IQCS User Guide

MODULE 5: QUALIFICATIONS MANAGEMENT

OVERVIEW

Welcome to the Qualifications Management module. In this module, we will discuss how you can manage responders' competencies within the Incident Qualifications and Certification System (IQCS). This includes the Competencies, Experience, Position Task Book (PTB), Responder Training, Licenses and Certificates, and Trouble Shooting pages.

A responder's competencies record could be considered their qualification control table. IQCS compares the responder's competencies to the business requirements implemented in the Role Table to determine if a responder is qualified for a position. Competencies are added to a responder's record automatically when most other additions are made: when training is added to the training record, when a task book is added or certified, when a licenses/certificate is added to the licenses and certificates page. When experience is added to the experience record, the Expiration Date is updated on the Incident Qualifications page.

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 December 2017

- Position Task Book (module 7) and Emergency Responder Experience (module 8) incorporated in to Module 5.
- Module renamed from Manage Competencies to Qualification Management.

Table of Contents

IFPM

Interagency Fire Program Management (IFPM) Standard began official implementation October 1, 2004, to enforce more stringent, uniform qualification standards for 13 key fire management positions to ensure fire fighter safety. The IFPM subcommittee is now chartered as the Fire Program Management Qualification Subcommittee (FPQS). The purpose of the FPQS Subcommittee is to develop, maintain, and implement Fire Program Management Qualifications Standards.

In 2008, the US Forest Service (USFS) implemented Forest Service Fire Program Management Standard (FS-FPM) as an agency addendum to IFPM for positions that are unique to the Forest Service's four-tier structure. For additional information regarding FS-FPM, see: http://www.fs.fed.us/fire/management/ifpm/index.html.

As of October 1, 2010, the minimum qualification standards (MQS) contained in the IFPM is in effect. All applicants for IFPM positions after this date must possess the MQS as selective placement factors in order to be eligible. A section of the Responder Master Record (C028) report includes the IFPM Employee Application Report that is used by HR when determining if an application meets IFPM selective factors.

As of 2015, the USFS is the only agency that utilizes the IFPM processing in IQCS to tract FS000 responders in FS-FPM positions. IFPM was fully implemented for the DOI fire agencies, and as a result, the BLM, BIA, FWS and NPS are no longer using the IFPM Job Information tab on the responders Job Data page to track IFPM responders.

IFPM REQUIREMENTS

Similar to the Responder to Position Trouble Shooting page, this page will match the attainments of the FS000 responder to the identified FS-FPM position identified on their Job Data page.

INSTRUCTIONS – IFPM REQUIREMENTS

Use the process below to view the attainments of a responder to an identified FS-FPM position.

1. Navigate to **Qualification Management** > **Competency Management** > **Competencies**.
2. Search and select responder.
3. **IFPM Job tab**. Will display the requirements of the identified position (from their Job Data page) and the attainments of the responder per their competencies.
4. **Competencies Summary**. A view only display of the responder's competency record.

COMPETENCY MANAGEMENT

USE OF COMPETENCIES IN IQCS

IQCS uses competencies to document the requirements of a position and also the attainments of a responder. When an agency identifies the requirements of a position, the IQCS staff records those requirements as competencies on a position control table. In addition, when a responder completes training, initiates a PTB, certifies a PTB, is issued a licenses, etc., these accomplishments are recorded on pages in the application but the responder is also system awarded a corresponding competency to their Competencies page.

As the result of the above, and lots of other programming, when the Show Qual Card Details, or Run Qual Process, button is clicked on a responder's Incident Qual Card page the IQCS application checks the requirements of the position against the responder's Competencies record to return a qualification status. If the responder meets all requirements (i.e. the competencies match up), a qualified status will be applied and they will be considered to be system qualified.

In the example below, there are eight active required competencies for the NWCG 310-1 ICT4 qualification that a responder has on their Incident Qual Card page. The competency record for the responder shows she has attained 143 competencies in her record. The application will compare the requirement of the position control table to the responders control table (their Competencies page) and identify a qualification status for the position on the responder Incident Qual Card page.

| Role Competencies | Taskbook Prereqs | Role Description | Position Checklist URL | Track Changes |

Set ID NWCG0   Position ICT4   Incident Commander Type 4   Department

Competency Profiles   Find | View All   First ◀ 1 of 1 ▶ Last
Effective Date: 09/29/2012   [Position Checklist]

Assigned Competencies   Personalize | Find | View 6 | 🖾 | 🖩   First ◀ 1-9 of 9 ▶ Last

Competency		Proficiency		Reqd for Trainee Status	No Override	Apply Retro	Status as of Effective Date
FITCAT	Fitness Category	A	Arduous	☑	☑	☑	Active
ICS-100	Introduction to ICS (ICS-100)	1	Attained	☐	☑	☑	Active
ICS-200	Basic ICS (ICS-200)	1	Attained	☐	☑	☑	Active
ICT4CPX	ICT4 Complex Position Prereq	1	Attained	☐	☐	☐	Active
ICT4TB	Incident Commander Type 4 PTB	2	Certified	☐	☐	☐	Active
IS-700	NIMS An Introduction	1	Attained	☐	☑	☑	Active
RT-130	Fire Safety Refresher	1	Attained	☑	☑	☑	Active
S-200	Initial Attack Incident Cmdr	1	Attained	☐	☐	☐	Active
S-215	Fire Ops Urban Interface	1	Attained	☐	☐	☑	Inactive

| Competencies | Manually Award Comps |

Supervisor,Sarah   Employee   Empl ID: CH ID:

