



## IQCS User Guide

# MODULE 6: QUALIFICATION EVALUATION AND CERTIFICATION

### OVERVIEW

Welcome to the Qualification Evaluation and Certification module. In this module, we will discuss the Incident Qualification Card that forms the basis for the Incident Qualifications and Certification System (IQCS) employee/position/qualifications list for use during the deployment process. This includes the features found on the Incident Qualifications page, selecting incident qualifications, sending Qual Card data to the Resource Ordering and Status System (ROSS), administrative actions, and printing the actual Incident Qualification Card.

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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## QUALIFYING FOR POSITIONS

One of IQCS's most valuable functions is the automated comparison of a responder's recorded training, experience, physical fitness, and competencies to pre-established criteria. This results in the responder being granted a qualification status of Trainee, Qualified, or Unqualified.

The individual must then be certified in the position by an authorized agency official prior to being sent on incident assignments. The Incident Qualification Card is the official record of an individual's certification to perform the position(s) listed on the card.

Keep in mind that all active responder records are required to have an assigned Certifying Official on the Incident Qual Card page in order to mark the position as certified. Positions cannot be certified, sent to ROSS, or printed to an Incident Qualification Card unless a Certifying Official has been identified for the responder.

### INCIDENT QUALIFICATION CARD

IQCS gives you the ability to print out an Incident Qualification Card. This card provides information about a responder's qualifications and their currency. The information on this card is pulled from a variety of sources within IQCS, but most important, it is pulled from the Incident Qual Card page.

The Incident Qualification Card component of IQCS is a good place to view the qualifications status of a responder. All jobs for which the individual is or has been qualified, including as Trainee, will be listed on this screen. The current and previous experience status for each job, any administrative status changes, the authorizing official, and a statement of justification all can be viewed.

INCIDENT QUALIFICATION CARD			
Printed May/14/14	Name Taylor, Dirk	Employee Id 99900000999	
Refresher Jan/1/15	MA-NEP Northeast Regional Office	Fitness Arduous	Expire Jan/1/15
QUALIFIED POSITIONS			
Status	Position	Description	Curr Exp
Q	HECM	Helicopter Crewmember	Oct/4/08
T	BCMG	Base/Camp Manager	Jul/1/16
Fold Card Here			
Certifying Official		Title	Date

# THE INCIDENT QUAL CARD PAGE

The main screen of the Incident Qual Card page in IQCS is a good place to view the qualifications status of a responder. All jobs for which the responder is or has been qualified, including those the responder holds as Trainee, will be listed on this screen. The assigned Certifying Official, the current qualification status for each job, and the identification of an Administrative Action override can be viewed.

**Qualifications**

Emp ID: 00000101243    Dawg, Olde    Last Print Date:

CH ID:   

Cert Official: 00000101250    Supervisor, Julie

Priority	Print to Card	Certify Position	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	Position Attained Date	Position/Taskbook Expiration Date	Justification	Notes	Printed
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDRC Expanded Dispatch Recorder	<input type="checkbox"/>	Q	Qualified	09/15/2012	07/22/2017			<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDSD Expanded Dispatch Support Disp	<input type="checkbox"/>	T	Trainee	03/15/2013	07/22/2017	<input type="button" value="Reason"/>		<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AH000	EMTB EMT Basic	<input type="checkbox"/>	U	Unqualified	08/05/2015	08/05/2020	<input type="button" value="Reason"/>		<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	FFT2 Firefighter Type 2	<input type="checkbox"/>	Q	Qualified	01/13/2015	01/13/2020			<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	PTRC Personnel Time Recorder	<input type="checkbox"/>	Q	Qualified	09/01/2013	09/01/2018			<input type="checkbox"/>

## INCIDENT QUAL CARD PAGE FEATURES

**Qual Info/More Qual Info/Show**

The Incident Qual Card screen will default to the Qual Info view. To see additional information about the responder's qualifications, click the More Qual Info tab or expand the screen to see all information by clicking the Show Tabs button.

**Admin Action**

If an Authorizing Official has approved an override to a qualification, you may change the qualification status for a position on the responder's Qualification Card by checking the Admin Action box. You will then need to enter a justification for the override.

**Qualifications**

Personalize | Find |  |     First 1-26 of 26 Last

Priority	Print to Card	Certify Position	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AH000	ABRO Aircraft Base Radio Operator	<input checked="" type="checkbox"/>	T	Trainee	<input type="button" value="Reason"/>
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	ACDP Aircraft Dispatcher	<input type="checkbox"/>	Q	Qualified	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	CRWB Crew Boss, Single Resource	<input type="checkbox"/>	U	Unqualified	<input type="button" value="Reason"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INACTIVE		<input type="checkbox"/>		Qualified	<input type="button" value="Reason"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0		<input type="checkbox"/>		Qualified	
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0		<input type="checkbox"/>		Qualified	
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0		<input type="checkbox"/>		Qualified	<input type="button" value="Reason"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BLM	Engine Boss, Single Resource	<input type="checkbox"/>		Unqualified	<input type="button" value="Reason"/>

**SetID Override**

DOI agencies are mapped to agency-specific positions, NWCG positions and DOI All-Hazard positions. The Forest Service agency is mapped to agency-specific positions and NWCG positions. Requirements may vary for a position depending on the business policy guide, represented by the SetID. By changing the SetID here for those shared jobcodes, the online qualification process will check requirements of the correct policy.

