



## IQCS Training Manual User Guide

# MODULE 8: CONTROL TABLES

### OVERVIEW

Welcome to the Control Tables module. In this module, we will discuss the importance of the control tables within the Incident Qualifications and Certification System (IQCS). We will also introduce each of the specific control tables.

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- Minor updates to grammar and formatting

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## USES FOR CONTROL TABLES

Control tables are the foundation for implementing agency standards in IQCS. Control tables serve numerous functions in the system. Control tables are used for the following:

- Provide a place to establish and maintain all of the IQCS core data (positions, position criteria, course information, organization information, etc.).
- Control tables eliminate redundant data entry by providing default values.
- They contribute to data integrity within IQCS by providing uniformity and consistency of data entry.



Once they are established, control tables serve to store and maintain data at the employee level.

## ACCESS TO CONTROL TABLES

This module will focus on navigating to the various control tables. Access to the control tables is based on your IQCS roles. Please refer to the Role Matrix for those roles that have access. All access is read only. Changes to the table are done by the IQCS staff.

## POSITION CODE AND POSITION CODE TABLE

The Responder Position Code Table holds agency position codes and position titles. The criteria applied to each position code, such as currency, Position Task Books (PTB), training, functional area, and position category are defined in this table.

The screenshot shows a 'Job Code Profile' form. At the top, there are tabs for 'Job Code Profile', 'Code Task Book', and 'Track Changes'. Below the tabs, the 'Set ID' is NWCG0, 'Position' is COMP, and 'Business Units that use this Set ID' are listed. The 'Job Code Profile' section includes fields for 'Effective Date' (10/01/2014), 'Status' (Active), 'Job Title' (Compensation/Claims Unit Ldr), 'Short Job Title' (COMP), 'Long Job Title' (Compensation/Claims Unit Leader), and 'Job Descr' (Compensation/Claims Unit Leader). Below this, there are sections for 'Functional Area / OPM Class' (FIN, Finance), 'Position Category' (ICS, Incid Cmd), 'FS FPM Position' (checkbox), 'Send Position to Ross' (checkbox), and 'Complexity Type 1' (checkboxes for Type 1, Type 2, Type 3, Type 4, Type 5). A section titled 'These Positions Maintain Currency for COMP' lists four job codes: 1 CLMS (Claims Specialist), 2 FSC2 (Finance/Admin Section Chief T2), 3 FSC3 (Finance/Admin Section Chief T3), and 4 INJR (Compensation-for-Injury Spec). There is also a 'Currency Length' section with 'Frequency' (Annually) and 'Currency Length' (5).

The permission access for this IQCS control table is set to a view-only access.

### INSTRUCTIONS – VIEWING POSITION CODE TABLE

1. Navigate to **Control Tables > Foundation Tables > Job Attributes > Responder Position Code Table**.
2. Search and select a position.
3. Users will be able to view the following important pieces of information:
  - **Set ID.** The Set ID, also known as agency, the position is setup under.
  - **Positon Code.** The code [mnemonic] as approved by the NWCG PNB.
  - **Effective Date.** The date a change took effect.
  - **Status.** Defines whether the position in the identified Set ID is active or inactive.
  - **Job [Position] Title.** The title of the position as approved by the NWCG PNB.
  - **Functional Area.** The functional area of the position as defined by agency policy.
  - **Complexity Type.** Defines the type of incidents to which this position should respond (e.g., Type I, II, III) as defined by as defined by agencies.
  - **These Positions Maintain Currency for [position code].** The currency of the position(s) listed in this box is maintained by this position as defined by agency policy.
  - **[position code] Maintains Currency for These Positions.** Positions listed in this box will maintain experience currency for this position as defined by agency policy.
  - **Currency Length.** The maximum time allowed for maintaining currency as defined by agency policy.
  - **Code Task Book Tab.** Indicates if there is a PTB for this position and the allowable time period to complete as defined by agency policy.