Competency Evaluation   Find | View All   First ◀ 1 of 1 ▶ Last
Evaluation ID/Type: 01 Approved

Assigned Competencies   Personalize | Find | View 100 | 🖾 | 🖩   First ◀ 73-80 of 143 ▶ Last

Competency	Description	Effective Date	*Proficiency	Expiration Date	Justification	
ICS-300	Intermediate ICS (ICS-300)	04/15/2004 📅	Attained ▼	📅		➖
ICS-400	Advanced ICS (ICS-400)	01/31/2014 📅	Attained ▼	📅		➖
ICT4	Incident Command Type 4	07/30/2007 📅	Attained ▼	📅		➖
ICT4CPX	ICT4 Complex Position Prereq	08/29/2005 📅	Attained ▼	📅		➖
ICT4TB	Incident Commander Type 4 PTB	01/01/2002 📅	Certified ▼	📅		➖
ICT5	Incident Commander Type 5	10/01/2001 📅	Attained ▼	📅		➖
ICT5TB	Incident Commander Type 5 PTB	10/01/2001 📅	Certified ▼	📅		➖
IHCSLCPX	IHCSL Complex Position Prereq	04/01/2009 📅	Attained ▼	📅		➖

COMPETENCIES

A responder's Competencies page serves as the historical record for all competencies that a responder has achieved. IQCS compares the competencies in a responder's competency record to the business requirements to ensure that the responder is qualified for the position. The agency position guides are implemented in an IQCS Control Table on the Setup Roles component.

The competency record will maintain multiple rows of historic data.
- In the **Update/Display** mode, the user will only see the most recent effective-dated row.
- All rows of data can be viewed in the **Include History**. For example, if system will display the most current RT-130 competency that the responder attained but if Include History button is selected a user can see all the RT-130 competencies a responder has attained.
- Edits to the **Competencies** page can be made by only select users in the Correct History mode.

The Competency control table is a key defining table in IQCS that organizes requirements identified by policy documents. Competency types include:
- **Position** (code reflect qualification policy guides). i.e. SITL, ICT3, EDSP.
- **Training** (includes a hyphen). i.e. S-300, ICS-400, D-312.
- **Task Book** (position code ends with TB). i.e. HECMTB, AOBDTB, DIVSTB.
- **Licenses/Certificates** (code ends with LC). i.e. FAL3LC, PARALC.
- **Complex competencies** (code ends with CPX or TPX). Complex competencies represent instances where prerequisite position (i.e. experience) and/or training are defined by more than one way/path to meet the requirement. Any time there is an "**or**" statement on a policy position qualification sheet in the prerequisite experience for a position or training, a complex competency is built.
  - Position complex requirements (code ends with CPX).
    - i.e. ATGSCPX, HEB2CPX, TFLDCPX.
  - Training complex prerequisite (code ends with TPX).
    - i.e. ADAMTPX, ATBMTPX .

HOW COMPETENCIES ARE SYSTEM ADDED

Generally speaking, competencies are added and/or updated on a responder's competency record automatically when related changes are made in the system.
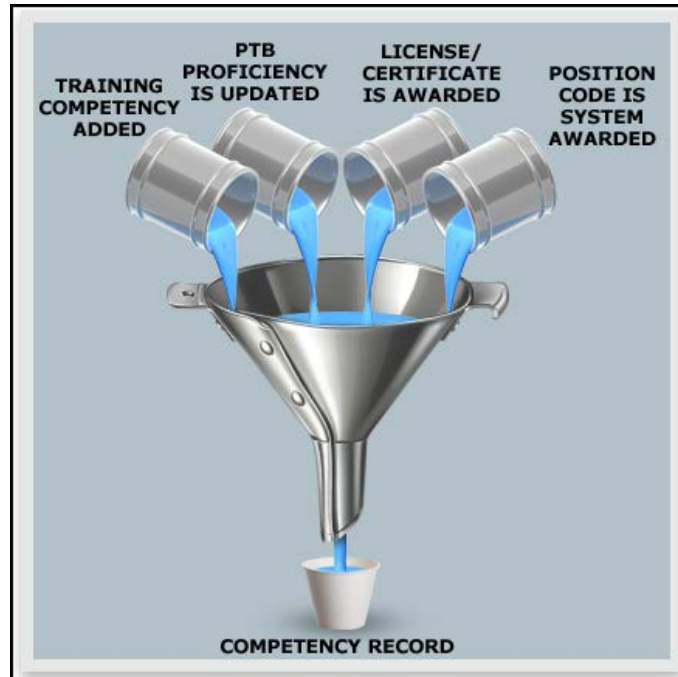
The following are examples of changes that can occur and the triggers for the change:

- A training competency is added on the Competencies page when the Responder Training page is updated with a completed training.
- A Position Task Book (PTB) competency is added on the Competencies page when a PTB is initiated on the Position Task Book page.
- A PTB proficiency is updated on the Competencies page when the PTB expires or is certified on the Position Task Book page.
- A position competency is system awarded on the Competencies page when a PTB is certified on the responder's Position Task Book page.
- A license/certificate competency is added or updated on the Competencies page when the responder's Licenses and Certificates page is updated.
- Complex competencies are system awarded when a responder meets one of the multiple-position requirement paths.

