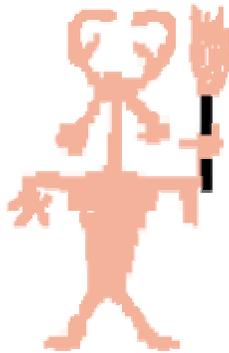


**FISHLAKE NATIONAL FOREST AND
RICHFIELD/FILLMORE FIELD OFFICE
INCIDENT QUALIFICATION REVIEW COMMITTEE
OPERATING PLAN**



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4-4-2007

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I Authority, Goals, Policy, References, and Committee Members

1. Authority

The Interagency Standards for Fire and Aviation Operations requires that each unit with fire management responsibilities will establish a Red Card qualification and certification process.

2. Goals

The Qualification Review Committee (QRC) is established for oversight of the Incident Qualifications and Certification System. The committee provides a process to review personnel employed by these units that are assigned to Incident Command System and Prescribed Fire positions. The committee makes recommendations to the Fire Management Officer, who serves as the certifying official.

3. Policy

Comply with Interagency Standards for Fire and Aviation Operations. The FS must also follow all applicable agency requirements contained within FSM 5120 and FSH 5109.17.

4. References

- a. Standards for Fire and Aviation Operations.
- b. Wildland and Prescribed Fire Qualifications System Guide, PMS 310-1 (current and historical).
- c. Field Managers Course Guide, PMS 901-1.
- d. FSM 1220/1230.
- e. FSM 1350.
- f. FSH 5109.17 (current and historical).
- g. FSM 6140.

5. Committee Members

The Qualifications Review Committee will be comprised of individuals who have working knowledge of Incident Management and Prescribed Fire responsibilities, as well as the individuals' capabilities who are being rated.

At a minimum, the committee shall be composed of the following

- a. Fire Staff Officer.
- b. Line Officer.
- c. Primary Account Manager.
- d. NFFE/Union Representation.
- e. Representatives with knowledge of unit personnel.

While additional members may not be required at all meetings, they could be called to assist in addressing training, performance, or qualification issues identified within their field of expertise.

II Roles and Responsibilities

1. Forest Supervisor/Field Office Manager

- a. Establish and maintain a Qualification Review Committee (QRC).
- b. Ensure a line officer representative participates as part of the Unit QRC.
- c. Ensure a representative of the National Federation of Federal Employees (NFFE) or other appropriate union official has the opportunity to participate in the Unit QRC.
- d. Ensure all units are represented on the QRC.
- e. May delegate signing authority for Incident Qualifications Card to the Fire Management Officer for Type 2 command and general staff positions (FSH 5109.17 22.04).

2. Certifying Official

Interagency Fire Management Officer

The Interagency Fire Management Officer, delegated Fire Program Management responsibility for a Units fire program by the Forest Supervisor/Field Office Manager:

- Usually serves as the Certifying Official for the Incident Qualifications Card.
 - This authority cannot be re-delegated to the District level—except where identified in this Handbook (FSH 5109.17 Chapter 0, Section 05 Definitions).
- a. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience.
 - b. Ensure Individual Responders Development Plans (IRDP) are completed and included as part of the individual development plan.
 - c. Establish annual review/certification criteria for ICT3.
 - d. Recommend certification or re-certification for all Area Command and Type 1 command and general staff positions to the Director of Fire and Aviation Management. (These positions include: Incident Commander, Safety Officer, Information Officer, Operations/Planning/Logistics/Finance Section Chiefs [FSH 5109.17, Section 22.04].)
 - e. If delegated by the Forest Supervisor/ sign Type 2 Command and General Staff incident qualification cards for Forest Service employees (FSH 5109.17, Section 22.04). Send BLM employees' type 2 cards to the state FMO.
 - f. Sign incident qualification cards for other positions on the unit.
 - g. When necessary, initiate an administrative review to determine if de-certification is appropriate (FSH 5109.17. Section 22.5).

