

**SEQUOIA NATIONAL FOREST**  
**FOREST QUALIFICATION REVIEW COMMITTEE**  
**OPERATING GUIDE**

Signed on: March 15, 2011

Recommended By:

Date:

\_\_\_\_\_  
BRENT SKAGGS  
Forest Fire Program Management Staff Officer

Approved By:

Date:

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TINA J. TERRELL  
Forest Supervisor

**SEQUOIA NATIONAL FOREST**  
**FOREST QUALIFICATION REVIEW COMMITTEE**  
**OPERATING GUIDE**

Agreed to By:	_____	Date:	_____
	<u>Joe Reyes, Chair Person, Unit Representative</u>		_____
Agreed to By:	_____	Date:	_____
	<u>Priscilla R. Summers, Line Officer</u>		_____
Agreed to By:	_____	Date:	_____
	<u>Neil Metcalf, Unit Representative, Hume Lake</u>		_____
Agreed to By:	_____	Date:	_____
	<u>Paul Gibbs, Unit Representative, Western Divide</u>		_____
Agreed to By:	_____	Date:	_____
	<u>Vacant, Unit Representative, Kern River</u>		_____
Agreed to By:	_____	Date:	_____
	<u>Mike Ryan, Unit Representative, Kern River</u>		_____
Agreed to By:	_____	Date:	_____
	<u>Robert Benik, Unit Representative, OC</u>		_____
Agreed to By:	_____	Date:	_____
	<u>Paulla Stephens, Forest Civil Rights Officer</u>		_____

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## I Introduction

This guide is developed to outline the process and responsibilities associated with the Sequoia Forest Qualification Review Committee (FQRC). This guide does not supersede the Forest Service Manual (FSM) and Handbook (FSH), but provides a process for implementing this direction for the FQRC. References to the Manual and Handbook guide the reader to areas where the information can be found rather than the specific reference to be responsive to changes within these documents as they occur. Each employee should become familiar with this guide to better meet the needs of the FQRC process and enhance their own career development.

## II Authority, Goals, Policy, References, and Committee Members

### A. Authority

Forest Service Manual 5120 requires the Forest Supervisor to establish a Forest Qualification Review Committee on each unit, in compliance with FSM 1350 (Committee Management).

### B. Mission Statement

The mission of the Sequoia National Forest Qualification Review Committee (FQRC) is to determine certification of all personnel participating in incident management. The FQRC system is in place to establish priorities for training and currency assignments.

### C. Goals

The FQRC is established for oversight of the Incident Qualifications and Certification System (IQCS). The committee provides a process to review personnel employed by the Sequoia National Forest and assigned to Incident Command System and Prescribed Fire positions. The committee makes recommendations to the Forest Fire Program Management Staff Officer, who serves as the certifying official.

### D. Policy

Comply with all applicable agency requirements including, but not limited to, that which are contained within FSM 5120, FSH 5109.17, and 310-1 Wildland Fire Qualification System Guide.

### E. References

References used include, but are not limited to:

1. Standards for Fire and Aviation Operations – NFES 2724
2. Wildland and Prescribed Fire Qualifications System Guide, PMS 310-1.
3. Field Managers Course Guide, PMS 901-1.
4. FSM 1220 (Organization and Position Management)

5. FSM 1230 (Delegation of Authority and Responsibility).
6. FSM 1350 (Committee Management)
7. Historical FSH 5109.17 (available at: [www.nationalfiretraining.net](http://www.nationalfiretraining.net)).
8. FSM 6140 (Performance, Training, Awards)
9. FSH5109.17 (Wildland Fire Qualifications Handbook)
10. Regional and National Training Program protocols.

#### F. Committee Members

The Forest 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 (FSM-R5-5100-01-1, FSM 5126.05.4):

1. Fire Staff Officer.
2. Line Officer.
3. Primary IQCS Account Administrator.
4. Unit 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, qualifications, or other issues identified within their field of expertise.