MANUALLY AWARDING COMPETENCIES

There may be circumstances that require you to manually award competencies to accurately reflect the responder's paper record. Competencies are generally system awarded when a position prerequisite (position CPX or training TPX) is met, a PTB is initiated (TB), a certified Task Book (position) is completed, training session (course code) is completed, or an expiring license/certificate (LC) is added.

Prior to manually awarding a position code, first check to see if there is an active PTB for the position at the responder's Position Task Book page. If the responder does have an active PTB for the position, the user may be able to delete the PTB if it meets the deletion criteria as set by the agencies. Active PTBs with evaluation records **cannot** be removed/deleted from IQCS.

Although the process for manually awarding competencies can be used for any competency (position CPX, training TPX, PTB, training, licenses/certificates, etc.) **it is not encouraged or recommended** in all circumstances. The responder's competency record is established and maintained at other screens and, in most cases, IQCS will automatically update the responder's competencies screen. These are all added from the individual source page and should be maintained from the source pages.

One exception is the awarding of a Technical Specialist position. These positions are not represented in the PMS 310-1 but are cataloged in the Federal Wildland Fire Qualifications Supplement and IPQG.

Instructions - Manually Awarding Competencies

Use the process below to manually awarding a competency to a responder's Competencies page.

1. Navigate to **Qualification Management** > **Competency Management** > **Competencies**.
2. Search and select responder.
3. Select the Manually Award Comps tab.
4. At the **Competency** field, search and select the desired competency by clicking the **Lookup** icon. Pay attention to the category. For example FAL2 is a position, FAL2LC is a recurrent certificate, FAL2TB is a task book.
5. Enter **Effective Date** for the competency.
6. **Expiration Date**. (This step is optional).
   - **Do not enter an expiration date for position competencies.** If entered, they will be removed via a nightly batch process since position do not expire, they lose currency; the requirements of the position (training, certification, etc.) expire.
7. **Proficiency**. Depending on the competency, the selection options for proficiency will differ. The proficiency below is recommended when manually awarded the competency.
   - Position: Attained.
   - Training: Attained.
   - Licenses/Certificates: Active.
   - Position Task Book: Admin Action.
   - CPX or TPX: Attained.
8. **Awarding Official**. Select the person authorizing the Administrative Action.
9. **Justification**. Enter a narrative statement in the Justification field that documents fully the Administrative Action. The amount of detail should be enough to satisfy an Office of Inspector General (OIG) audit.
10. **Award & Save.** Select this button to the left of the justification field to save and award competency. Select the **Clear Values** button to clear all entered data from this screen.
11. **Click** Save.

TECHNICAL SPECIALIST POSITIONS

According to the PMS 310-1 and IPQG, Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training in established standards. These personnel may perform the same duties during an incident that they perform in their regular job and may receive supplemental training in order to use their specialized skills in the incident environment.

Agencies that utilize positions not contained in the PMS 310-1, broadly referred to as Technical Specialists, typically establish minimum standards for these positions in the agency-specific manuals or guides.

IQCS has made the attainment of most Technical Specialist positions a manual award process if there is no PTB requirement identified on the position qualification sheet for qualification. If a responder must have a Technical Specialist position on their incident qualification card, it is necessary to add that position competency to the responder's Competencies page and document why you are awarding this position competency.

The Federal Wildland Fire Qualifications Supplement and the IPQG have specific requirements for many of the Technical Specialist positions. These requirements have been added to the IQCS system, which will check to see if the responder meets all these requirements. While these additional requirements have been added to agency-specific SetID jobs, the system will still require that the position competency be awarded to the responder.

Competencies	**Manually Award Comps**			
Trench,Cup		Employee	**Empl ID:** 00000094528	**CH ID:**

Manually Award Competency

Competency		Effective Date	Proficiency	Expiration Date
CDSP 🔍	Cache Demob Specialist	06/08/2015 📅	Attained ▾	📅

Awarding Official 00000094690 🔍   Johnson,Randy   jsupervisor

Justification Technical specialist position, PTB not required for BIA responders per 2015 Federal Wildland Fire Qualifications Supplement. Approval to award TS position granted by Randy Johnson, Test Zone FMO, June 8, 2015. Documentation in responder hard copy record.

[Award & Save]
[Clear Values]

🖫 Save   ⟲ Return to Search   ✉ Notify   📄 Update/Display   📄 Include History   📝 Correct History

Competencies | Manually Award Comps

INSTRUCTIONS – AWARDING A TECHNICAL SPECIALIST POSITION

To manually award a Technical Specialist position, that does not require a PTB, follow the following process.

