

FISHLAKE NATIONAL FOREST AND  
RICHFIELD AND FILLMORE BLM FIELD OFFICES

**Incident Qualification Review Committee  
OPERATING PLAN**



**2012**

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

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## **1. Authority**

The Interagency Standards for Fire and Aviation Operations requires that each unit with fire management responsibilities will establish an Incident Qualification 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 certifying official(s).

## **3. Policy**

Comply with Interagency Standards for Fire and Aviation Operations and meet standards in the NWCG publication PMS 310-1, Wildland Fire Qualifications System Guide.

**FS:** must also follow all applicable agency requirements contained within FSM 5120, FSH 5109.17, and the Forest Service Fire and Aviation Qualifications Guide.

**BLM:** must also follow all applicable agency requirements contained the BLM Fire and Aviation Management Training Information Job Aid.

## **4. References**

- a. Standards for Fire and Aviation Operations.
- b. Wildland Fire Qualifications System Guide, PMS 310-1 (current and historical).
- c. Field Managers Course Guide, PMS 901-1.
- d. FSH 5109.17 (current and historical).
- e. Forest Service Fire and Aviation Qualifications Guide
- f. BLM Fire and Aviation Management Training Information Job Aid

## **5. Committee Membership**

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. In areas cooperating with other federal, state, or local agencies, an interagency qualification and certification committee should include representatives from each unit.

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

- a. Fire Management Officer(s)/Assistant Fire Management Officer(s).
- b. FS Line Officer.
- c. Primary Account Manager.
- d. NFFE/Union Representation (if the union is active).
- e. Representatives with knowledge of functional areas and 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**

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### **1. Forest Supervisor/District Managers**

- a. Establish and maintain a Qualification Review Committee (QRC).
- b. Ensure a line officer representative participates as part of the Unit QRC. (Forest Service requirement only.)
- c. Ensure all units are represented on the QRC.
- d. May delegate signing authority for Incident Qualifications Card to the Fire Management Officers for Type 2 command and general staff positions.

### **2. Certifying Official**

#### **Fire Management Officers**

The FS Fire Management Officer and BLM Assistant Fire Management Officers (Richfield and Fillmore), delegated Fire Program Management responsibility for their respective units by the Forest Supervisor/District Managers, will serve as the Certifying Officials.

- a. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience.
- b. Establish annual review/certification criteria for ICT3.
- c. Recommend certification or re-certification for all Area Command and Type 1 command and general staff positions to the Region 4 Director of Fire and Aviation Management/BLM Utah State FMO.
- d. If delegated by the Forest Supervisor/District Manager, sign Type 2 Command and General Staff incident qualification cards.
- e. Sign incident qualification cards for other positions on the unit.
- f. When necessary, initiate an administrative review to determine if de-certification is appropriate.
- g. 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).
- h. If appropriate, delegates Authority for "Certifying Official" Role/Processes in IQCS to the Primary and Alternate Account Manager. (Reference "Delegation of Authority" Form on IQCS Homepage under documents).
- i. Specify location on the unit where employee master files will be maintained.
- j. Ensure all Administratively Determined (AD) employees meet the qualifications and certification standards of the hiring agency.

k. Ensure the employee master files contain:

- All relevant evidence of course completion related to position qualifications.
- Evaluations from assignments.
- Position task book verification.
- Yearly updated experience forms.
- Yearly updated Responder Master Record (RPTC028) from IQCS.

### **3. Qualifications Review Committees**

#### **Regional/State Qualifications Review Committee**

Regional/State Qualification Review Committees shall review all individuals possessing Area Command and Type I Position Qualifications.

#### **Unit Qualifications Review Committee (QRC)**

- a. QRC shall review all individuals possessing Type 2 or lower position qualifications.
- b. Ensure all employees meet and maintain the ICS qualifications in accordance with their agency standards.
- c. Develop documented employee evaluation criteria for certification, re-certification, and deferral.
- d. Makes recommendations to the appropriate agency administrator or designee responsible for final certification signature.
- e. Establish system for instructor validation/certification (Field Manager's Course Guide PMS 901-1, Page 4).
- f. **If delegated by the Certifying Official**, establish system for ICT3 validation review.
- g. Committee Members will be the routing point for employees within their Area of Responsibility for task book requests and approvals, and annual IQCS Master Record reviews.