**Reason**

The reason column will display a Reason button for any position for which a responder is not system qualified. This button will take the user to a secondary page called Status Reason that will show all reasons why a responder is not showing qualified. The Status Reason is system generated and does not require user input.

Qualifications												
Qual Info		More Qual Info			Personalize   Find   [Grid Icon] [Print Icon] First 1-26 of 26 Last							
Priority	Print to Card	Certify Position	Send To ROSS	Setid Override	SetID	Position	Position Attained Date	Position/Taskbook Expiration Date	Justification	Notes	Printed	
1	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	AH000	ABRO	08/01/2001	04/01/2005	[Icon]	[Icon]	<input type="checkbox"/>	
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		NWCG0	ACDP	07/15/2009	08/16/2016	[Icon]	[Icon]	<input checked="" type="checkbox"/>	
3	<input type="checkbox"/>				NWCG0	CRWB	01/29/2006	09/09/2014	[Icon]	[Icon]	<input type="checkbox"/>	
4				INACTIVE	NWCG0	DOZB	01/29/2006		[Icon]	[Icon]	<input type="checkbox"/>	
5	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	NWCG0	EDRC	10/21/2005	08/01/2017	[Icon]	[Icon]	<input type="checkbox"/>	
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDSD	06/04/2008	08/01/2017	[Icon]	[Icon]	<input checked="" type="checkbox"/>	
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDSP	07/02/2013	07/05/2016	[Icon]	[Icon]	<input checked="" type="checkbox"/>	
8	<input type="checkbox"/>				BLM00	ENGB	10/01/2001	09/09/2014	[Icon]	[Icon]	<input type="checkbox"/>	

**Position Attained**

The Position Attained Date is the date the responder attained the position. The application uses this date field to determine the set of position criteria against which to check the position. For example, if a position attain date is 06/01/2011, the application will check the position against the criteria in effect on 06/01/2011.

The application determines the position attained date in the following manner:

- If there is an active Position Taskbook for that position, the position attain date should be equal to the initiation date of the Position Taskbook.
- If there is a certified Position Taskbook for that position, the position attain date should be equal to the certification date of the Position Taskbook.
- If there is no Position Taskbook, and if the position competency was awarded manually, the position attain date should be equal to the effective date of the related position competency.

**Position/Taskbook Expiration Date**

The position/taskbook expiration date is the currency date for the given position. It indicates the period of time that the responder will remain current in the position.

The application determines the position/taskbook expiration date as follows:

- If there is an active Position Taskbook, the position/taskbook expiration date equals the task book expiration date.
- If there is a certified Position Taskbook, or the position competency has been manually awarded, the application looks at three things that could affect the date:
  - First, it looks at the latest effective date of experience in the position itself.
  - Next, it looks at the latest effective date of experience for any positions that maintains currency for the given position.
  - Then, it looks at the latest Admin Action's effective date if applicable.

The application uses the most current date of the three listed above, then adds the currency length requirements identified by the business. Three years for air operations, faller, and dispatch positions and 5 years for all others.

Refresher and/or licenses (such as faller or EMT) do not affect the position/task book expiration date.

## SETID PROCESSING

IQCS utilizes SetID Processing (mapping) to direct the application to the correct policy a qualification should be checked against based on a responder’s SetID identified at the Job Data page.

Qualifications												
Qual Info		More Qual Info										
Priority	Print to Card	Certify Position	Send To ROSS		Setid Override	SetID	Position		Admin. Action	Status	Reason	
1	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	AH000	ABRO	Aircraft Base Radio Operator	<input type="checkbox"/>	T	Trainee	Reason
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			NWCG0	ACDP	Aircraft Dispatcher	<input type="checkbox"/>	Q	Qualified	
3	<input type="checkbox"/>					NWCG0	CRWB	Crew Boss, Single Resource	<input type="checkbox"/>	U	Unqualified	Reason
4				INACTIVE		NWCG0	DOZB	Dozer Boss	<input type="checkbox"/>	U	Unqualified	Reason
5	<input type="checkbox"/>	<input type="checkbox"/>				NWCG0	EDRC	Expanded Dispatch Recorder	<input type="checkbox"/>	Q	Qualified	
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			NWCG0	EDSD	Expanded Dispatch Support Disp	<input type="checkbox"/>	Q	Qualified	
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			NWCG0	EDSP	Expanded Dispatch Supervisory	<input type="checkbox"/>	T	Trainee	Reason
8	<input type="checkbox"/>					BLM00	ENGB	Engine Boss, Single Resource	<input type="checkbox"/>	U	Unqualified	Reason

The SetID processing is automated by the application at the Position Taskbook page based on the responder’s SetID. The system-assigned SetID for the position is then displayed at the Incident Qual Card page and this is what the application uses to check the competencies of the responder against the requirements of the position.