1. Navigate to **Qualification Management** > **Competency Management** > **Competencies**.
2. Search and select responder.
3. Select the **Manually Award Comps** tab.
4. At the **Competency** field, search and select the desired competency by clicking the **Lookup** icon. Pay close attention that you are awarded a position competency.
5. Enter **Effective Date** for position competency.
6. **Expiration Date**. Leave blank.
    - **Do not enter an expiration date for position competencies.** If entered, they will be removed via a nightly batch process since position do not expire, they lose currency; the requirements of the position (training, certification, etc.) expire.
7. **Proficiency.** Set to Attained. DO NOT leave blank or set to Not Attained.
8. **Awarding Official**. Search/Select or enter the Empl ID of the Awarding Official authorizing the Administrative Action.
9. **Justification**. Enter a narrative statement in the Justification field that documents fully the Administrative Action. The amount of detail should be enough to satisfy an Office of Inspector General (OIG) audit.
10. Click the **Award & Save** button to the left of the Justification field or select the **Clear Values** button to clear all entered data from this screen.
11. **Click** Save.
12. Confirm that technical specialist position competency has been awarded to responder record by selecting the **Competencies** tab.
13. Position code will be added to responder **Incident Qualification Card** page. If responder meets position requirements they will be system qualified. If they are missing position requirements, they will be identified as unqualified. To determine why they are unqualified, simply select the **Reason** button.

For a list of all active positions in IQCS, including technical specialist, please refer to the IQCS Position List article on the IQCS website under the Business menu item.

RESPONDER EXPERIENCE

One of the main uses of IQCS is the ability to record a responder's incident experience as it applies to his or her agency qualifications. A responder's incident experience establishes prerequisite position experience for upward progression in the organization, updates currency, and provides the responder with a permanent record of qualification incident experience over time.

The experience record is also used when documenting Position Task Book evaluations.

There are three ways a responder's experience can be recorded in IQCS.

1. **Experience by Responder**

2. **Experience by Incident**

3. **Experience by Group**

INSTRUCTIONS - ENTER EXPERIENCE BY RESPONDER

To enter an experience record for a responder, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Experience by Responder**.
2. Search and select responder.
3. Review responder experience record to confirm experience does not already exist. Sort columns if necessary or use the Find link.
4. Select the **+** button to add a new row.
5. Click on the **Search** button and enter search parameters to find the incident.
6. The **Unique Incident ID**, **Incident Name**, **Year**, **Begin Date** will auto populate from the **Incident Setup** Page.
7. **Position Code.** Enter or look up the position that the responder performed during the incident.
   - Only the positions on the responder's Incident Qual Card are available for selection.
   - Incident, arrival date and operational periods can be the same as long as the position code is different.
8. **Experience Status**. Select the dropdown menu and select the qualification status the responder was deployed as. This will Qualified or Trainee.
9. **Arrival Date**. Select the field and enter the date the responder arrived at the incident.
10. **Operational Periods.** Select the field and enter the number of operation periods the responder was deployed to the incident.
11. **Complexity**. Select the field and enter the Management Level for the incident when the responder was deployed to the incident.
12. **Size Class.** Select the field and enter the incident size when the responder was deployed to the incident.
13. **Fuel Model.** Accept, add or change the Fuel Model to reflect the type when the responder was assigned to the incident.
14. **Event Type**. Will populate automatically from data entered on the Incident Setup page.
15. Select the **Save** button.

When entering an experience record, the Incident, Arrival Date and Operational Period can be the same as another entry as long as the Position is different.

INSTRUCTIONS - ENTER EXPERIENCE BY INCIDENT

The Enter Experience by Incident function is used primarily to give credit for experience on one incident for multiple responders. This is likely to occur when an entire crew, module, or team gains experience on the same incident.

To enter responder experience record(s) for an incident, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Experience by Incident**.
2. Click on the Search button and enter search parameters to find the incident.
3. The **IQCS Incident ID**, **Unique Incident Number**, **Incident Name**, **Begin Date, Year** and **Event Category** will be displayed above the table.
4. Select the + button to add a new row.
16. **Empl ID.** Search and select responder.
5. **Position.** Enter or look up the position that the responder performed during the incident.
    * Only the positions on the responder's Incident Qual Card are available for selection.
6. **Experience Status.** Select the dropdown menu and select the qualification status the responder was deployed as. This will Qualified or Trainee.
7. **Arrival Date**. Select the field and enter the date the responder arrived at the incident.
8. **Operational Periods.** Select the field and enter the number of operation periods the responder was deployed to the incident.
9. **Complexity.** Select the field and enter the Management Level for the incident when the responder was deployed to the incident.
10. **Size Class.** Select the field and enter the incident size when the responder was deployed to the incident.
11. **Fuel Model.** Accept, add or change the Fuel Model to reflect the type when the responder was assigned to the incident.
12. Select the **Save** button.
    * Upon saving, a row will be added to the responder's Experience by Responder page.

When entering an experience record, the Incident, Arrival Date and Operational Period can be the same as another entry as long as the Position is different.

INSTRUCTIONS - ENTERING EXPERIENCE BY GROUP

Entering experience for a group allows you to add incident experience to the records of members of a group (a hand crew or an engine crew) at one time. Once the group is loaded, individual responders can be added or deleted. This is very similar to the process for adding experience by responder.

If any responders from the group have already been credited with this experience, the Load Responders function will not add them again. You will get the following message: "One or more responders already assigned to incident." This may happen when a responder goes to the incident as a single resource, then returns to the incident with the group, or when a crew or team returns to an incident at a later date.