### III. Roles and Responsibilities

#### A. Forest Supervisor

1. Establish and maintain a Forest Qualification Review Committee (FQRC) (FSM 5120).
2. Ensure a line officer representative participates as part of the Unit FQRC.
3. Provide the opportunity for a Union Official to participate on bargaining units.
4. Ensure the fire training nomination and selection processes meet both the employee's development needs and the organization's needs.
5. Ensure all units from the National Forest are represented on the FQRC.
6. May delegate signing authority for Incident Qualifications Card to the Forest Fire Program Management Staff Officer for Type 2 command and general staff positions (FSH 5109.17, Section 22.04).

## B. Certifying Official

The Forest Fire Program Management Staff Officer delegated Fire Program Management responsibility for a National Forest(s) fire program by the Forest Supervisor:

- 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).
1. Annually re-evaluate each employee’s Incident Command System (ICS) position qualifications, including physical fitness and experience.
  2. Ensure that a system that establishes priorities for training is in place.
  3. Recommend certification or re-certification for all Area Command and Type 1 command and general staff and Type 1 Fuels 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].)
  4. Sign Type 2 Command and General Staff incident qualification cards (FSH 5109.17, Section 22.04).
  5. The Certifying Official at the home unit is responsible for initiating an administrative review to determine if de-certification is appropriate (FSH 5109.17. Section 22.5).
  6. Authorizes and grants certification by signing the “Agency Certification” on the inside front cover of the Position Task Book (PTB). Only the home unit has the authority to certify an individual’s qualifications (PMS 310-1).
  7. Delegates Authority for “Certifying Official” Role/Processes in IQCS to the Primary and Alternate Account Manager(s) to enter information. (Reference “Delegation of Authority” on IQCS Homepage under documents.)
  8. Specify and communicate location(s) on the unit where employee master files will be maintained (FSH 5109.17 Section 22.1).
  9. Ensure contents of the employee master files include, but are not limited to (FSH 5109.17):
    - 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](http://www.fs.fed.us/fire/safety/wct/wct_index.html).
    - Yearly updated Incident Qualifications and Certification System Responder Master Record (RPTC028) from IQCS.
    - Both Front and back pages of completed Task Books

10. Ensure all Administratively Determined (AD) employees “hosted” by the National Forest meet qualifications and certification standards within 5109.17 (PMS 310-1).

### C. Qualifications Review Committees

1. Regional Qualification Review Committee (RQRC)

Regional Qualification Review Committees shall review all individuals possessing Area Command and Type I Position Qualifications (FSH 5109.17).

2. Forest Qualification Review Committee (FQRC)

- 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. FQRC shall review all individuals possessing Type 2 or lower position qualifications as training, assignments, task books or as needed (FSH 5109.17)

- c. Determine employee 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.
- Fire and Aviation Management Qualifications Handbook (FSH 5109.17).
- Document evaluation process used for certification, re-certification, and/or de-certification of responder’s qualifications.
- Make recommendations concerning responder position qualification(s) to the certifying official for final decision.
- Develop and provide input for local, regional, and national training needs.
- Develop and document training prioritization criteria (classroom and on-the-job training).
- Prepare and maintain a list of instructors with level(s) of instructor qualifications (Field Manager’s Course Guide, PMS 901-1).

3. De-certification

- a. Regional or Forest Review Committees shall review individual qualifications and certification and also address de-certification. If the review occurs at the Forest level, the individual reviewed shall have appeal rights with the Regional Qualification Review Committee (5109.17).

- b. De-certification of an individual’s ability to perform is the responsibility of the unit line officer (5109.17).

#### D. Primary IQCS Account Manager

1. Administer IQCS for the Forest.
2. Designate an alternate IQCS Account Manager.
3. Receive data from Unit Reps and validate/audit data before/after entering into IQCS as appropriate.
4. Provide workforce analysis/reports from IQCS upon request from the FQRC committee members.
5. Prepare incident qualification cards for Certifying Official's signature.