There are times that the assigned SetID needs to be changed on the Incident Qual Card page to reflect different position policy requirements. The user is able to change the position SetID by using the SetID Override function. It is important to keep in mind that not every SetID can be overridden on the Incident Qual Card page and the ability to make this change is controlled by permissions.

*SETID OVERRIDE*

The SetID on the Incident Qual Card page identifies the policy requirements that the system checks the position against. There may be situations where a position may have multiple policies and the user needs to change the SetID so the correct policy requirements are reflected. The Override SetID functionality allows the user to change the policy that the program is checking the responder’s position qualification against. If a position SetID can be changed, then the SetID Override column will appear and a checkbox will be made visible. To override the SetID, complete the following steps.

In the example, the responder is a National Park Service (NPS00) employee. When the Emergency Medical Technician Basic (EMTB) position was manually awarded on the responder’s Competencies page, the program automatically set the SetID to NWCG0 on the Incident Qual Card page (top image). However, the position requirements need to be mapped to the DOI [Incident Positions Qualification Guide \(IPQG\)](#) using the AH000 SetID. To map the program to the correct policy, the user changed the SetID to AH000 via the SetID override. Once the SetID is changed and the Run Qual Process is completed, the responder became unqualified due to not meeting the position requirements identified in the AH000 qualification guide (bottom image).

Qualifications

Empl ID: 00000101243 Dawg,Olde Last Print Date:   
 CH ID:   
 Cert Official: 00001005721 Supervisor,Sarah   
 Run Qual Process

Qualifications Personalize | Find | First 1-4 of 4 Last

Priority	Print to Card	Certify Position	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDRC Expanded Dispatch Recorder	<input type="checkbox"/>	Q	Qualified
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDSD Expanded Dispatch Support Disp	<input type="checkbox"/>	T	Trainee Reason
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EMTB EMT Basic	<input type="checkbox"/>	Q	Qualified

Qualifications

Empl ID: 00000101243 Dawg,Olde Last Print Date:   
 CH ID:   
 Cert Official: 00001005721 Supervisor,Sarah   
 Run Qual Process

Qualifications Personalize | Find | First 1-4 of 4 Last

Priority	Print to Card	Certify Position	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDRC Expanded Dispatch Recorder	<input type="checkbox"/>	Q	Qualified
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDSD Expanded Dispatch Support Disp	<input type="checkbox"/>	T	Trainee Reason
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AH000	EMTB EMT Basic	<input type="checkbox"/>	U	Unqualified Reason

*INSTRUCTIONS - SETID OVERRIDE*

To override and change the SetID on responder's qualification, follow the process below.

1. Navigate to **Qualification Management > Competency Management > Incident Qual Card**.
2. Locate and select the desired employee.
3. Select the **Show Qual Card Details** button.
4. Select the **Setid Override** checkbox for the position. This will make the SetID field changeable.
5. Enter or look up the desired SetID.
6. Select the **Save** button.
7. Select the **Run Qual Process** button.

## MAINTAINING CURRENCY

IQCS has been designed to keep track of responders' experiences to ensure that they remain current for the positions printed on their Incident Qualification Card. The currency requirements are defined in the NWCG [PMS 310-1](#), the Federal Wildland Fire Qualifications Supplement, and the DOI [IPQG](#). The system requires documented experience in the specific position or in a position that has been determined to maintain every 3 years for air operations, faller, and dispatch positions and 5 years for all others.



If these currency dates are exceeded, the system will take action at the qualifications level to indicate that currency has been lost for a position. IQCS will change the responder's status for the affected position from Qualified to Trainee.

When position currency is lost, recertification of that position will be dependent on your agency's recertification policy. According to the NWCG [PMS 310-1](#), the recertification is a subjective determination each individual agency must make based on task evaluations, position performance evaluations, and their own judgment of the quality of an individual's experience. It is important to know your agency's recertification process as they do vary across agencies.