1. Navigate to **Qualification Management** > **Competency Management** > **Experience by Incident**.
2. Search for the incident you are adding the group's experience.
3. **Unit ID**. Enter/look up the where the group resides.
4. **Group ID.** Enter/lookup for the group.
5. **Load Responders.** Select the button to add any responders from the group who have not already been created for the incident.
6. **Position Code.** Enter or look up for the position that the responder performed during the incident.
    *   Only the positions on the responder's Incident Qual Card are available for selection.
7. **Experience Status.** Select the dropdown menu and select the qualification status the responder was deployed as. This will Qualified or Trainee.
8. **Arrival Date.** Select the field and enter the date the responder arrived at the incident.
9. **Operational Periods.** Select the field and enter the number of operation periods the responder was deployed to the incident.
10. **Complexity.** Select the field and enter the Management Level for the incident when the responder was deployed to the incident.
11. **Size Class**. Select the field and enter the incident size when the responder was deployed to the incident.
12. **Fuel Model.** Accept, add or change the Fuel Model to reflect the type when the responder was assigned to the incident.
13. Select the **Save** button.
    *   Upon saving, a row will be added to the responder's Experience by Responder page.

When entering an experience record, the Incident, Arrival Date and Operational Period can be the same as another entry as long as the Position is different.

CURRENCY REQUIREMENTS

All positions in IQCS have currency requirements. The maximum time allowed for maintaining currency is established by agency policy.

Currency requirements are defined in the NWCG [Wildland Fire Qualification System Guide (PMS 310-1)](#) and the DOI [Incident Positions Qualification Guide (IPQG)](#). Please refer to the [PMS 310-1](#), [FSFAQG](#), [IPQG](#), or your agency manual for specifics on currency requirements.

POSITION TASK BOOKS

A feature in IQCS is the ability to manage PTBs for a responder. Once the responder meets all prerequisites policy, a PTB can be issued to that responder per their home unit direction. Successful completion of all critical tasks required for the position, as determined by the evaluator(s), will be the basis for recommending certification. The final evaluator signs the PTB as completed and recommends certification. The Certifying Official will determine if certification is appropriate.

When an individual participates in an incident assignment and was evaluated in the active PTB position, the evaluation is documented and comments can be captured for the PTB. Besides documentation and building a historical record, this information is used for verifying prerequisite experience and for maintaining currency. The PTB Evaluation Report can assist Certifying Officials to assess progress and plan further training assignments for their responders.

Refer to PMS 310-1, Federal Wildland Fire Qualification Supplement, DOI IPQG and your agency's policies for specifics on qualifications and PTB management.

POSITION TASK BOOK TRIANGLE

PTBs link to two different pages within IQCS, and changes are automatically made to them when changes are made on the PTB page.

When a PTB is initiated and saved, IQCS simultaneously places the active task book competency on the responder's Competency page and places the position on the Incident Qual Card page with a status of Trainee.

When a PTB is ultimately certified and saved, IQCS simultaneously updates the status of the task book competency to Certified and adds the position competency in the status of Attained on the Competency page. The status on the Incident Qual Card page will change from Trainee to Qualified if all other position requirements are met. If all requirements are not met, then the status will be changed from Trainee to Unqualified.

INITIATING A POSITION TASK BOOK

Issuing a PTB is the means within IQCS of assigning a new position on the Incident Qual Card page in a Trainee qualification status. The system will monitor all the position requirements (competencies) for qualification.

When a PTB is initiated, IQCS sets an expiration date 3 years from the date of initiation. Once the first experience record is entered for that position, the 3-year period is reset.

If a responder has an active PTB and is issued an additional PTB of the same position code, the system will expire the previous PTB.

INSTRUCTIONS – INITIATE PTB

To initiate a PTB for a responder, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Position Task Book**.
2. Search and select responder.
3. Select the **plus** (**+**) button to add a new row.
4. Enter or look up the **Position Code** the PTB is being issued.
5. Confirm that the **SetID** is correct. It will fill in with the **SetID** listed on the Job Data page, but account managers may edit the field if needed.
6. Select the **Initiate Date** field and enter the initiate date for the PTB.
7. The **Status** of the PTB will default to **Active**.
8. Select the **Save** button.

POSITION TASK BOOK EVALUATIONS

The IQCS application is able to record the responder position task book evaluations to reflect the hard copy record for tracking and certification. It is important to remember that once the first experience, not an evaluation record, is entered for the position, the PTB expiration date will be adjusted per agency PTB completion timeframes.

A responder's task book record must have a Successful evaluation entered in order for the PTB to be certified in the application. The recording of earlier position performance evaluations must follow your agency's policy.

The PTB Evaluation report can assist Certifying Officials in assessing progress and planning further training assignments for their responders.

When entering a PTB Evaluation it is important to keep the following in mind.

- A search for Incident ID will return only the list of incidents that a responder in their experience record that occurred after the initiate date of the PTB.
- Only those evaluators that are currently or previously qualified in the position of the PTB being evaluated will show up in the search. If no matching value is found for the evaluator, you have the option of manually entering the evaluator's information in the section below the Evaluator ID field. This is common when state responders are evaluators on incidents because states do not use IQCS.
- If the evaluator added written comments on the PTB evaluation record, you can enter them here by selecting the **Comments** button. This is not a required IQCS screen, but is a great place to track this information.
- Select the appropriate evaluation radio button for the evaluation that you are recording. In order for a PTB to be certified in IQCS, the responder must have an evaluation that has been identified as Successful.
- Keep in mind that the recording of earlier position performance evaluations must follow your agency's policy.

