waitlisted with their priority numbers retained for future reference. For example, assume there are 10 available seats for a particular session and 15 requests came in for the session enrollment. If the Check All Enroll/Waitlist option is selected for all 15 requests, then the first 10 employees (sorted by final priority) associated with the requests will be enrolled for the course session. The remaining 5 students will be wait-listed for the session.

If the coordinator wants to wait-list a particular student on the Administer Training Request page, then he or she can manually enroll the student in the session with the status of “Session-Waitlist” by checking the Waitlist box.

The No Action box will contain a check mark until action is taken. Then it will be blank when the page is saved. The Status section will auto-populate with the status when action is taken and the page is saved.

PROCESS FOR FINAL PRIORITY SESSION ENROLLMENT

Nomination Coordinators can use the process below to view the final prioritization and take action for enrollment for a course session.

INSTRUCTIONS – SUMMARY LISTING

1. Navigate to **Training Nomination > Training and Development > Summary Listing**.
 - The Administer Training Nominees search page will appear.
2. Search and select the correct course session.
3. The Administer Training Request page will be displayed with a table of nominees for the session.
4. Select **Show Priority** or [Priority by Unit](#) buttons to view the Nomination Priorities page. From this page, you can create an Excel spreadsheet by clicking on the yellow grid icon.
5. The final priority for each student is automatically carried over from the Prioritize Training Nominee page. The highest level of prioritization will be displayed in the **Final Priority** column and is editable. It is important that final priority numbers are given to every nominee as those numbers appear on the enrollment screen and is also used to enroll and waitlist students
6. Select the Edit icon under Your Comments column to enter or view comments for a nominee.
7. Select **View Comments** for the nominee to read the previous comments made by the training officer.
8. The **View Nom. Form** icon will display the completed Nomination Request Form for the nominee.
9. [Enroll column checkbox](#). If selected the nominee will be enrolled into the course session.
10. [Waitlist column checkbox](#). If selected the nominee will be waitlisted for the course session.
11. [No Action column checkbox](#). All records will initially be checked as No Action. This will not enroll or waitlist a trainee into the course.
12. The **Status** column will be updated automatically once the process is saved and completed.
13. Select the **Save** button.
14. Select the **Go to Enrollment** hyperlink to go the Course Session Enrollment page. You can change the enrollment status on the Course Session Enrollment or on the Rapid Session Enrollment pages.

As previously mentioned, once nominations have been identified with either an Enroll or Waitlist checkmark and the action is saved, the fields are grayed out and the priority and status fields cannot be changed. It is used as the historical reference of the final prioritization and initial enrollment for the session. Changes to enrollment status of students after this point will can be managed at the Rapid Session Enrollment page. Nominations identified with the No Action check or new enrollment requests will be displayed with editable fields.

NOMINATION PROCESS RELATED REPORTS

The following reports may assist a user in the nomination process in IQCS. For a full list of reports available in IQCS and directions on how to run reports, or specifics on a report, please refer to the Reports Module.

Reports > Needs Analysis	Report Number
Training Needs Assessment	C401
Reports > Positions	Report Number
Position Qualification Criteria	C94