Qualifications											
Priority	Print to Card	Certify Position	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason		
1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	NWCG0	ABRO	Aircraft Base Radio Operator	<input type="checkbox"/>	T	Trainee	Reason
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		NWCG0	ACDP	Aircraft Dispatcher	<input type="checkbox"/>	Q	Qualified	
3	<input type="checkbox"/>				NWCG0	CRWB	Crew Boss, Single Resource	<input type="checkbox"/>	U	Unqualified	Reason

Status Reason

Empl ID: 00001005721 Supervisor: Sarah

Status: Trainee

Position: ABRO Aircraft Base Radio Operator

Competency	Qualification Status Reason	Expiration Date	Override Status
1 CURRENCY	Lost Currency	04/01/2005	

OK Cancel

There are multiple options for bringing a position back to a Qualified status. It is important to know your agencies recertification process if option one does not apply.

1. **Update experience record.** The first option is to update the responder's experience record. If the responder has served in that position during the correct time frame and the experience record is updated to reflect that, the position can be system qualified again.
2. **Complete an agency required trainee assignment.** The second option is entering an experience record for which the agency determined the responder needed to complete one or more evaluation assignments. Upon entering the experience record, the system will return the position to a Qualified status.
3. **Complete a PTB.** A third option is issuing and completing a Position Taskbook per agency or Certifying Official direction. Once the PTB is certified and the responder meets any new position requirements, then the responder will be system qualified again.
4. **Administrative Action.** A fourth option is if a Certifying Official has made the decision to do an Administrative Action for recertification; then a justification will be required.

#### INSTRUCTION - MANAGING THE RECERTIFICATION PROCESS

Use the process below to determine whether a position has lost currency:

1. Navigate to **Qualification Management > Competency Management > Incident Qual Card.**
2. Locate and select the desired employee.
3. Select the **Show Qual Card Details** button.
4. Select the **Reason** button and verify that the Trainee status is due to loss of currency.
5. Identify the position(s) where currency has been lost by looking for positions where the status is Trainee.
6. You can also click the Qual Info tab to view the Position/Taskbook Expiration Date column.

## SELECTING INCIDENT QUALIFICATIONS

When you are on the Incident Qualifications screen, not only can you select positions, but you can determine the following for each position:

- The priority for the position
- Whether the position has been certified
- If the position needs to be sent to ROSS
- If the position should be printed to Card

Every position available for an individual will be listed on the Incident Qualifications screen. The current status of each position will be shown.

Qualifications

**Empl ID:** 00000101243    Dawg,Olde

**CH ID:** 22227

**Cert Official:** 00000101250    Supervisor,Julie

**Last Print Date:**

Run Qual Process

**Fitness and Refresher Status**

FITCAT	Fitness Category	Arduous	06/09/2016
RT-130	Fire Safety Refresher	Attained	05/07/2016

Qualifications
Personalize | Find | |

	Priority	Print to Card	Certify Position	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason	
1	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDRC	Expanded Dispatch Recorder	<input type="checkbox"/>	Q	Qualified
2	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDSD	Expanded Dispatch Support Disp	<input type="checkbox"/>	T	Trainee <span style="float: right;"><span style="background-color: #f4b084; padding: 2px 5px;">Reason</span></span>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EMTB	EMT Basic	<input checked="" type="checkbox"/>	B	Block Pos <span style="float: right;"><span style="background-color: #f4b084; padding: 2px 5px;">Reason</span></span>
4	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	FFT2	Firefighter Type 2	<input type="checkbox"/>	U	Unqualified <span style="float: right;"><span style="background-color: #f4b084; padding: 2px 5px;">Reason</span></span>
5	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	PTRC	Personnel Time Recorder	<input type="checkbox"/>	Q	Qualified

Save
Return to Search
Notify

Update/Display
Include History
Correct History

## INSTRUCTIONS - SELECTING INCIDENT QUALIFICATIONS

To select incident qualifications for a responder, follow the process below.

1. Navigate to **Qualification Management > Competency Management > Incident Qualifications**.
2. Search for your desired responder.
  - **Note:** if using the Name field, the format is LastName,FirstName (e.g. Smith,John). Do not use any spaces.
3. Select the **Show Qual Details** button.
4. Confirm that the Certifying Official in **Cert Official** field is correct or use the **Look Up** feature to enter a new one.
5. To set the print order, enter sequential numbers on positions to indicate the order of print (this is optional at this time).

***For each position you want to print to a qualification card and send to ROSS, do the following:***

6. Confirm that the **Status** column indicates **Qualified** or **Trainee**. If the position(s) you want is not marked as Q or T, clicking on the **Reason** button next to the **Status** column will provide a quick snapshot of what the responder lacks to be fully qualified.
7. Select the **Certify Position** check box to certify the position
8. Select the **Print to Card** checkbox for the position.
9. Click the **Send to ROSS** check box for the position.
10. Repeat steps 7–10 for each position you want to include on the card and send to ROSS.
11. Select the **Save** button.