INSTRUCTIONS – ENTERING PTB EVALUATIONS

To document a Position Task book (PTB) performance assignment for a responder, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Position Task Book**.
2. Search and select responder.
3. Select the **Evaluation** button for the PTB that is being evaluated.
4. Select the **Eval Dt** field and enter the date on which the evaluation took place.
5. Lookup or enter the **IQCS Incident ID** for the incident experience during which the evaluation took place. It is very important to keep the following in mind:
   - An experience record for the PTB position code must be exist at the **Responder Experience** page.
   - The arrival date of the experience record **must** fall between the initiated date and expire date of the PTB for the record to be displayed.
   - If an experience record is not being displayed then either it does not exist on responder's experience page or the arrival date does not fall between the initiate date and expire date of the PTB.
6. Enter or look up the **Evaluator ID** for the responder who conducted the evaluation.
   - If no matching values are found for the evaluator, you have the option of manually entering the evaluator's information. This is common when state responders are evaluators on incidents because states do not use IQCS. In this case, enter the evaluator's name, address, and phone number in the field where it says: "Or . . . if Evaluator is not in the IQCS System." The **Address** and **Telephone** fields will appear once a name is entered.
7. Select the radio button that corresponds to the PTB evaluation rating.
   - For the PTB to be certified in the application, the PTB record must have an evaluation that has been identified as 'Successful.'
8. Select the **Comments** button.
9. Select the text box and enter in any comment that was included with the evaluation.
10. Select the **OK** button.
11. To add another evaluation, simply select the **plus** button.
12. Select the **Save** button.

CERTIFYING A POSITION TASK BOOK

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

It is important to remember that in order to certify a PTB, **a Successful evaluation need to be completed.**

Certification of the PTB changes the status of the PTB on the responder's competency record and awards the position competency to that responder.

If the responder has attained all the position requirements, the Incident Qual Card is updated to a qualified status for that position. If not all position requirements have been attained, then the status is updated to Unqualified.

Because these functions are tied together, once the Certify TB box is checked and the record saved, you will not be able to edit this information. If you have mistakenly certified a PTB and need these competencies removed, contact the IQCS Help Desk.

INSTRUCTIONS – CERTIFYING A PTB

To certify a PTB for a responder, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Position Task Book**.
2. Search and select responder.
3. Select the **Certification** tab.
4. Select the **Refresh** button if the Certifying ID field for the PTB you are certifying is not displayed.
5. A successful evaluation must be entered for the Certifying ID field to open and the PTB to be certified.
6. Enter or look up the **Certifier ID** for the responder who certified the PTB.
7. Select the **Certifying Date** field and enter the date on which the PTB was certified.
8. Select the **Certify TB** checkbox.
9. Select the **Save** button.
10. Select the **Task Book** tab to confirm that the **Status** has been updated from **Active** to **Certified**.

Deleting a Responder's Position Task Book

If a task book meets PTB delete criteria (identified below) as set by the CMB, the row minus button will be available and the user will be required to enter an authorizing official and justification for the removal. The deleted PTB and authorization information will be stored and available for viewing on the **Deleted Task Book History** tab. DO NOT use to 'clean' up a qualification a responder no longer wants in their record.

✓ PTB is in an active status
✓ The issue date is less than two (2) years in the past.
✓ No experience for PTB position code exists.
✓ No evaluations entered for PTB position code.

Empl ID:							Refresh		
					Personalize | Find | 🗗 | 📇		First ◀ 1-4 of 4 ▶ Last		
Task Book	Certification	📝							
	Position	SetID	Description	Initiate Date	Status	Expire Date	Evaluation		
1	FFT1	FS000	Firefighter Type 1	05/07/2013	Certified		Evaluation	➕	➖
2	HECM	FS000	Helicopter Crewmember	06/04/2012	Certified		Evaluation	➕	➖
3	ICT5	FS000	Incident Commander Type 5	05/07/2013	Active	06/10/2018	Evaluation	➕	➖
4	RADO	FS000	Radio Operator	08/26/2015	Active	08/26/2018	Evaluation	➕	➖

If the PTB delete criteria is not met, the minus button will be grayed out and the user must submit an IQCS help ticket. Prior to removal by IQCS staff, the request will be assigned to the responder's IQCS Agency Lead for reviewed and approved. Each agency has specific guidance on PTB removal; become familiar with the requirements of your agency.

INSTRUCTIONS – DELETING A RESPONDER PTB

1. Select the **Qualification Management** > **Competency Management** > **Position Task Book**.
2. Search and select responder.
3. Select the **minus** (-) button at the end of the task book row to delete. The **minus** (-) button will **only** be available it the following criteria is met:
   - PTB is in an active status.
   - The issue date less than two (2) years in the past.
   - No experience for position code exists.
   - No evaluations entered for position code.
4. Select OK to confirm the PTB delete upon save. Search and select the Authorizing Official.
5. Select the Justification button to enter a justification for removal. Select the OK button when complete.
6. Select the OK button after confirming the responder, task book and authorizing official are correct.
7. The PTB row will be removed from view. You must save the transaction for it to be completed. Selecting the **Refresh** button will return the PTB to the status it was when you first opened the page and your justification will be lost.
8. Select the **Save** button. Upon **saving**, the application will perform the following actions:
   - Add the deleted PTB and justification information to the Deleted Task Book History tab.
   - Remove the task book competency.
   - Remove the position from the responder's Incident Qual Card page if the position is not being populated from another source, e.g. position code was manually award at the Competencies page.