#### E. First Line Supervisor

1. Review, audit and sign Individual Development Plan for each employee at mid-year review (March) or before employee leaves in the fall for the season.
2. Review, audit and sign NWCG/IQCS Training Requests for each employee and send to Unit Representative electronically.
3. Prepare appropriate FQRC forms as needed or requested by Unit Representative.
4. Initiate preparation of the SQF Document #1, Incident Qualification and Certification System Add New Employee, 30 days prior to the new Sequoia employee's start date. Send Document #1 to the appropriate Unit Representative.
5. If an employee is transferring from a unit (off forest) where they have an IQCS account, the first line supervisor will request a hard copy of their IQCS master folder and electronic transfer/release of their IQCS data from their previous IQCS account manager. The hard copy of the IQCS master folder will be delivered to the Sequoia IQCS account manager (Assistant Training Officer).

#### F. Employee

1. Develop and review your Individual Development Plan with supervisor.
2. Develop and review your NWCG Interagency Training Nomination and Agreement to Collect Funds. (See example in Appendix.)
3. Prepare your appropriate [FQRC documents](#) as needed or requested by your Supervisor or the Unit Representative.
4. Maintain your personal record of training and qualifications readily available upon request, including but not limited to: Position Task Books, training certificates, performance evaluations from fires, and resource orders.
5. Become familiar and review the FSH 5109.17 and Field Manager's Course Guide (PMS 901-1) in order to complete tasks "a" through "d" above, and actively manage your career.

## IV. Forest Qualification Review Committee Operations

### A. Members

<b>Title</b>	<b>Name</b>	<b>Voting Member</b>	<b>FQRC Roles/Responsibilities</b>
<b>Fire Staff Officer</b>	<b>Brent Skaggs</b>	<b>N</b>	<b>Certifying Official</b>
<b>Deputy Fire Staff Officer Supervisor's Office</b>	<b>Joe Reyes</b>	<b>Y</b>	<b>FQRC Chair Unit Representative</b>
<b>District Ranger – Western Divide Ranger District</b>	<b>Priscilla Summers</b>	<b>Y</b>	<b>Line Officer</b>
<b>Forest Fire Training Officer</b>	<b>Jonel Wagoner</b>	<b>N</b>	<b>Training Coordinator</b>
<b>Hume Lake Ranger District Fire Management Officer</b>	<b>Neil Metcalf</b>	<b>Y</b>	<b>Unit Representative</b>
<b>Western Divide Ranger District Fire Management Officer</b>	<b>Paul Gibbs</b>	<b>Y</b>	<b>Unit Representative</b>
<b>Kern River Ranger District Fire Management Officer (fuels)</b>	<b>Vacant</b>	<b>Y</b>	<b>Unit Representative</b>
<b>Kern River Ranger District Fire Management Officer (prevention, detection, and helicopter)</b>	<b>Mike Ryan</b>	<b>Y</b>	<b>Unit Representative</b>
<b>Organized Crew Coordinator</b>	<b>Robert Benik</b>	<b>Y</b>	<b>Unit Representative</b>
<b>Union Representative</b>	<b>Jonel Wagoner</b>	<b>N</b>	<b>Union Official</b>
<b>Assistant Forest Fire Training Officer</b>	<b>Georgia Dempsey</b>	<b>N</b>	<b>IQCS Coordinator, Auditor, and Note taker</b>
<b>Forest Civil Rights Officer</b>	<b>Paulla Stephens</b>	<b>Y</b>	<b>Civil Rights</b>

### B. Meetings

1. Committee will meet face-to-face a minimum of six times a year and more often if the Committee Chair deems necessary.
2. Meeting agenda items should be submitted by Committee members to the Committee Chair and all committee members at least 7-10 business days prior to a scheduled meeting by e-mail or phone, etc., or utilizing Document # 11. Employees who have agenda topics should submit them through their Unit Representative.