## INCIDENT QUAL CARD PAGE STATUSES

When you are looking at positions on the Incident Qual Card page, you will see one of four statuses:

- B - Blocked. Qualification has been administratively blocked due to management decision.
- Q - Qualified. Qualification meets all requirements of the job code.
- T - Trainee. The responder has an active PTB or has lost currency in the position.
- U - Unqualified. Responder does not meet requirements of the position.

Qualifications

Empl ID: 00000101243    Dawg,Olde    Last Print Date:

CH ID: 22227    Run Qual Process

Cert Official: 00000101250 Supervisor,Julie

Fitness and Refresher Status			
FITCAT	Fitness Category	Arduous	06/09/2016
RT-130	Fire Safety Refresher	Attained	05/07/2016

Qualifications
Personalize | Find | | 
First 1-5 of 5 Last

Qual Info		More Qual Info									
Priority	Print to Card	Certify Position	Send To ROSS	Setid Override	SetID	Position		Admin. Action	Status	Reason	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDRC	Expanded Dispatch Recorder	<input type="checkbox"/>	Q	Qualified	
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDSD	Expanded Dispatch Support Disp	<input type="checkbox"/>	T	Trainee <span style="float: right;">Reason</span>	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EMTB	EMT Basic	<input checked="" type="checkbox"/>	B	Block Pos <span style="float: right;">Reason</span>	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	FFT2	Firefighter Type 2	<input type="checkbox"/>	U	Unqualified <span style="float: right;">Reason</span>	
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	PTRC	Personnel Time Recorder	<input type="checkbox"/>	Q	Qualified	

Save
Return to Search
Notify
Update/Display
Include History
Correct History

## CERTIFYING OFFICIAL

Before you save your selections on the Incident Qual Card page, you will need to ensure that the Certifying Official field is filled out. In order for a position to be certified, sent to ROSS, or printed to an Incident Qualification Card, the Certifying Official EmplID will need to be entered.

If the Certifying Official field is left blank, the Send to ROSS field will not be displayed. Therefore, qualification status will not be sent to the ROSS application.

Note: If you find that the Certifying Official has changed for a large number of responders, a mass change can be done for that program. Navigate to **Responder Administration > Unit Summary** and select **Change All**.

Qualifications

Empl ID:	00000101243	Dawg,Olde	Last Print Date:	
CH ID:	22227			<span style="border: 1px solid #ccc; padding: 2px 5px;">Run Qual Process</span>
Cert Official:	00000101250	Supervisor,Julie		

<b>Fitness and Refresher Status</b>				
FITCAT	Fitness Category	Arduous		06/09/2015
RT-130	Fire Safety Refresher	Attained		05/07/2016

Qualifications
Personalize | Find | 
First 1-5 of 5 Last

	Priority	Print to Card	Certify Position	Send To ROSS	Setid Override	SetID	Position	Description	Admin. Action	Status	Reason
1	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDRC	Expanded Dispatch Recorder	<input type="checkbox"/>	Q	Qualified
2	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDSD	Expanded Dispatch Support Disp	<input type="checkbox"/>	T	Trainee <span style="float: right;"><span style="border: 1px solid #ccc; padding: 2px 5px;">Reason</span></span>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EMTB	EMT Basic	<input checked="" type="checkbox"/>	B	Block Pos <span style="float: right;"><span style="border: 1px solid #ccc; padding: 2px 5px;">Reason</span></span>
4	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	FFT2	Firefighter Type 2	<input type="checkbox"/>	U	Unqualified <span style="float: right;"><span style="border: 1px solid #ccc; padding: 2px 5px;">Reason</span></span>
5	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	PTRC	Personnel Time Recorder	<input type="checkbox"/>	Q	Qualified

Save
Return to Search
Notify
Update/Display
Include History
Correct History

## SEND TO ROSS REQUIREMENTS

You can decide to send a position to ROSS while you are selecting positions to be included on the Qual Card. In order for a position to be sent to ROSS, the following conditions need to be met:

- The Certifying Official field must be filled in.
- The CH ID field must be populated.
- The responder must have a status of qualified or trainee.
- The Certify Position box must be checked. When a position is not certified on the Qualifications screen, the Send To ROSS column will not be visible.
- The Send To ROSS box must be checked.
- The Empl Kind field on the Responder Administration > Job Data > Job Information page must be filled in.