INCIDENTS

To credit a responder experience on an incident, the incident must first exist in the IQCS Incident Setup control table. It is important to keep in mind that the Incident Setup control table is merely a place-holder for very basic incident information as IQCS is not the system of record for incidents. IQCS is the system of record for responder qualifications and experience.

In the spring of 2017, IQCS connected to the Integrated Reporting of Wildland-Fire Information (IRWIN) application to begin pulling nine (9) incident header fields into IQCS to populate the Incident Setup control table. As the result of this interface, the look and feel of the Incident Setup Page changed for consistency across user entered incidents and IRWIN pulled incidents. In addition, incident complexity and size is no longer recorded on the Incident Setup Page.

The incident status in IQCS will always be active even if the incident end date has been entered. This allows updates/corrections to responders' experience on the incident, if necessary.

There are two methods for an incident to exist in the Incident Setup table:

1. User entered
   - Are editable.
   - Unique Incident ID (previously called Incident Number) auto populated from the Begin Date, Unit ID and Local Incident ID fields.
   - Incident Year auto populated from Begin Date.
   - Event Category limited to the subcategory of the selected Event Kind.
   - Will **not** sync/merge to an IRWIN pulled incident.
2. Imported from IRWIN
   - Will display an IRWIN ID and a Last Updated date/time.
   - Are not editable.
   - Data pulled (new and updates) once every 24 hours during nightly batch.
   - Assigned an IQCS Incident ID.
   - Will **not** sync/merge to an existing user entered incident.

When you create a new incident, IQCS will automatically assign the next available IQCS Incident ID number. This number is not the Unique Incident ID (previously Incident Number). It is a unique IQCS number assigned by the application to every incident entered into the IQCs application in order to avoid errors should an incident number/name be reused in the future.

INSTRUCTIONS - CREATING A NEW INCIDENT

To create a new Incident Data record, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Incident Setup**.
2. Select the **Add a New Value** tab.
3. If a number has populated in the **IQCS Incident ID** field, clear it.
4. Select the **Add** button.
5. **IQCS Incident ID:** Identified as NEW. Once information has been entered and the incident saved, a unique IQCS Incident ID will be assigned.
6. **IRWIN Incident ID:** Will be identified as **N/A-Incident was entered by user**.
7. **Incident Name:** Enter the full name of the incident. **Required**.
8. **Unique Incident ID:** Will be generated from information entered in the **Begin Date** (step 9)**, Unit ID** (step 12) and **Local Incident ID** (step 13) fields. Example: 2017-ID-BOD-000001
9. **Begin Date:** Enter the date on which the incident began. **Required**.
10. **End Date:** Enter the end date if known. Leave blank for unknown.
11. **Incident Year:** Populated from Begin Date.
12. **Unit ID:** Enter/select the Unit ID.
13. **Local Incident ID:** Enter the Local Incident Identifier. Example: 000235.
    - If no number has been assigned, you can enter the event category (example: RX, JT, PC, etc.).
14. **Event Kind**: Enter/lookup for the incident.
15. **Event Category**: Enter/look up the category.
    - Only those that are a sub-category to Event Kind will be selectable.
16. **State**: Enter the state code.
17. **Fuel Model**: Enter/lookup the appropriate primary fuel.
18. Select the **Save** button. An **IQCS Incident ID** will be automatically assigned.

INSTRUCTIONS - VIEW/EDITING INCIDENT DATA

To view or edit Incident Data, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Incident Setup.**
2. Search for your desired incident.
3. View and/or make any changes.
    - **IRWIN Pulled Incident**.
        - ✓ Cannot be updated.
        - ✓ Will display an **IRWIN Incident ID**.
        - ✓ **Last Updated** will display the last time IQCS pulled/received an update.
    - **User Entered Incident**.
        - ✓ Will not have an IRWIN Incident ID.
        - ✓ Are editable.
        - ✓ 'Fuel Type' changed to 'Fuel Model' the spring of 2017 and the selection will now reflect the 13 models.
4. Select the **Save** button if any changes were made, or select the **Return to Search** button.

RESPONDER TRAINING

There are two ways to give a responder credit for having attended a course:

- **Session Administration**.
- **Manually Crediting**. Adding the completed training to the responder's training record on the **Responder Training** page.

Remember, **do not create a course session if you did not host the course**. If a responder in your unit completed a course that has not been documented in IQCS, then add the completion of the course at the Responder Training page.

Most training will be added under the default IQCS Training tab.

- The **IQCS Training** tab is for recording training for courses that have been identified in the course table. Training required for a qualification will be added under this tab and will award competencies if attendance status is 'Completed'. These records can be manually entered or system entered by Session Management.
- The **Converted Training** tab is for training which was migrated from the legacy systems. View Only.
- The **External Training** tab is used to record training that is not identified on the course table and will not award a competency.