## THE COMPETENCY TABLE

The Competency Table is a key defining table in IQCS. Competencies represent position requirements in the system. Types include:

- Position
- Training
- Position Task Book
- Licenses/Certificates
- Complex Prerequisites (Complex Training and Position Competencies)

Each position code, Position Task Book, and training has a competency code assigned to it. When a responder has completed a training course, licenses/certificates, and/or certified a Position Task Book, the associated competency is placed on the responder's competencies page with an effective date.

**Competency Table** | Proficiency Descriptions | Track Changes

Competency: RESL

Unit Description: Resources Unit Leader

Title: RESL

Short Description: RESL

Rating Model: IQC1 Single Level Rating Scale

Category: Position No Override: ☐

Content Supplier: Customer Defined

Description: Is currently or has previously qualified in the position of Resources Unit Leader

Find | View All | First 1 of 1 Last

Set ID: NWC00

☐ Recurrent Indicator

Frequency:

Length:

Competency Types | Personalize | Find | First 1-2 of 2 Last

Type	Description
ICS	ICS Universal Position Categor
PLNG	Planning

Comp can be seen by: | Personalize | Find | View All | First 1-3 of 3 Last

Set ID	Description
1 AH000	All Hazards
2 FS000	Forest Service
3 NWC00	National Wildfire Cord Group

The permission access for this IQCS control table is set to a view-only access.

### INSTRUCTIONS – VIEWING COMPETENCY TABLE

1. Navigate to **Control Tables > Common Definitions > Competencies > Competency Definitions**. This is a view-only area within IQCS.
2. Search for or enter the position competency you want to view.
3. The screen will identify the competency code, the description/title, rating model, competency category, description, competency type(s), and the Set ID(s) that can utilize (see) the competency per agency policy.

## COMPLEX COMPETENCIES

Complex competencies represent instances where prerequisite experience and/or training is defined by more than one way to meet the requirement. Anytime there is an “or” statement on the qualification sheet in the prerequisite experience for a position, a complex prerequisite is built.

When a responder meets one of these different options, he or she is awarded a special complex competency code to indicate that they have met the prerequisite experience to be considered for the next higher position at a Trainee status.

All complex competency codes end with the suffix CPX (positions) or TPX (training). For example, the ATGS complex competency code is ATGSCPX. This does not mean responders with this code on their competencies page are qualified ATGSs; it indicates the responder meets the prerequisite experience should he or she decide to work toward becoming an ATGS in the future.

The permission access for this IQCS control table is set to a view-only access.

Competency Table	Proficiency Descriptions	<b>Complex Competency</b>	Track Changes
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Competency: ATGSCPX			Description: ATGS Complex Position Prereq		
<b>Complex Groups</b>			Find	View 1	First 1-4 of 4 Last
Set ID: FS000	Group: 1		Find	View All	First 1 of 1 Last
Eff Date: 01/31/2006	Status: Active		Personalize	Find	First 1 of 1 Last
<b>Group Comps</b>	<b>Description</b>	<b>Proficiency</b>			
ICT3	Incident Commander Type 3	Attained			

Set ID: FS000	Group: 2		Find	View All	First 1 of 1 Last
Eff Date: 01/31/2006	Status: Active		Personalize	Find	First 1 of 1 Last
<b>Group Comps</b>	<b>Description</b>	<b>Proficiency</b>			
DIVS	Division/Group Supervisor	Attained			

Set ID: NWC00	Group: 1		Find	View All	First 1 of 1 Last
Eff Date: 01/19/2006	Status: Active		Personalize	Find	First 1 of 1 Last
<b>Group Comps</b>	<b>Description</b>	<b>Proficiency</b>			
DIVS	Division/Group Supervisor	Attained			

Set ID: NWC00	Group: 2		Find	View All	First 1 of 1 Last
Eff Date: 01/19/2006	Status: Active		Personalize	Find	First 1 of 1 Last
<b>Group Comps</b>	<b>Description</b>	<b>Proficiency</b>			
ICT3	Incident Commander Type 3	Attained			

### INSTRUCTIONS – VIEWING COMPLEX COMPETENCIES

1. Navigate to **Control Tables > Common Definitions > Competencies > Competency Definitions**. This is a view-only area within IQCS.
2. Search for a competency that contains (change 'begins with' to contains) CPX or TPX. To limit the search, you can also select Prerequisite from the Competency Category dropdown.
3. Once on the competency page, select the **Complex Competency** tab.
4. Click the **View All** link in the blue Complex Groups bar to see the groups defined for the Set ID(s).
5. The groups shown represent the possible combinations of position prerequisites defined by agency policy.