The screenshot shows the 'Qualifications' interface for employee Dawg, Olde (Empl ID: 00000101243, CH ID: 22227). The Certifying Official is Julie (00000101250). A 'Run Qual Process' button is visible. Below this is a 'Fitness and Refresher Status' table:

FITCAT	Fitness Category	Arduous	06/09/2015
RT-130	Fire Safety Refresher	Attained	05/07/2016

The main 'Qualifications' table has the following columns: Priority, Print to Card, Certify Position, Send To ROSS, Setid Override, SetID, Position, Admin. Action, Status, and Reason. The 'Send To ROSS' and 'Status' columns are highlighted with red boxes. The table contains five rows of qualification data:

Priority	Print to Card	Certify Position	Send To ROSS	Setid Override	SetID	Position	Admin. Action	Status	Reason
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDRC	Expanded Dispatch Recorder	Qualified	
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDSD	Expanded Dispatch Support Disp	Trainee	Reason
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EMTB	EMT Basic	Block Pos	Reason
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	FFT2	Firefighter Type 2	Unqualified	Reason
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	PTRC	Personnel Time Recorder	Qualified	

At the bottom of the interface are buttons for Save, Return to Search, Notify, Update/Display, Include History, and Correct History.

### INFORMATION SENT TO ROSS

The data in the fields listed below is sent to ROSS. If a responder has no qualified or trainee positions on his or her Qualification Card, no information is sent to ROSS.

- CH ID
- Position
- Position/Taskbook Expiration Date
- Status: IQCS will only send Qualified and Trainee positions to ROSS.
  - When a position status changes for a position already in ROSS, the change information will be sent to ROSS. For example: if a position changes from “Qualified” to “Unqualified” due to the loss of Refresher Training (RT) or is blocked by an Admin Action, these changes are sent to ROSS.
- Priority: An optional field that is sent to ROSS. ROSS does not display this information in the current version but may include the data in the future.

## ADMINISTRATIVE ACTIONS

IQCS gives us the ability to manually change the qualification status of a responder through Admin Actions. The Certifying Official at the home unit might do this or approve this action for various reasons.

Qualifications

Empl ID: 00000101243    Dawg,Olde    Last Print Date:

CH ID: 22227    Run Qual Process

Cert Official: 00000101250    Supervisor,Julie

Fitness and Refresher Status			
FITCAT	Fitness Category	Arduous	06/09/2016
RT-130	Fire Safety Refresher	Attained	05/07/2016

Qualifications
Personalize | Find | | 
First 1-5 of 5 Last

Qual Info	More Qual Info										
Priority	Print to Card	Certify Position	Send To ROSS	Setid Override	SetID	Position		Admin. Action	Status	Reason	
1 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDRC	Expanded Dispatch Recorder	<input type="checkbox"/>	Q	Qualified	
2 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	EDSD	Expanded Dispatch Support Disp	<input type="checkbox"/>	T	Trainee <span style="float: right;">Reason</span>	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	EMTB	EMT Basic	<input checked="" type="checkbox"/>	B	Block Pos <span style="float: right;">Reason</span>	
4 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NWCG0	FFT2	Firefighter Type 2	<input type="checkbox"/>	U	Unqualified <span style="float: right;">Reason</span>	
5 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NWCG0	PTRC	Personnel Time Recorder	<input type="checkbox"/>	Q	Qualified	

Save
Return to Search
Notify
Update/Display
Include History
Correct History

One example for an Admin Action might be for an individual who transfers to a new agency and does not meet all of the qualification criteria of the new agency. If the home unit determines the individual should retain those qualifications, management can approve that responder via an administrative action.

If you change the status, you can select from one of the three options below.

- **Q** for Qualified
- **T** for Trainee
- **B** for Blocked

**However, once you use administrative action to change the status of a position, you take control of that qualification and IQCS will no longer run qualification and currency checks on that position.**

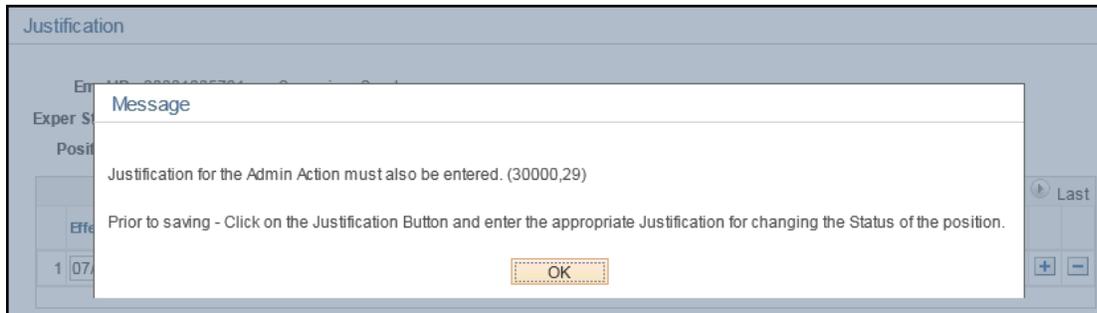
When administrative action is turned on, the system accepts the status you have selected and ignores the current position requirements, with the exception of fitness and recurrent training and currency requirements. Positions with competencies identified as No Override, such as NIMS training (IS and ICS), refresher and fitness, cannot be overridden by an administrative action if they have not been attained or have expired.