	Course Code	Session #	Course Title	Start Date	End Date	*Attendance	Training Reason		
1	M581	00075	Fire Program Management	09/14/2015	09/18/2015	Enrolled		+	−
2	PHFT-A		Physical Fitness - Arduous	07/01/2015	07/01/2015	Completed		+	−
3	ICS100		Introduction to ICS	05/12/2015	05/12/2015	Completed	Job Reqmt	+	−
4						X-Course Waitlist		+	−

IQCS Training | Converted Training | External Training

Dawg,Olde   Empl ID: 00000101243

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Course Information | Student Information

INSTRUCTIONS - MANUALLY CREDITING COURSE COMPLETION

To update manually award training to a responder that was not managed by session administration in IQCS, follow the process below.

1. Navigate to **Qualification Management> Competency Management > Responder Training.**
2. Search and select responder.
   - Once you have selected a responder, the training page will appear with the responder's data and their attendance (Enrolled, Completed, Failed, etc.) record for each course.
3. Select the tab that you will be entering training information under.
   - Most training will be added under the default IQCS Training tab.
4. Select the **plus** button to add a new row.
5. Enter or look up the C**ourse Code**; Session number will not be entered.
6. Enter or select the start and end dates for the course.
7. Change **Attendance** to **Completed** if you have a training certificate on file.
8. **Training Reason.** Not a required field but is for tracking purposes only.
9. Select the **Save** button.

If the course has competencies associated with it, the responder's competency record will be automatically credited with the competencies.

LICENSES AND CERTIFICATES

There are certain positions that require a responder to hold external certifications, licensing, warrants, and/or agency-defined specialties. IQCS will track information that applies to position qualification and certification because the expiration of a license or warrant will result in the loss of a qualification.

If a position qualification requires an external license or certification, IQCS can document the responder's completion of and/or currency in the license or certificate. Additionally, IQCS will keep track of any possible expiration dates for the license or certificate. This will relieve the account manager of having to track the expiration date outside of IQCS. It will also check the dates and when the expiration date has passed, it will unqualify the position on the Incident Qual Card page.

Keep in mind, however, that even though IQCS can document these external licenses and certificates, the specifics for completing and maintaining them are governed by the authorizing entities.

IQCS allows us to associate licenses and certifications with competencies (like positions, training/courses, and PTBs). This allows the following two processes to occur:

1. A license/certificate competency can be added to the position's Role–Competencies (requirements for the position) control table.
2. An established competency corresponding to a license/certificate will be automatically awarded to the responder's competencies record upon entering a record on the Licenses and Certificates page.

INSTRUCTIONS – ENTERING A LICENSES AND/OR CERTIFICATE

1. Navigate to **Qualification Management** > **Competency Management** > **Licenses and Certificates**.
2. Search and select responder.
3. Select the **License/Certificate Code**.
4. Enter the required **Issue Date**.
    - The issue date is displayed as the **Attained Date** at the responder competencies page.
5. Enter the required **Expiration Date**.
6. Enter all other available information.
    - It must be entered to reflect the expiration date for the license or certificate. This expiration date is displayed at the responder competencies page.
7. Select the **License Verified** check box, once all information is verified.
8. Select the **Save** button.

Licenses and Certificates entered at this screen will automatically maintain the license or certificate competency at the responder's competencies page if an associated competency has been tied to the license or certificate. To view if a competency has been awarded updated navigate to the responders Competencies page.

Navigate to **Qualification Management** > **Competency Management** > **Competencies**

IQCS TROUBLE SHOOTER

IQCS has a built-in function to match the attainments of a responder to the requirements of a position. The Responder to Position page can be used to determine what the responder is missing for qualification or futuring.

The Reason button on the responder's Incident Qual Card page will also identify why the responder is not naturally qualified in a position.

INSTRUCTIONS – RESPONDER TO POSITION TROUBLE SHOOTING

1. Navigate to Qualification Management > Trouble Shooting > Responder to Position Matching.
2. Search and select responder.
3. Enter or search for a position to match the responder too.
4. SetID (Business Unit). Will auto populate based on the responder's Set ID agency and that agency's SetID Process Mapping.
   - Use NWCG0 for positions covered in [NWCG Wildland Fire Qualification System Guide (PMS 310-1)](#) or technical specialist positions used by multiple agencies.
   - Use AF000, BIA00, BLM00, FWS00, FS000, NPS00 or TNC00 for agency-specific.
   - Use AH000 for DOI [Incident Position Qualification Guide (IPQG)](#).

5. **As of Date**. Will auto populate to determine the position criteria against which to check the position.
   - If the responder has the position, will be equal to attain date.
   - If responder does not have position, will be equal to current date.
6. Select the **Do Matching** button to run matching and open Competency Match tab.
   - The Competencies identify the requirements of the position per the SetID.
   - To view complex competencies (TPX or CPX) or equivalencies select the icon displayed on same row.
   - Green filled dot indicates requirement has been met.
   - Yellow partially filled dot indicates position task book is active.
   - Red unfilled dot indicates requirement has not been met.
   - Training Schedule indicates if responder is enrolled in training.
   - Expire Date indicated when the recurrent training will or has expired.
7. To run match again, select the Select for Match tab.

COMPETENCY MANAGEMENT RELATED REPORTS

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.