## SETUP ROLES COMPETENCIES TABLE

The Setup Role Competencies Table is where IQCS brings all of the requirements identified in various business policies together to build responder positions. A role competency can be best described as a compilation of position requirements. Each requirement is expressed, in IQCS, as a competency required for a position.

Role Competencies

Taskbook Prereqs

Role Description

Position Checklist URL

Track Changes

Set ID NWCG0

Position HECM

Helicopter Crewmember

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 1-8 of 8 Last

Competency		Proficiency		Reqd for Trainee Status	No Override	Apply Retro	Status as of Effective Date
A110	Aviation Trans of HAZMAT	1	Attained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Active
FFT2	Firefighter 2	1	Attained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Active
FITCAT	Fitness Category	A	Arduous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
HECMTB	Helicopter Crewmember PTB	2	Certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Active
ICS-100	Introduction to ICS (ICS-100)	1	Attained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
IS-700	NIMS An Introduction	1	Attained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
RT-130	Fire Safety Refresher	1	Attained	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
S-271	Helicopter Crewmember	1	Attained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Active

The permission access for this IQCS control table is set to a view-only access.

### INSTRUCTIONS – VIEWING POSITION SETUP ROLES COMPETENCIES

In order to view the Setup Role Competencies Table, you must:

1. Navigate to **Control Tables > Setup Roles > Setup Roles Competencies**.
2. Search for and select the role or position to view.
3. Once you have selected your desired role or position, you will see a screen that displays the following information:
  - **Effective Date.** The date the identified requirements became effective defined by agency policy.
  - **Assigned Competencies.** Identifies the position qualification requirements defined by agency policy.
  - **Proficiency.** Identifies the proficiency level required for qualification.
  - **Required for Trainee Status.** Identifies the requirements for a responder to be identified as a trainee status if he or she has an active PTB defined by agency policy.
  - **No Override.** If checked, the competency for the position **cannot** be overridden using administrative action defined by agency policy.
  - **Apply Retro.** When a new business requirement is added to IQCS, it may be applied retroactively to those responders already Qualified or Trainee defined by agency policy.
  - **Status as of Effective Date.** Identifies the status of the requirement defined by agency policy.
  - **Task Book Prereqs** tab. Identifies the prerequisite requirements to issue a PTB to a responder defined by agency policy.

## COURSE TABLES

The Course Table holds the NWCG and All-Hazard training course list. Criteria applied to each course, such as curriculum, required instructor competencies, prerequisites and competencies, equipment, catalog information, and additional details, are defined in this table.

Course Profile		Required Instr Comps/Accomps		Prereqs and Competencies		Track Changes	
Course:	S390						
*Title:	Intro to WL Fire Behavior Calc						
Description:	Introduction to Wildland Fire Behavior Calculations						
Short Title:	S-390	Course Status:	Active				
Creation Date:	01/01/1940	Revision Date:	10/01/2009				
Internal/External:	Internal	<input checked="" type="checkbox"/> Session Administration					
Course Type:	Supp Skill	<input type="checkbox"/> Multilingual Course					
Primary Delivery Method:	Instructor	<input checked="" type="checkbox"/> Instructor Comps/Accomps Req'd					
Min/Max Students:	1 999	Cost Unit:	Hour				
Duration Time:	42.0	Course Offering:	As Req.				
Course Units:							
Course Management:	NWCGTC	NWCG Training Committee					

The permission access for this IQCS control table is set to a view-only access.