3. Meeting agenda should be distributed to all FQRC members at least five (3-5) business days prior to a scheduled meeting.
4. Scheduled topics should be first on meeting agendas ([See V. Sequoia FQRC Timeline](#))

### C. Voting

1. Voting members have one vote.
2. Voting members, if absent from a meeting (face to face or electronic), may delegate their vote, in writing using SQF Document #2, Forest Qualification Review Committee – Delegation of Vote (see [Appendix](#)).
3. The delegate must be approved by the Chair or Deputy-Chair.
4. Face-to-face meetings and conference calls must have a minimum of 50% plus one of the voting membership for a quorum.
5. Electronic voting for qualifications will be unanimous.
6. A majority vote is required on all committee protocol/procedures decisions and qualifications at face-to-face meetings or conference calls.
7. Voting members may abstain from voting in all forums. If a vote is not received, it will be considered an abstention (Robert's Rules of Order). A positive contact (return receipt from e-mail sent) must be confirmed before the member's vote can be considered an abstention.

### D. Documentation

1. All committee decisions and actions will be documented in a decision log within two weeks after the meeting, and will be posted and mailed to committee members.
2. Employee master records will be managed by the Supervisor's Office and will be maintained at a centralized location to be determined by the Certifying Official. These records will be made available upon request by the employees and their supervisors, and, FQRC members, training representatives, and auditing officials.
3. The FQRC Operating Guide will be reviewed by the committee annually (first meeting of calendar year) to reflect current members and policy.
4. Any committee member may propose amendments to the guide utilizing Document #11.
5. FQRC decisions in the Decision Log that can be incorporated into this guide will be done during the annual review process.

### E. IQCS Qualification Review Process

1. Electronic Qualification Review Process
  - a. Proper documentation (SQF Document # 3, Sequoia National Forest Position Task Book Initiation/Certification Request), completed task book, performance

evaluations, etc.) will be submitted to the IQCS Coordinator through the Unit Representative at least ten business days prior to the electronic vote.

- b. At a minimum, electronic votes will be conducted the third Wednesday of the following months: February, June, July, August, and September.
  - c. Voting members will cast their electronic votes within 10 days after the vote is sent. A proxy vote is allowed using Document #2.
  - d. Any vote not received by the due date (see “c” above) will be considered an abstention. Approved qualifications package (evaluations, PTB, red card) will be given to the Unit Representative within 30 calendar days for distribution to employees.
2. Face-to-Face Meeting Review Process
1. Proper documentation (SQF Document # 3, completed task book, performance evaluations, etc.) will be submitted to the IQCS Coordinator through the Unit Representative at least ten business days prior to the meeting.
  2. Voting will be conducted at the meetings (January, March, April, May, October, and November) and documented on SQF Document # 3.
  3. Approved qualifications package (evaluations, PTB, red card) will be given to the Unit Representative within 30 calendar days for distribution to employees.

#### F. Task Book Initiation

1. Unit Representative will submit SQF Document # 3 to the IQCS Coordinator for auditing.
2. The IQCS Coordinator will audit records (determine whether all requirements have been met) within ten business days. If requirements have not been met, documents will be sent back to the Unit Representative with list of needed documentation.
3. If all requirements have been met, SQF Document # 3 will be sent to the Certifying Official for approval.
4. Position task books that have been approved or initiated and updated red cards will be given to the Unit Representative within 30 calendar days for distribution to employees.

#### G. Qualifications for Positions for Which No Task Book Exists

1. Unit Representative will submit document (SQF Document # 4 A-U, Technical Specialist Qualification Checklist) with appropriate supporting documentation to IQCS Coordinator.
2. The dates, format, and processing will follow the same as shown in “D” above, “IQCS Qualification Review Process”.

#### H. Continuing Certification

1. For positions where certification was postponed until missing documentation is provided and voted on by the FQRC, Unit Representative will submit SQF Document # 5, Certifying Official's Decision to Continue Certification to IQCS Coordinator.
2. The dates, format, and processing will follow the same as shown in "D" above, "IQCS Qualification Review Process".