- h. Authorizes and grants certification by signing the “Agency Certification” on the inside front cover of the PTB. Only the home unit has the authority to certify an individual’s qualifications (PMS 310-1).
- i. If appropriate, delegates Authority for “Certifying Official” Role/Processes in IQCS to the Primary and Alternate Account Manager(s) (Reference “Delegation of Authority” Form on IQCS Homepage under documents).
- j. Specify location on the unit where employee master files will be maintained (FSH 5109.17 Section 22.1).
- k. Ensure the employee master files contain (FSH 5109.17 Section 22.1):
 - All relevant evidence of course completion related to position qualifications.
 - Individual Performance Rating (March 1990-February 1994).
 - Position task book verification (the inside front cover of task book, showing recommending final evaluator and Certifying Official's signatures and dates).
 - Current Work Capacity Test (WCT) Administration Reports on file on line at http://www.fs.fed.us/fire/safety/wct/wct_index.html.
 - Yearly updated Incident Qualifications and Certification System Responder Master Record (RPTC028) from IQCS.
- n. Ensure all Administratively Determined (AD) employees “hosted” by the National Forest meet qualifications and certification standards within 5109.17 and PMS 310-1. Ensure all Administratively Determined (AD) employees “hosted” by the BLM meet qualifications and certification standards within PMS 310-1.

3. Qualifications Review Committee

Regional/State Qualifications Review Committee

Regional/State Qualification Review Committees shall review all individuals possessing Area Command and Type I Position Qualifications (FSH 5109.17 Section 22.5 5c (1)).

Unit Qualifications Review Committee (QRC)

- a. Ensure all Committee actions are documented and distributed to all committee members. A copy of this documentation will be available for preparedness reviews and auditing purposes.
- b. QRC shall review all individuals possessing Type 2 or lower position qualifications (FSH 5109.17 Section 22.5 5c (1)).
- c. Ensure all employees meet and maintain the ICS qualifications in accordance with:
 - The Wildland and Prescribed Fire Qualifications System Guide (PMS 310-1) except positions in which the Forest Service has elected to deviate from the minimums.
 Ensure all FS employees also meet and maintain the ICS qualifications in accordance with:
 - Fire and Aviation Management Qualifications Handbook (FSH 5109.17).

- d. Develop documented employee evaluation criteria for certification, re-certification, and deferral.
- e. Makes recommendations to the appropriate agency administrator or designee responsible for final certification signature.
- f. Establish system for instructor validation/certification (Field Manager's Course Guide PMS 901-1, Page 4).
- g. **If delegated by the Certifying Official**, establish system for ICT3 validation review.

De-certification

- a. Regional/state or local Review Committees shall review individual qualifications and certification and also address de-certification. If the review occurs at the local level, the individual reviewed shall have appeal rights with the Regional/State Qualification Review Committee (5109.17 Section 22.5).
- b. De-certification of an individual's ability to perform is the responsibility of the unit line officer (5109.17 Section 22.5).

4. Primary IQCS Account Manager

- a. Administer IQCS for the Unit.
- b. Designate alternate Account Manager.
- c. Receive, validate and enter data into IQCS. (This may be delegated to additional Account Managers on the Unit.)
- d. Provide reports from IQCS in preparation for QRC meetings:
 - C-302 Match Responder to Role.
 - C-028 Master Record
- e. Prepare Incident Qualification Cards for Regional/State and Unit Certifying Official signature.
- f. Ensure that qualifications generated by Incident Qualifications and Certification System (IQCS) for employees are valid by reviewing the training and experience of each employee.
- g. Attend QRC meetings.

5. Supervisor

- a. Provide for the development of the employee's skills to enable a high level of performance. With the aid of the Fire Management Officer, identify training needs that are realistic in relation to the needs of the local unit and Geographic Area.
- b. Implement an annual Individual Development Plan identifying present and future organizational training needs. To determine short and long range goals, ensure your

employees work with the unit fire training officer to complete the Incident Responder Development Plan (IRDP) in IQCS.

- c. Approve appropriate training requests.
- d. With the aid of the Fire Management Officer, identify employee training needs that are realistic to the employee's skill level as well as the employee's progression within the Incident Command System.

6. Employee

- a. Employees and supervisors share ultimate responsibility for employee development. The employee should respond to training opportunities that will improve his or her performance.
 - b. Must take personal responsibility to help develop and review the Individual Development Plan (IDP).
 - c. Notify the unit training coordinator of any change in employment status so that the IQCS data base can be updated. This includes change of agency, job series, and employment type (PFT, career, retirement, transfer, etc).
 - d. Ensure copies of all fire training certificates, incident performance evaluations, task book events, fire experience and completed task books, are provided to the unit training coordinator.
 - e. Is responsible for maintaining documentation of his or her qualifications. For validation of qualifications, this information needs to be consolidated and readily available upon request.
-