## JUSTIFICATION

Every time you change the qualification status of a responder's position through administrative action, the system requires you to document that change with a justification statement. This provides an opportunity to build a thorough qualification record that details all administrative actions.

After you change the qualification status, a popup window (pictured below) will appear advising you to fill in the justification for the change. If an admin action justification already exists, do not change the existing information but instead add a new row.

Keep in mind that not all qualification statuses can be overridden through administrative action. Positions with competencies identified as No Override cannot be overridden by an administrative action.

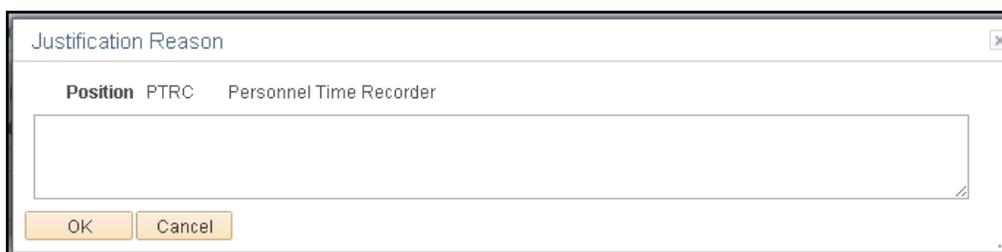


## WRITING QUALITY JUSTIFICATION

When you are entering a justification for an administrative action, you must ensure that it is a detailed justification and references the documentation in accordance with policy. The amount of detail should be enough to satisfy an Office of Inspector General (OIG) audit.

Generally speaking, your justification must include the following:

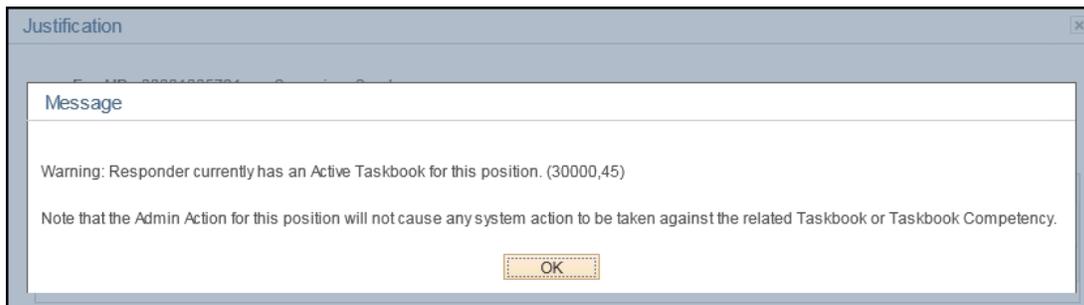
- A description of the purpose of the qualification status change
- The previous qualification status and the admin actioned qualification status
- The employment location of responder
- Approval and authorization by position



### ACTIVE POSITION TASKBOOKS

If the responder you are performing administrative action on has an active PTB, you will see a system message (pictured) and other actions will likely need to occur.

- These administrative actions may include:
- Manually awarding position competency on the responder’s Competencies page
- Requesting removal of the PTB if an evaluation record has not been created on the responder's Position Taskbook page
- Managing the PTB status on the responder's Competencies or Position Taskbook page



### POSSIBLE ADMIN ACTIONS

The process for taking Admin Actions will be the same regardless of what action you take. There are multiple actions that can be taken.

- Override Unqualified with Qualified
- Override Qualified with Trainee or Blocked
- System override



## INSTRUCTIONS – ADMINISTRATIVE ACTION

To admin action a position qualification for a responder, follow the process below.

1. Navigate to **Qualification Management > Competency Management > Incident Qual Card**.
2. Search for your desired responder.
3. Select the **Show Qual Details** button.
4. Located the qualification for Admin Action.
5. Click on the **Admin Action** check box.
  - If the responder’s qualification is already admin actioned, and you want to view the information or add an additional row of documentation, select the **More Qual Info** tab and select the **Justification** icon for the position.
6. Change the qualification status to **Q, T, or B**
  - Q - Qualified
  - T - Trainee
  - B - Blocked
7. A message will appear requiring justification to be entered for this action.
8. **Effective Date**. This will default to the current date but can be changed/set to reflect a past or future effective date.
9. **Sequence (Seq)**. The effective sequence is used when multiple Admin Actions have occurred with the same effective date.
10. **Authorizing Official**. Enter/search the Authorizing Official approving the qualification override.
11. **Justification**. Enter detailed justification for this Admin Action and reference the documentation in accordance with your agency’s policy. The amount of detail should be enough to satisfy an audit.
12. **Click OK**.

**REMEMBER – once you change the status of a position qualification by administrative action, you have taken control of that qualification and IQCS no longer runs qualification and currency checks on that position.**

## PRINTING QUALIFICATION CARDS

In order to print an Incident Qualification Card, you will need to run a Qualification Card report. Remember that since it is a report, you will need to use a run control for running the Qualification Card report. **The following are requirements to print a qualification to a card.** If one of these does not exist, the position(s) will not be printed to a card.