#### I. Instructor Qualification Process

1. The Unit Representative will compile and submit and/or update a list of qualified and available instructors by class and level (unit, lead, or subject matter expert) to the Forest Fire Training Officer by January 15 for entry into IQCS by February 1.
2. Instructor qualifications will follow established guidelines contained within the current course manager field guide.

#### J. Prioritization Process for Classroom Training

1. Unit Representative will send completed SQF Document # 6, Formal Fire Training Selection to the Forest Training Officer April 1. Document #6 will determine and match the number slots requested during the Regional needs assessment process.
2. A maximum of two courses requiring travel/per diem costs will be submitted for each employee, including NWCG and non-NWCG courses.
3. The Forest Training Officer will compile the training priority list by class with numbers and ranking for each employee and send to the Unit Representative five days prior to the meeting.
4. FQRC members review scores on SQF Document # 6 and discuss ties for prioritization of trainees to attend trainings.
5. Ties will be resolved between Unit Representatives. Ties unresolved by the Unit Representatives will be brought before the FQRC for a vote.
6. Results of trainee prioritization will be distributed to the Unit Representatives by October 30 who will forward to the trainees.

#### K. Prioritization process for On the Job Training (OJT) Mobilization

1. OJT Training Selection will be based on the initiation date on the Position Task Books (PTBs).
2. The Assistant Forest Fire Training Officer will pull a list of all employees with active PTB's by position and date of initiation and give to Unit Representatives.

3. Unit Representatives will review the list and FQRC will discuss ties or unique needs for prioritization of trainees for assignments at a face-to-face meeting.
4. Positions that will not be ranked are: HELR, HRAP, RXB3, EMTB, FALC, ENGB, FIRB, HECM, FFT1, ICT5, ENOP, HERS, BUYM, and EDRC.
5. Ties will be resolved between Unit Representatives. Ties unresolved by the Unit Representatives will be brought before the FQRC for a vote.
6. Assistant Forest Fire Training Officer will submit list of priority trainees to CCICC who then sends the list to South Zone Training Officer by May 1 and an updated list every 2 weeks.
7. Results of trainee prioritization will be mailed electronically to Unit Representatives by May 1. Unit Representatives will mail electronically to employees by May 10.
8. Unit Representatives will submit trainee availability by position to CCICC every other pay period on Friday prior to Regional priority training rotation (as assigned to the Sequoia).
9. CCICC will fill OJT Trainee requests (based on availability) in order of Forest priority ranking.
10. CCICC and the Assistant Fire Training Officer will continually update and cross-reference the priority list and the availability list as trainees become qualified, available, and/or trainees go out on assignments.

#### L. District and Organized Crew Training

1. For those 100 and 200 level classes that are not stipulated to be approved by higher authority (via regional guidance) the courses can be coordinated at the district level.
2. Unit Representatives holding classes put on by the District and OC will submit SQF Document # 9 to the Forest Fire Training Officer within two weeks after class completion.
3. For RT-130 classes SQF Document # 9 and/or the Work Capacity Test Administration Report and Work Capacity Test Record will be sent to the Assistant Fire Training Officer within two weeks after class completion.
4. Course documentation (agenda, instructor names, tests, etc.) required by NWCG will be kept by the lead instructor.
5. Forest Fire Training Officer (or Assistant Fire Training Officer for RT-130) will input roster data into IQCS and print certificates and send to Unit Representatives for signature within two weeks receiving the rosters.
6. Employees who want college credit (if available) should complete/update college enrollment and submit Document #12 to the Forest Fire Training Officer by February 1.
7. Unit Representatives will send signed copies of Certificates and SQF Document # 9 to Assistant Fire Training Officer for inclusion in master file within two weeks of receiving certificates.

8. Unit Representatives will give signed certificates to course participants within two weeks of receiving certificates (#4, above).

