



IQCS User Guide

MODULE 1: IQCS INTRODUCTION

OVERVIEW

Welcome to the *Incident Qualifications and Certification System (IQCS)* User Guide. The guide is organized into 11 modules.

- Module 1: Introduction
- Module 2: Navigation
- Module 3: Managing Responder Data
- Module 4: Reports
- Module 5: Manage Competencies
- Module 6: Qualification Evaluation and Certification
- Module 7: Training Administration and Nomination Process
- Module 8: Control Tables

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.

NEW JUNE 2019

- Minor updates to formatting and grammar
- Added Army to agency list

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IQCS

IQCS is a management tool to record, track and report on responder qualifications for the federal partners of the National Wildfire Coordinating Group (NWCG), the Department of Interior (DOI) Bureaus and the United States Air Force (USAF). The original wildfire agencies collaborated to develop IQCS to support their qualification standards. Responder data was migrated from the legacy systems during the early months of 2004. The Department of Interior joined IQCS with all-hazard positions in 2011. USAF joined IQCS in November 2016.

The IQCS program is managed by the Bureau of Land Management (BLM) with active business oversight from representatives from each of the federal wildfire agencies and the Department of Interior.

- Bureau of Indian Affairs (BIA)
- Bureau of Land Management (BLM)
- DOI Office of Emergency Management
- Fish and Wildlife Service (FWS)
- Forest Service (USFS)
- National Park Service (NPS)
- United States Air Force (USAF)
- United States Army (USA)

These eight [agency representatives](#) (also referred to as IQCS agency leads) compose the IQCS Change Management Board (CMB). The responsibility of the agencies on the CMB include:

- Ensure the application accurately reflects the business requirements and meets the needs of the user community.
- Make decisions on system changes.
- Provide interpretation and implementation direction on business changes.
- Provide appropriate agency specific guidance.
- Representatives of the user community.

LINK TO AGENCIES

The IQCS application has been customized per CMB oversight and direction to contain requirements maintained in the following documents:

- NWCG [Wildland Fire Qualification System Guide \(PMS 310-1\)](#)
- [Forest Service Fire and Aviation Qualification Guide \(FSFAQG\)](#)
- Department of the Interior [Incident Position Qualification Guide \(IPOG\)](#)
- [Federal Wildland Fire Qualifications Supplement](#)
- [Interagency Standards for Fire and Fire Aviation Operations - Chapter 13](#)
- Agency specific qualification documents



Per agency guidance, the application is designed to provide managers at the local, state/regional, and national levels with detailed qualification, experience, and training information needed to certify responders in wildland fire positions. The IQCS is a tool to assist managers in certification decisions. However, it does not replace the manager's responsibility to validate that responders meet all requirements for position performance based on their agency standards.

To determine qualification status for a responder's position qualification(s), IQCS compares the responder's training, experience, and other accomplishments (referred to as competencies) to the qualification criteria.

DATA INTEGRITY

IQCS preserve a responder's data, both historical and future. This allows the capture of all additions and adjustments made to the record.

This creates an extremely detailed view of a responder's data. Depending on the page, IQCS may only display the most recent record(s). This aids in opening the page more quickly. The **Include History** button will allow you to see historical records.

Auditing actions performed on a responder's record is done by capturing the IQCS user name with a time stamp for all types of edits done on the data

ORGANIZATIONAL STRUCTURE



The agencies in IQCS are built with their own specific and unique organizational structure. These structures are used to organize responders, provide security and enforce policy.

Organization trees start with a Set ID (five characters code, e.g. BLM00, FS000, or DOI00) to reflect the agency. Each agency tree has an established hierarchy of organizational codes which reflect regions or states depending on the agency.

A responder can only be assigned one organization code. An IQCS user can manage multiple organization codes based on agency lead or agency representative approval.

IQCS ACCOUNT SECURITY AND PERMISSIONS

IQCS Account security is role and organization code based. This limits every account built in IQCS to only those roles necessary to complete the user's job on the responders in the organization codes where access was authorized.

Each IQCS Account connects a permission list to the user ID. A permission list is composed of one or more organization codes. These agency organization codes and those common to all users (e.g. INAC and ST000) are those authorized by the national or regional agency representative for an account.

With the interagency aspect of IQCS, permission lists may contain a blend of one or many agency organizations codes. This combination of agency organization codes must be authorized by each respective agency representative and represent a clear business need.

Roles and organizational codes are requested on your user account request form. Once the required paperwork and training are completed and the proper level of authorization is received, a new account holder is assigned a single User ID and password to log on to the system.

Please refer to the [IQCS Web](#) site for user account request instructions

USER ROLES

A role defines:

- What menu items you can access
- What pages you can access
- What tabs appear when you access a menu component
- What reports you can run
- What actions you can perform on the pages

Possible user actions include:

- Display only (no data changing or manipulating)
- Add rows (to add new data or history)
- Update/display rows/pages
- Correction (to change or correct existing data)

For a complete list of user roles and a list of the pages they are allowed to view and interact with, please refer to the [Roles Matrix](#) on the IQCS website.