The [NWCG Standards for Course Delivery, PMS 901-1](#), is the system of record for the NWCG listing in the Course Table. IQCS receives guidance from the [Operation and Training Committee \(OTC\)](#), the IQCS Change Management Board (CMB) and [IQCS Agency Leads](#) regarding requests to add, change or remove courses.

Information on the Course Table is brought forward to the Course Session.

### INSTRUCTIONS – VIEWING COURSE TABLE

1. Navigate to **Training Administration > Course Details > Courses**.
2. Click **Search** to see a list of the courses or enter the course code in the Course Code field.
3. Select the **Course Code** link for the desired course.
4. The Course page will display.



## EQUIVALENCY TABLE



The Equivalency Table is used by IQCS to determine equivalencies and reduce the need for course competencies to be manually added to the responder record.

Consider that Course A is a training requirement for position X. In the Field Managers Course Guide, Course B has been identified as a course equivalency to Course A. With the implementation of the Equivalency Table, Course A is a valid replacement for the training requirement for position X and eliminates the need to manually award a competency for Course A to meet the requirement for position X.

Iq Comp Crse Lkup

Competency ICS-200  
and/or  
Course Code

Data Type C

Personalize | Find |   First 1-4 of 4 Last

	Comp or Course	Equivalent	Data Type
1	ICS-200	I-200	C
2	ICS-200	ICS200	C
3	ICS-200	ICS200	T
4	ICS-200	IS-200.B	C

The responder's record will always indicate the course that was actually completed. You can use the lookup table to search for courses and determine their equivalencies.

### INSTRUCTIONS - NAVIGATING TO THE EQUIVALENCY TABLE

Use the process below to navigate to the Equivalency Table.

1. Navigate to **Control Tables > Common Definitions > Competencies > Comp/Course Equivalency View**.
  - This is a view-only area within IQCS.
2. Search for or enter the **competency** and/or **course code**.
3. If an equivalency has been created, the table will be displayed.

You can use the key below to help decipher the information in the table.

- Competency and/or Course Code (header): the code that was searched and selected.
- Data Type (header): C = Competency, T = Training.
- Comp or Course: the code that was searched and selected.
- Equivalent: the competency(ies) or course(s) that has been established as equivalent.

## UNIT IDENTIFIERS

Unit IDs are used to identify the organizational units within the federal and state government that are involved in wildland fire management. These codes are managed by the [NWCG Unit Identifiers Unit](#) chartered under the Data Management Committee.

Unit identifiers are directly tied to one or more organizational codes and are used in the exchange of data with the Resource Ordering and Status System (ROSS).

### INSTRUCTIONS - NAVIGATING TO THE UNIT IDENTIFIERS TABLE

Use the process below to navigate to the Equivalency Table. This is a view-only area within IQCS.

1. Navigate to **Control Tables > Foundation Tables > Organization > Unit Identifiers**
2. Search for or enter a Unit ID.
3. View selected Unit ID.

## ORGANIZATIONAL CODE (TREE) VIEWER

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

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

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

### INSTRUCTIONS - NAVIGATING TO THE ORGANIZATIONAL CODE TABLE

Use the process below to navigate to the Equivalency Table. This is a view-only area within IQCS.

1. Navigate to **Main Menu > Tree Manager > Tree Viewer**
2. Select the Search button to display all trees in the application.
3. Select the Tree Name for the correct Set ID to view the agency tree.
4. Expand sections as needed to view organization structure.

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## CONTROL TABLES RELATED REPORTS

The following reports may assist a user in understanding the IQCS control tables. 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; Admin</b>	<b>Report Number</b>
Course Awarding Comps	C118
Course Equivalents	C119
Course List	C402
<b>Reports &gt; Positions</b>	<b>Report Number</b>
Position List	C066
Position Qual Criteria	C94
<b>Reports &gt; System Setup</b>	<b>Report Number</b>
Agency Hierarchy	C87