#### **De-certification**

De-certification of an individual's qualifications will be handled according to the policies of each agency.

#### **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:
- e. Prepare Incident Qualification Cards for Unit Certifying Official signatures.
- 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 and 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.
- h. Maintain all employee incident qualification master files.

#### **5. Supervisors**

- a. Provide for the development of the employee's skills by identifying qualification positions that are realistic in relation to the ability of the employee. Confer with Fire Management to determine the needs of the local unit and Geographic Area.
- b. Inform Primary Account Manager of any temporary/seasonal employees that no longer need to be active in the IQCS system.
- c. Provide approval for employees to request task books.

#### **6. Employees**

- a. Annually review Master Record and return any updates to the Primary Account Manager.
- b. Route requests for task book initiations and approvals through your committee member representative.
- c. Notify the Primary Account Manager 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 incident performance evaluations, task book events, fire experience and completed task books, are provided to the Primary Account Manager.
- e. Maintain own documentation of qualifications that are consolidated and readily available upon request.

### III Central Utah QRC Operating Procedures

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#### 1. Committee Members

A list of current Committee Members and their Area of Responsibility will be maintained on the RIFC webpage at [http://www.fs.fed.us/r4/rifc/local\\_training\\_committee.htm](http://www.fs.fed.us/r4/rifc/local_training_committee.htm)

<b>Name</b>	<b>Position</b>	<b>Role/Area of Responsibility</b>
<b>Noni Dalton</b>	<b>Training Officer Central Utah Fire</b>	<b>Primary IQCS Account Mgr Chair of Committee</b>
<b>Kurt Robins</b>	<b>District Ranger Fremont River RD</b>	<b>Line Officer for FS employee review and certification</b>
<b>Vacant</b>	<b>FMO Fishlake NF</b>	<b>FS Certifying Official</b>
<b>Tyler Monroe</b>	<b>AFMO Fishlake NF</b>	<i>Supervisors Office FS ADs</i>
<b>Robert Lopez</b>	<b>DAFMO Fillmore RD</b>	<i>Fillmore Ranger District Fillmore Fire Crew (FS)</i>
<b>Greg Coleman</b>	<b>DAFMO Fremont River RD</b>	<i>Fremont River Ranger District Fremont River Fire Crew</i>
<b>Vacant</b>	<b>DAFMO Beaver RD</b>	<i>Beaver Ranger District Beaver Fire Crew</i>
<b>Glen Chappell</b>	<b>DAFMO Richfield RD</b>	<i>Richfield Ranger District Richfield Fire Crew (FS)</i>
<b>Russ Ivie</b>	<b>Fuels Program Manager Fishlake NF</b>	<i>All FS Fuels Personnel</i>
<b>Gary Bishop</b>	<b>AFMO Fillmore FO</b>	<b>FFO Certifying Official</b> <i>Fillmore Field Office/FFO ADs Little Sahara Recreation Area</i>
<b>Ken Wright</b>	<b>FOS Fillmore FO</b>	<i>Fillmore Fire Crew (BLM)</i>
<b>Jay Beckstrand</b>	<b>FOS Little Sahara</b>	<i>Little Sahara Fire Crew</i>
<b>Fritz Mueller</b>	<b>Fuels Specialist Fillmore Field Office</b>	<i>Fillmore FO Fuels Personnel</i>
<b>Todd Murray</b>	<b>AFMO Richfield FO</b>	<b>RFO Certifying Official</b> <i>Richfield Field Office/RFO ADs Hanksville BLM Field Station</i>
<b>Jeff Bergfeld</b>	<b>FOS Richfield FO</b>	<i>Richfield Fire Crew (BLM)</i>
<b>Matt Madariaga</b>	<b>Fuels Specialist Richfield Field Office</b>	<i>Richfield FO Fuels Personnel</i>
<b>Tandy Bolling</b>	<b>Assistant Center Manager Logistics</b>	<b>Backup IQCS Account MGR</b> <i>Fire Center Personnel</i>

## **2. Meetings**

- a. **Qualifications and Certification Review Meeting:** This meeting will occur each spring and will consist of reviewing and certifying qualifications for the upcoming season. The committee chair will arrange a place, date, and time for the meeting and have required reports available.
- b. **Task book approvals:** At least quarterly the QRC will meet and review any completed task books that have been submitted for approval.