#### M. Forest Fire/Incident Training

1. Forest fire/incident training will herein be described as in-house courses put on by the Sequoia to satisfy needs assessment for Sequoia employees.
2. Classes put on at the Forest level will be based on Document 6 needs assessment submitted by the Unit Representatives (Section [V. Sequoia FQRC Timeline](#)).
3. When determining a need for the class, there should be a minimum of 50% federal employees in the classes to be put on at the Forest level.
4. Classes will be scheduled during a time period that is beneficial to the majority of the persons needing the class.
5. Lead Instructors of classes will submit SQF Document # 9 to the Forest Fire Training Officer within two weeks after class completion.
6. Course documentation (agenda, instructor names, tests, etc.) required by NWCG will be kept by the Forest Fire Training Officer.
7. Forest Fire Training Officer will input roster data into IQCS and print certificates and send to Lead Instructor for signature within three weeks of receiving the rosters.
8. Lead Instructors or Forest Fire Training Officer will send signed copies of Certificates and SQF Document # 9 to Assistant Fire Training Officer for inclusion in master file within two weeks of receiving certificates.
9. Course Coordinators will give signed certificates to course participants upon successful class completion or following above timelines if certificates are not available upon class completion.

#### N. Off-Forest Fire/Incident Training

1. Off-forest fire/incident training will herein be described as training classes for which the forest is not responsible for completing the NWCG training certificates except when certificate issuance is established under a formal agreement. (Examples would include, but are not limited to, Porterville Adult School, ROP, Truck Driving School, EMT certification at a college, etc.).
2. Employees submit training certification to Assistant Fire Training Officer within two weeks of receiving the certificate.

### V. Sequoia FQRC Timeline

The following guidelines outline the various processes that are responsibilities that reoccur annually, dates are approximate based on calendar and committee availability.

ACTION	DATE DUE	RESPONSIBILITY
Complete SQF Document #1 and turn in to Unit Representative	30 days prior to report date	Employee's supervisor
Review SQF Document #1 for new employees and turn in to Assistant Forest Fire Officer	14 days prior to report date	Unit Representative
Employees will update their IQCS experience/ training and give to the Unit Representative SQF Document #8, Incident Qualification and Certification – Individual Employee Update, hard copy with signature).	On or before 1/15	Employees
Document #3 turned in for District and SO employees for training positions wanted on the Red Card by June 1.	1/15	Unit Representatives
Document #3 turned in for OC program employees for training positions wanted on the Red Card by the end of the OC Red Card runs.	1/21	OC Unit Representative
SQF Document # 8 (audited and signed for all non-OC employees) to the Asst. Forest Fire Training Officer.	On or before 2/1	Unit Representative
Compile and submit a list/update of instructor qualifications, by employee, to the Forest Fire Training Officer.	2/1	Unit Representative
Distribute list (IQCS printout) of all known trainees on the Forest to Unit Representatives.	2/15	Assistant Forest Fire Training Officer
Update instructor qualifications for employees in the IQCS database.	2/15	Forest Fire Training Officer
Submits SQF Document # 6 to Unit Representative.	3/15	Employee