- The Certifying Official field must be filled in.
- The responder must have a status of Qualified) or Trainee.
- The Print to Card box must be checked.
- The Certify Position box must be checked.

Qualifications

Empl ID: 00000094555    Dawg,Olde    Last Print Date:  
 CH ID:    Run Qual Process

Cert Official: 00000094324    Shovel,Sammy

Qualifications <span style="float: right;">Personalize   Find      </span>														
Priority	Print to Card	Certify Position	Send To ROS	SetID	Position		Admin. Action	Status	Reason	Position Attained Date	Position/Taskbook Expiration Date	Justification Notes	Printed	
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FS000	EDRC	Expanded Dispatch Recorder	<input type="checkbox"/>	Q	Qualified	06/30/2015	06/30/2018		<input type="checkbox"/>	
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FS000	EDSD	Expanded Dispatch Support Disp	<input type="checkbox"/>	T	Trainee	Reason	07/01/2015	07/01/2018		<input type="checkbox"/>

Save
 Return to Search
 Notify

Update/Display
 Include History
 Correct History

## INSTRUCTION - PRINTING INCIDENT QUALIFICATION CARDS

Use the following process for printing Qualification Cards

1. Navigate to **Qualification Management > Competency Management > Incident Qual Card Print**.
2. **Enter** or **Select** your desired Run Control ID.
3. Identify the parameter(s) with which you want to run the report.
  - **Agency**. This will print qualification cards for the responder in the agency you identified and you have access to.
  - **Org ID**. This will print qualification cards for all responders in the identified Organizational Code.
  - **Unit ID**. This will print qualification cards for all responders in the identified Unit ID and you have access to.
  - **Responder List**. Used to print qualification card for one to many responders. User can enter/search for responders or load an established group (Group ID) list.
4. Select **Run**. This will take the user to the Process Scheduler Request screen.
5. The system will take you to the **Process Scheduler Request** page.
6. Ensure that the Server Name is **PSNT**.
7. Leave the Run Date and Run Time at the default values (current date and time).
8. Set the Type to **Web** and the format to **PDF**.
9. Select the **Report Manager** hyperlink.
10. Select the **Refresh** button. When the Refresh button is clicked, the Run Status of the process will be updated. The different status states can be Queued, Initiated, Processing, Posting, Success, or Error. Select **Refresh** until the status is Posted.
11. Select the blue **IQRPTxxx** hyperlink under Description, where xxx is the process number assigned to the report.
12. The system will open the Incident Qualification Cards report in a separate window, in Adobe PDF format.
13. Print the Incident Qualification Card(s).

If you want to defer printing a report until a later time, you can set the date and time for the report to run in step 7 above. The default time zone is Mountain. You can retrieve the report after the specified run time using the Report Manager. Do not select the Run button in step 4 above. Instead, skip to step 9.

## PRINTING MATERIAL

Qual cards are printed on perforated cardstock (four cards per sheet). The back side of the cardstock is preprinted with Experience Record blanks for recording incident assignments. The front of the cardstock is blank.

IQCS prints the form and the data at once. Therefore, it is important to load the cardstock into your printer properly. Since the brand or model of printers varies from office to office, you will need to determine the proper way to load the cardstock.

You may want to perform a test print on plain paper prior to loading cardstock into your printer. Compare the printed output to the blank cardstock to make sure the printed form matches up with the perforations in the cardstock. Adjust your printer accordingly.

If you are out of the cardstock, the product code for reorder is NFES 1528.



## QUALIFICATION, EVALUATION AND CERTIFICATION RELATED REPORTS

The following reports may assist a user in the qualification, evaluation and certification of responder qualifications. 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.

<b>Reports &gt; Training &gt; Responders</b>	<b>Report Number</b>
License and Certificates	C11
Expiring Recurrent Training	C48
Courses Taken/Not Taken	C170
<b>Reports &gt; Taskbooks</b>	<b>Report Number</b>
Responder Task Books	C5
Task Book Summary	C104
Task Book Evaluation	C150
<b>Reports &gt; Qualifications</b>	<b>Report Number</b>
License and Certificates	C11
Responder Master Record	C28
Responder Position Currency	C45
Qualification Master List	C50
Responder Experience Summary	C152
Responder Detail Experience	C153
Responder to Role Match	C302
Qual/Competencies Justifications	C333
<b>Reports &gt; Needs Analysis</b>	<b>Report Number</b>
Workforce Analysis Detail	C163
Time to Position	C331
Training Needs Assessment	C401
<b>Reports &gt; Positions</b>	<b>Report Number</b>
Position Qualification Criteria	C94