Meetings will be held in January, April, July and October.

- c. The Committee Chair may call additional meetings if deemed necessary.

## **3. Voting**

- a. Each member of the QRC in attendance at meetings has an opportunity to vote.
- b. Certifying Officials will take the opinion of the voting members into consideration, but ultimately the Certifying Official will make the final determination on certification issues.

## **4. Documentation**

- a. All committee decisions and actions will be documented.
- b. All certifications will be documented in writing.
- c. All committee documentation will be located with the master records and available upon request.
- d. Official master records will be maintained at the Fire Management Building in Richfield by the Interagency Training Coordinator.
- e. The QRC operating plan will be effective until there is a change in policy or local procedure. It will be reviewed annually.

## 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	TARGET DATE	RESPONSIBILITY
Provide copy of Incident Qualifications Master Record to all employees via committee representatives.	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 Officials for signature.	6/2	Primary Account Manager
Signed Incident Qualification Cards to Units.	6/5	Certifying Officials and/or Primary Account Manager

## 6. Position Review Process

### a. 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.

### b. 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 completing the BLM Recertification Evaluation Form.

### c. Positions for Which No Task Book Exists

Recommendation for certification of positions that do not have a position task book (or other established certification procedure) will be submitted to the QRC using the *Recommendation for Certification of Non-PTB Positions form*. This form will be used as the authorization to add the position to the Incident Qualifications Card.

#### d. Incident Commander Type 3 (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. Therefore the following will be considered when certifying ICT3s.

- 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. Task Book Process

- a. **Requests/Initiation:** All requests for new Position Task Books will be made on the *Task Book Request Form* and submitted to the Committee Member for your area of responsibility. Committee Members will then route the request to the Training Officer who will ensure that all pre-requisites have been met and that the PTB can be entered into IQCS. The new Position Task Book will then be issued by the Training Officer. Task books may be *initiated* without completing required training first, only with the approval of the AFMO of your agency. **However, all required training must be completed before task books are submitted for certification.**
- b. **Approval:** Complete task book with appropriate dates and signatures must be submitted to the Committee Member for your area of responsibility who will provide an initial review of the task book for completeness and accuracy. If the task book is not filled out correctly it will be returned to the employee and will not be considered for certification until all items are filled out appropriately.

The Committee Member will route complete task books to the Training Officer who will run the IQCS responder to role report to ensure completeness of all requirements, and provide a secondary review of the task book. If an employee is missing a requirement they will be notified and the task book will not be forwarded for approval until all requirements are met.

The Training Officer will submit completed task books where all requirements have been met to the QRC for group review and approval. Task book reviews will be documented on the *Task Book Review Form*.

- c. **Certification:** The FS FMO and BLM AFMOs will be the Certifying Officials for all task books and sign the "Agency Certification" section in the front page of the PTB.

Ideally certification will occur only after group review at quarterly meetings, but if the need for certification arises between quarterly meetings (e.g. deadlines for job applications, FSFPM, nominations, etc.) the certifying official may do so at their discretion.

The standard for certification will be that employees need to have had at least two assignments, two different evaluators, and in two different fuel types (as appropriate).