ACTION	DATE DUE	RESPONSIBILITY
Prioritize OJT/PTB trainee list.	3/15	FQRC
Reviews and Submits SQF Document # 6 to Forest Fire Training Officer.	4/1	Unit Representative
Prioritized OJT trainee list sent to CCICC Manager.	4/15	Assist. Forest Fire Training Officer
Submit numbers of training slots by class (needs assessment) to the South Zone Training Officer.	4/21 or R.O. date	Forest Fire Training Officer
IQCS experience will be entered into the IQCS system.	4/30	Assistant Forest Fire Training Officer
Attend Regional Fire Training Officers Meeting.	May R.O. date	Forest Fire Training Officer and Assistant Training Officer
<p>Incident Qualification Cards signed and distributed to Unit Representative with updated master record attached.</p> <p>First Issuing based on Work Capacity Test (WCT), Document #1 (when applicable) and RT-130 completion received by 4/15.</p>	5/1	Assistant Forest Fire Training Officer
Submit Forest OJT Priority Trainee list to CCICC and South Zone Training Officer.	5/1	Assistant Forest Fire Training Officer
Sends Forest OJT Priority Training list to Unit Representatives electronically.	5/1	Assist. Forest Fire Training Officer
Sends Forest OJT Priority Training list to Employees electronically.	5/10	Unit Representatives
<p>Incident Qualification Cards signed and distributed to Unit Representative with updated master record attached if employee's first card.</p> <p>Second Issuing based on WCT, Document #1 (when applicable) and RT 130 received by 5/1.</p>	5/15	Assistant Forest Fire Training Officer

ACTION	DATE DUE	RESPONSIBILITY
<p>Incident Qualification Cards signed and distributed to Unit Representative with updated master record attached if employee's first card.            Third Issuing based on WCT, Document #1 (when applicable) and RT 130 received by 5/15.</p>	6/1	Assistant Forest Fire Training Officer
<p>Incident Qualification Cards signed and distributed to Unit Representative with updated master record attached if employee's first card.            Fourth Issuing based on WCT, Document #1 (when applicable) and RT 130 received by 6/1.</p>	6/15	Assistant Forest Fire Training Officer
Document #10 turned in to Unit Representatives.	6/20	Helicopter Superintendents
Document #10 turned in to Assistant Forest Fire Training Officer.	6/25	Unit Representative
Qualifications "un-clicked" in IQCS for employees lacking Document #10.	6/26	Assistant Forest Fire Training Officer
Completed NWCG form submitted electronically for specific classes by location and date found on the Regional calendar website and submits to Unit Representative.	9/15	Employee
Unit Representative audit and submit completed NWCG forms electronically to the Forest Fire Training Officer.	9/30	Unit Representative
Submit NWCG nomination forms for out-of-region courses to S. Zone Geographical Area Training Officer.	10/01	Forest Fire Training Officer
Compiles information from SQF Document # 6 and submits to Unit Representatives electronically.	10/10	Forest Fire Training Officer
Prioritize candidates for fire training courses based on scores from SQF Document # 6.	10/15	FQRC Meeting
Submit recommended changes to the FQRC Guide to FQRC Chair.	10/15	FQRC Members

<b>ACTION</b>	<b>DATE DUE</b>	<b>RESPONSIBILITY</b>
Post Training Calendars with priority names listed by courses on the website.	10/30	Forest Fire Training Officer
OC employees will update their IQCS experience/ training and give to the Unit Representative SQF Document #8, Incident Qualification and Certification – Individual Employee Update, hard copy with signature).	10/31	OC employees
Submit NWCG nomination forms through IQCS.	11/1 or by class due date	Forest Fire Training Officer
Turns in OC employee Document #8 to Assistant Forest Fire Training Officer.	11/5	OC Unit Representative
Revised Guide sent to FQRC for final review	11/07	FQRC Chair
Vote on recommended changes to guide	11/15	FQRC

## VI. Appendix – FQRC Documents

SQF Document # 1, Incident Qualification and Certification System Add New Employee

SQF Document # 2, Forest Qualification Review Committee – Delegation of Vote

SQF Document # 3, Sequoia National Forest Position Task Book Initiation/Certification Request Document

SQF Document # 4 and 4A, Technical Specialist Qualification Checklists

SQF Document # 5, Certifying Official's Decision to Continue Certification

SQF Document # 6, Formal Fire Training Selection

SQF Document # 7, Discontinued.

SQF Document # 8, Incident Qualification and Certification – Individual Employee Update

SQF Document # 9, Local Training Roster

SQF Document # 10, Air Refresher Document

SQF Document # 11, Proposal for Agenda Topics

SQF Document # 12, College Registration Form

Example NWCG Document