III Central Utah Qualifications Review Committee Operating Plan

1. Committee Members

Committee Members

Title	Name	Voting Member	Roles/Responsibilities
Fire Staff Officer/FMO	Kim Soper	Y	Presence Required
Zone FMO	Gayle Sorenson	Y	Presence Required
Zone FMO	Tom Suwyn	Y	Presence Required
Line Officer, FS	Terry Krasko	Y	Delegation approved*
Line Officer, BLM	Chris Colton	Y	Delegation approved*
Primary Account Manager	Noni Dalton	Y	Presence Required Committee Chair
NFFE/Union Rep	NA		

* Use Form 3, Delegation of QRC Vote

2. Meetings

Committee will meet 2 times a year and more often if the Committee Chair deems necessary. Meetings will consist of reviewing certified task books for group approval, and reviewing qualifications and training records.

3. Voting

- a. Voting members may only have one vote.
- b. Voting members, if absent from meeting, may delegate their vote in writing.
- c. The delegate must be a Line Officer and approved by the QRC.
- d. Votes may not be delegated.
- e. A majority vote is required in all committee decisions.
- f. A minimum of 2/3rd vote is required for a quorum.
- g. The delegate must be knowledgeable in Incident Management and Prescribed Fire.

4. Documentation

- a. All committee decisions and actions will be documented.
- b. All midseason/in season certifications not deliberated in a meeting will be documented in writing.
- c. During teleconferences, a note taker will be designated.
- d. All committee documentation will be located with the master records and available upon request.
- e. The QRC operating plan will be effective until there is a change in policy or membership.

5. QRC Timeline

The following timeline outlines various processes that are the responsibility of the QRC, Fire Training Coordinator, and Primary Account Manager. These reoccur annually.

ACTION	DATE DUE	RESPONSIBILITY
Provide copy of Incident Qualifications Master Record to all employees.	2/15	Primary Account Manager
Review Master Records in preparation for IQCS Update and return any updates to Primary Account Manager.	3/15	Employee/Supervisor
Certification of Incident Qualifications Cards.	4/15	QRC
Print Incident Qualifications Cards.	6/1	Primary Account Manager
Incident Qualifications Card to Certifying Official for signature.	6/2	Primary Account Manager
Signed Incident Qualification Cards to Units.	6/5	Certifying Official and/or Primary Account Manager

6. Position Review Process

a. Preparation/Logistics Prior to Meeting

- The committee chair will arrange a place, date and time for the meeting and have required reports printed and available.
- Completed Position Task Books will be submitted to the committee chair prior to the committee meeting.

b. Position Task Books

- All requests for new Position Task Books will be made on the Task book Request form and shall go through the training coordinator who will ensure that all pre-requisites have been met. New Position Task Books can then be initiated by the FMO or zone FMO's.
- The FMO will be the Certifying Official for all qualifications and sign the "Agency Certification" section in the front page of the PTB. The standard will be that before task books are certified they need to have had at least two assignments, two evaluators, and in two fuel types if appropriate.
- Midseason/In season certification should only be considered in extreme cases or for positions critical for the current fire season. In this case voting members of the QRC can recommend certification by fax, e-mail, or teleconference vote.

c. Currency

- To maintain currency in a position you must perform that position (or another position that will maintain currency) once every 3 years for aviation and dispatch positions; and once every 5 years for all other positions.
- This must be recorded on your experience sheet and turned in for entry into the IQCS system.

d. Re-certification

- If currency has lapsed, the individual shall revert to the trainee level in that position.
- Forest Service personnel must then be re-issued and complete the position task book for that position.
- BLM personnel must recertify by either completing a proficiency assignment, or completing the position task book. This will be determined by the QRC and will be based on the individual and the position that has lapsed.

e. Positions for Which No Task Book Exists

Certification Recommendation to the QRC will be submitted in writing and will consider—but not be limited to—the following criteria:

- Performance Evaluation.
- Day job definition.
- Performance Criteria for competency.
- Task Sheet.
- Duration of assignment(s).
- Complexity/Quality of assignment(s).
- Evaluator's Name, Home Unit, Title, Relevant Position for Trainee Qualification.
- CNF or SNF form (Job aide for that could easily be renovated for this purpose).

Track certification using Recommendation for Certification for THSP and Non-PTB Positions form.

f. Incident Commander Type 3 (ICT3) (If delegated by the Certifying Official)

(Because other positions will maintain Currency (DIVS, STL/TFLD and RXB1), it is not necessarily the case that the employee has performed specifically as an ICT3 in a five year period.)