- There may be some exceptions for having 2 different evaluators if an individual is assigned to a team and has the same trainer.
- To be signed off as a FFT1 there must be at least one assignment as part of a 20-person hand crew or Wildland Fire Module.
- To be signed off as a DIVS there must be at least one assignment with a Type 1 or 2 Incident Management Team.
- Stump evaluations must be included with Faller Task books.
- **Ultimately the certifying Official has the final say.**

## **IV Appendix -- Forms**

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1. **Recommendation for Certification of Non-PTB Positions**
2. **Task Book Request Form**
3. **Task Book Review Form**

## Recommendation for Certification for a Non-PTB Position

<b>Employee Information</b>				
Name of Employee:				
Date of Request:				
Unit where employed:				
Job Title:				
Supervisor:				
<b>Position</b>				
Position being requested for certification:				
Rational for certification: (Attach any supporting documentation)				
Employee should be certified as:	<input type="checkbox"/>	Qualified	<input type="checkbox"/>	Trainee
<b>Training</b>				
I-100 completed:			Date:	
Job Aid issued:			Date:	
Other Related Training or experience:				
<b>Related Assignments</b>				
Incident Name	Date	Duration	Complexity	Evaluator
<b>Approval</b>				
Supervisor Signature:			Date:	
QRC Chair Signature:			Date:	
Certifying Official Signature:			Date:	

## Form for Requesting a New Position Task Book

Name:	Date:	Requested Task Book:
Duty Station:	Agency:	Home Unit Phone #:
<b>Position Prerequisites/date acquired.</b>		
<i>You must meet all Position Prerequisites <b>prior to</b> be issued a new Position Task Book</i>		
<b>Training Requirements/date completed or scheduled.</b>		
<i>To be issued a TB prior to completing required training, you must have AFMO approval. You must complete all training requirements prior to certification.</i>		
<b>Other active task books:</b> <i>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.)</i>		
SUPERVISOR SIGNATURE:		
COMMITTEE MEMBER APPROVAL:		
AFMO APPROVAL (If applicable):		
TRAINING OFFICER VERIFICATION:		

- 1 – After getting supervisor approval, submit this completed form to your Committee Member who will route it to the Training Officer (TO), who will ensure that all prerequisites are in place. If not, you will be informed of what is missing.
  
- 2 - If the request is accepted the TO will initiate the PTB, make a copy of the front page for the training files, and enter the new PTB into IQCS. The new training position will be added to your qualifications card, and the initiated PTB and a new qualifications card will be sent to you.
  
- 3 – You have 3 years from the date of your first trainee experience in IQCS to complete your PTB. If no assignments are completed within 3 years from the date of initiation the PTB will expire. **Note:** *experiences that you were evaluated on need to be turned in on your experience sheets.*
  
- 4 - Once the PTB has a final evaluator, turn it into your Committee Member for routing through the approval/certification process. *Certification requirements will require a minimum of 2 assignments, 2 different evaluators, and 2 fuel types (where applicable). In certain positions where you are assigned to a team you may not be required to have 2 different evaluators. This will be determined by the Certifying Official on a case by case basis.*
  
- 5 – After the PTB is certified, the TO will make a copy of the certification page and all evaluator pages in the back, and enter the completed PTB into IQCS. The original PTB, along with a new qualifications card, will be sent back to you.

## Task Book Review Form

Task book certification for:		Agency:	
Position:	# of evals:	# of evaluators:	
Date of Review:	# of days:		

If for FFT1, has hand crew assignment been completed?	Fire
If for DIVS, has Team assignment been completed?	Fire

		Initial		Comments
		Yes	No	
<b>IQCS Account Manager</b>	<b>Noni Dalton</b>			
<b>*Fishlake FMO</b>	<b>Tyler Monroe (acting)</b>			
<b>*BLM AFMO Richfield</b>	<b>Todd Murray</b>			
<b>*BLM AFMO Fillmore</b>	<b>Gary Bishop</b>			
<b>*FS Line Officer</b>	<b>Kurt Robins</b>			
FS AFMO	Tyler Monroe			
DAFMO Fillmore RD	Robert Lopez			
DAFMO Fremont River RD	Greg Coleman			
DAFMO Beaver RD	Clay Matheson (acting)			
DAFMO Richfield RD	Glen Chappell			
FOS Fillmore	Ken Wright			
FOS Little Sahara	Jay Beckstrand			
FOS Richfield	Jeff Bergfeld			
FS Fuels	Russ Ivie			
BLM Fuels Richfield	Matt Madariaga			
BLM Fuels Fillmore	Fritz Mueller			
Dispatch	Tandy Bolling			

**\*Required review for employee of your agency**