



## IQCS User Guide

# MODULE 8: EMERGENCY RESPONDER EXPERIENCE

## OVERVIEW

Welcome to the Emergency Responder Experience module. In this module, we will discuss the source of incident and experience data in the Incident Qualifications and Certification System (IQCS). We will also discuss how to search for incident data, create incident data, and enter experience.

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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## EMERGENCY 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 Taskbook evaluations.

Experience Summary												Personalize	Find	Print	First	1-131 of 131	Last
IQCS Incident ID	Incident Number	Incident Name	Year	Position	Experience Status	Arrival Date	Operational Periods	Complexity	Size Class	Fuel Model	Event Category						
1 00000311407	2017-TX-TXS-NFSFUY	Yellow Lab	2017	EDSD	Qualified	02/24/2017	14			Timber (Grass and Understory)	Wildfire						
2 00000311415	2017-TX-TXS-099882	Culberson109099	2017	ACDP	Qualified	02/07/2017	12			Dormant Brush, Hardwood Slash	Wildfire						

Experience by Responder													Personalize	Find	View 100	Print	First	1-15 of 131	Last
IQCS Incident ID	Incident Number	Incident Name	Year	Begin Date	Position	Experience Status	Arrival Date	Operational Periods	Complexity	Size Class	Fuel Model	Event Category							
1 00000311407	2017-TX-TXS-NFSFUY	Yellow Lab	2017	01/24/2017	FFT1	Qualified	02/24/2017	14	Type 5	B	26-9.9	1 Short Grass (1 Foot)	Wildfire						
2 00000311415	2017-TX-TXS-099882	Culberson109099	2017	02/07/2017	HECM	Qualified	02/07/2017	12	Type 4	D	100-299.9	1 Short Grass (1 Foot)	Wildfire						

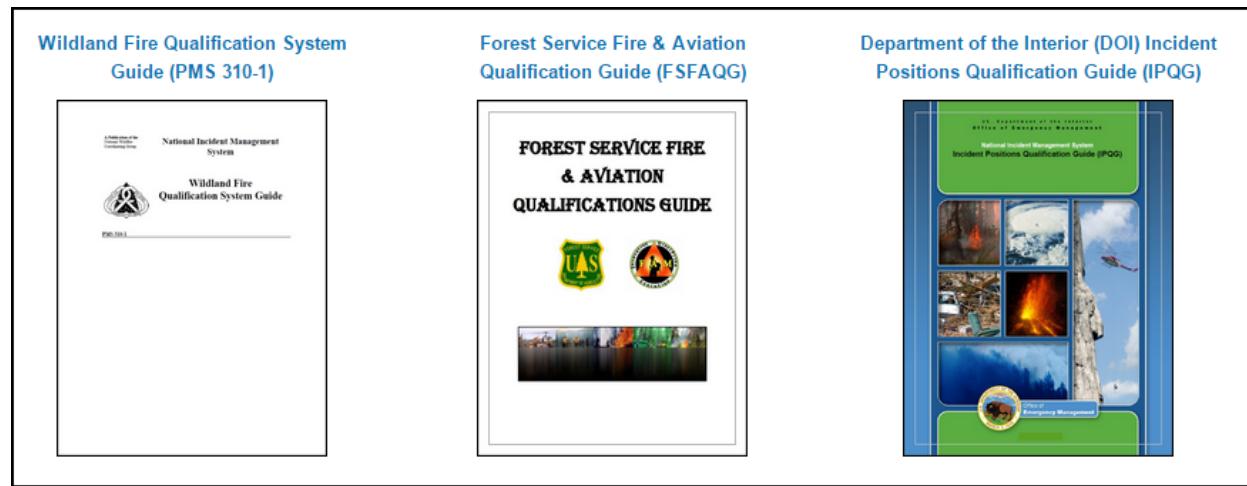
## CURRENCY REQUIREMENTS

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

As defined in the NWCG [Wildland Fire Qualification System Guide \(PMS 310-1\)](#), the [Forest Service Fire and Aviation Qualifications Guide \(FSFAQG\)](#) and the DOI [Incident Positions Qualification Guide \(IPQG\)](#), the maximum time allowed for maintaining currency is 3 years for air operations, faller, and dispatch positions and 5 years for all other.

Currency for a position can be maintained by successful performance in that position within the given timeframe, or successful performance in positions identified in this guide.

Please refer to the [PMS 310-1](#), [FSFAQG](#), [IPaQG](#), or your agency manual for specifics on currency requirements.



## 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.

### INCIDENT SETUP TABLE

There are two methods for an incident to exist on the 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.

Before you create an incident in IQCS, please search the existing incidents to ensure that the incident does not already exist. Be sure to vary/broaden your search criteria. If you encounter redundant incidents in the system, choose the most appropriate one. If you have searched for an incident and confirmed that it does not yet exist in IQCS, you will need to add it. Keep in mind that your unit may also have unique protocols for entering incidents.

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.
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 number. Example: 000235.
  - If no number has been assigned, you can leave blank or enter an abbreviation for training or OJT.
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 for the incident.
  - **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. Historical incidents will continue to display old fuel types but can only be updated/changed to one of the 13 Fuel Models.

4. Select the **Save** button if any changes were made, or select the **Return to Search** button.

## RESPONDER EXPERIENCE

IQCS also checks for other currency requirements based on each position and the individual responder's record: fitness or medical tests, external licenses, and recurrent training.

| Qual Card Summary | Current Competencies | Task Book Summary | Experience Summary | Training Summary | | | | | | | | | | | | Personalize | Find |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | < |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

## 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. Enter responder EmplID or 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.
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.

## 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.
5. **EmplID:** Lookup/enter the responder you are adding to the incident for experience.
6. **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.
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.

## INSTRUCTIONS - ENTERING EXPERIENCE BY GROUP

Entering experience for a group allows you to add incident experience to the records of members of a group (such as an Incident Management Team, a hotshot 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.

## EMERGENCY RESPONDER EXPERIENCE RELATED REPORTS

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

Reports > Qualifications	Report Number
Responder Master Record	C028
Responder Experience Summary	C152
Responder Detail Experience	C153