- Review previous year's activity by the ICT3.
- Review performance evaluations and comments.
- Review the Quality/Complexity of the Assignments.
- Documented Recommendations may include:
 - Time pressure simulation.
 - Training.
 - Other.

7. Instructor Qualification and Review Process

- a. Instructors will be evaluated on an annual basis, taking into consideration:
 - Instructor Standards in compliance with the current 5109.17 and/or Field Manager's Course Guide (PMS 901-1).
 - Course Evaluations.
- b. A list of qualified instructors will be compiled and submitted to the primary Account Manager for entry into IQCS.

IV Appendix -- Forms

1. **QRC Recommendation for Certification**
2. **QRC Delegation of Vote**
3. **Task Book Request Form**
4. **Recommendation for Certification for THSP and Non-PTB Positions**

QRC Recommendation for Certification

Unit Name

Name:			
Position:		<i>Trainee</i> <input type="checkbox"/>	<i>Qualified</i> <input type="checkbox"/>
Subunit:			
Status:		<i>Certification</i> <input type="checkbox"/>	<i>Re-certification</i> <input type="checkbox"/>

TRAINING	
Date Classes Completed:	
If None, What is Missing:	

ASSIGNMENTS		
Number Of Assignments Completed:		
Incident Name	Order Number	Recommendation

REMARKS	

APPROVAL/SIGNATURES					
<i>Unit Representative:</i>			<i>FQRC – Chairperson:</i>		
Approved	<input type="checkbox"/>	Date:	Approved	<input type="checkbox"/>	Date:
Denied	<input type="checkbox"/>		Denied	<input type="checkbox"/>	

Delegation of QRC Vote

Central Utah Qualification Review Committee

Re: Delegation of QRC Vote

I, (Name) will not be able to attend the (date/month/season) QRC meeting. (Insert reason for inability to attend.)

In my absence, delegate my QRC vote for this (date/month/season) meeting to (Alternate name/title).

This delegation is only for this meeting. I understand that this documentation will be recorded and filed with the meeting notes.

Name
Title

Date

Contact Information

This delegation of vote:

- Has been accepted by the QRC
- Has not been accepted for the following reasons:

- _____
- _____
- _____

Name
Title

Date

Contact Information

Form for Requesting a New Position Task Book

Name:	Date:	Requested Task Book:
Duty Station:		Phone #:
You must meet all Training and Position Prerequisites to be issued a new Position Task Book		
Training Prerequisites:		
Position Prerequisites:		
You can only have 6 active task books at one time and no more than 2 in any one functional area. (e.g. 2 in operations, logistics, etc.)		
Other active task books:		
EMPLOYEE SIGNATURE:		
SUPERVISOR SIGNATURE:		

- 1 - Submit this completed form with signatures to the Interagency Training Officer (TO), Noni Dalton, for requested Task Book (TB).
- 2 - The TO will enter the request into the IQCS program ensuring that all prerequisites are in place. If not, you will be informed of what is missing.
- 3 - If the request is accepted the TO will get the TB initiated, make a copy of the front page for the training files, and enter the new TB into IQCS. The new training position will be added to your qual card and the initiated TB and a new card will be sent to you. (Whenever possible get requests in early before qual cards for the season are printed.)
- 4 - Once the TB is completed it must be taken to the Interagency FMO, Kim Soper, for certification. Certification requirements will require a minimum of 2 assignments, 2 different evaluators, and 2 fuel types (where applicable).
- 5 - After the TB is certified, make a copy of the front cover, the certification page, and all evaluator pages in the back and give to the TO for entry into IQCS.
- 6 - Unless there is a critical need for your position, it will not be added to your qual card mid-season.

Recommendation for Certification for THSP and Non-PTB Positions

Central Utah Qualification Review Committee

Name:	
Course:	
Subunit:	

TRAINING	
I-100 and S-110 Completed:	Date:
Job Aid Issued:	Date:
Other Related Training or Experience (explain):	

RELATED ASSIGNMENTS (both non-incident & incident)		
Location or Incident Name	Order/Request Number	Recommendation

REMARKS	

APPROVAL	
UNIT REPRESENTATIVE:	FQRC – CHAIRPERSON:
APPROVAL DATE:	APPROVAL DATE: