

BOISE NATIONAL FOREST
FOREST QUALIFICATION REVIEW COMMITTEE (FQRC)
OPERATING PLAN

RECORD OF REVISIONS

| REVISION NUMBER | DATE POSTED |
|------------------------|--------------------|
| Original Plan | 5/20/2011 |
| Revision 1 | 4/26/2013 |
| Revision 2 - draft | 10/11/2017 |
| Revision 3 | 12/14/2018 |
| Revision 4 | 2/25/2022 |
| | |
| | |

| Table of Contents | Page |
|--|-------------|
| I Authority, Goals, Policy, References, and Committee Members | 3 |
| II Roles and Responsibilities | 4 |
| 1. Forest Supervisor | 4 |
| 2. Unit Fire Program Manager / Certifying Official | 4 |
| 3. Qualifications Review Committee | 4 |
| 4. Primary IQCS Account Manager | 4 |
| 5. Assistant IQCS Account Manager | 4 |
| 6. Forest Training Officer | 4 |
| 7. District FMO | 5 |
| 8. District AFMO | 5 |
| 9. Group/Module Leaders | 5 |
| 10. Supervisor | 6 |
| 11. Employee | 6 |
| III FQRC Operating Plan Specifics | 6 |
| 1. Members | 6 |
| 2. Meetings | 6 |
| 3. PTB Voting | 7 |
| 4. Documentation | 7 |
| 5. FQRC Timeline | 7 |
| 6. Position Review Process | 8 |
| a. Task Books | 8 |
| b. Positions for Which No Task Book Exists | 10 |
| 7. Instructor Qualification and Review Process | 10 |
| 8. Prioritization Process for Training Nominations | 10 |
| 9. Prioritization Process for Trainee Assignments | 10 |
| IV Appendix – Forms | 11 |

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

1. Authority

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

2. Goals

The FQRC is established for oversight of the Incident Qualifications and Certification System. The committee provides a process to review personnel employed by the National Forest who are assigned to Incident Command System and Prescribed Fire positions. The committee makes recommendations to the Forest Fire Management Officer, who serves as the Certifying Official.

3. Policy

Comply with all applicable agency requirements contained within Standards for Fire and Aviation Operations (Redbook), FSM 5120, PMS 310-1 NWCG Standards for Wildland Fire Position Qualifications, Federal Wildland Fire Qualifications Supplement, FSH 5109.17 Zero Code and the FS Fire and Aviation Qualifications Guide (FSFAQG) Chapters 20, 30 and 40.

4. References

- a. PMS 310-1 NWCG Standards for Wildland Fire Position Qualifications
- b. Federal Wildland Fire Qualifications Supplement <https://www.nwcg.gov/publications/310-1>
- c. FSFAQG, <https://www.fs.fed.us/managing-land/fire/publications>
- d. FSH 5109.17 Zero Code
- e. Standards for Fire and Aviation Operations (Redbook)
- f. PMS 901-1 NWCG Standards for Course Delivery
- g. FSM 1220/1230
- h. FSM 1350
- i. Historical FSH 5109.17
- j. FSM 6140

5. Committee Members

The FQRC will be comprised of individuals who have working knowledge of Incident Management and Prescribed Fire responsibilities, as well as personal knowledge of the individual who is being rated.

At a minimum, (FSFAQG Chapter 2.2) "...the committee shall be include the Fire Management Staff Officer, a line officer representative, IQCS Administrator, and a representative from the NFFE or other appropriate FS union official, as well as representatives knowledgeable of the unit's personnel."

II Roles and Responsibilities

1. Forest Supervisor

Reference the FSH 5109.17 Zero Code 04 Responsibility

(https://www.fs.fed.us/im/directives/fsh/5109.17/wo_5109.17_zero_code.doc).

2. Unit Fire Program Manager and Certifying Official

Reference the FSH 5109.17 Zero Code 04 Responsibility

(https://www.fs.fed.us/im/directives/fsh/5109.17/wo_5109.17_zero_code.doc).

The Forest FMO, or designated acting, is delegated Unit Fire Program Management responsibility for the Boise National Forest and "hosted" virtual or detached agency employee's incident qualification/training program by the Forest Supervisor.

- a. The Forest FMO will annually certify every employee's ICS and prescribed fire position qualifications based on FQRC recommendations, established review and certification criteria, and employee performance in the position.
- b. This authority cannot be re-delegated to the District level except where identified in the FSH 5109.17 Zero Code Handbook or the FSFAQG. If delegated by the Forest Supervisor, that district level is only to the District Ranger and for employees with qualifications no higher than FFT1.
- c. Location for the hard copy employee "master records" will reside at the SO; understanding that the District/Unit will have additional employee records on their District/Unit.

3. Forest Qualifications Review Committee

Reference the FSH 5109.17 Zero Code 04 Responsibility

(https://www.fs.fed.us/im/directives/fsh/5109.17/wo_5109.17_zero_code.doc).

4. Primary IQCS Account Managers

Reference the FSH 5109.17 Zero Code 04 Responsibility

(https://www.fs.fed.us/im/directives/fsh/5109.17/wo_5109.17_zero_code.doc).

5. Assistant IQCS Account Manager

- a. Assist the Primary IQCS Account Manager in file maintenance, data input and reporting for IQCS for the Boise National Forest.
- b. Serve as back-up contact for the Primary IQCS Account Manager.

6. Forest Training Officer (aside from Primary Account Manager duties)

TRAINING

- a. Works with the other agencies training coordinators and other neighboring Forests to develop the Southwest Idaho Fire Training (SWIFT) training schedule to reduce duplication of efforts.
- b. Notifies FMO's, AFMOs, Group Leaders, Supervisor's Office, Lucky Peak Nursery, Warehouse, and AD personnel of all scheduled training (SWIFT, GBTU, NAFRI, and any other sources).
- c. Sends out announcements for all incident/support sessions via e-mail to FMO's, AFMOs, Group Leaders, Supervisor's Office, Lucky Peak Nursery, Warehouse, and AD personnel.
- d. Compiles all nominations for all local fire/incident related courses; ensures that each nominee meets the prerequisites and disperse them to the appropriate instructors or training organizations.
- e. Coordinates training needs and proactive position development with Group Leaders.
- f. Coordinates courses with the designated Course Coordinator.
- g. Assumes nomination packaging duties of the Forest FMO if the Forest FMO is absent.
- h. Manage the IQCS Nomination Workflow Process.

IQCS

- a. Utilizes IQCS program to assess training needs.
- b. Create, data entry and complete IQCS course sessions.
- c. Serves as IQCS Group Leader and provides counseling for the development of fire qualifications to non-fire Supervisor's Office, Lucky Peak Nursery, Dispatch, Warehouse and AD personnel.
 - 1) Updates contact information and initiates training nominations for all Supervisors' Office, Lucky Peak Nursery, Dispatch, Warehouse personnel and ADs.
- d. Ensures that IFPM and FS-FPM data is entered into IQCS for all Forest responders to which it applies.

7. District/Unit Fire Management Officer

- a. Ensure that counseling and development of each employee is taking place.
- b. Ensure all required training and WCT standards for each position are met.
- c. Ensure that copies of all documentation for such training, experience and PTB's are sent to Forest Training Officer.
- d. Ensure that the IQCS Account Manager has initiation sheet and qualification information and documentation for all new employees.
- e. Participate in FQRC meetings as a voting member.
- f. Initiate PTBs on District/Unit and ensure that check sheets and/or FSFAQG page accompany all initiated PTBs. This may be delegated to a Module/Group Leader.
- g. Ensure all PTBs that are being submitted for agency certification have been reviewed for completeness and is FMO supported. That PTBs are accompanied with supporting documentation and employee will be successful in position qualification.
- h. Establish priorities for training nominations from the district/unit.
- i. Document experience completed for ICS positions that do not have PTBs, to be included in the master record file at the SO.

8. Assistant Fire Management Officer

If delegated by the FMO, duties are the same as identified above:

- a. Represent the FMO in their absence in FQRC meetings as a voting member.

9. Group/Module Leaders

- a. Provide individual development for all employees within their Group.
- b. Initiate training nominations for each individual within their Group; provide the nomination to the employee for supervisor signature; forward the completed nomination form through the FMO/AFMO.
- c. If delegated by FMO the authority, initiate PTBs for group members.
- d. Provide qualification information for all new employees on an IQCS initiation sheet to the IQCS Account Manager.
- e. Participate in FQRC meetings if requested.
- f. Update personal information and experience (by **December 1** of each year) for all Group employees in the IQCS Database.
- g. Ensure all required training, experience and position task books for each employee are met and ensure that hard copies of all documentation are sent to Forest Training Officer.

10. Supervisor

- a. Provide for the development of the employee's skills. With the aid of the FMO/AFMO, identify training needs that are realistic in relation to the needs of the Forest and Geographic Area.
- b. Implement an annual Individual Development Plan (FS-6100-2) identifying present and future organizational training needs.
- c. Approve appropriate training requests for employees.
- d. With the aid of the FMO/AFMO, 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.
- e. All initiated PTBs must be accompanied by a completed check sheet. Copies of the initiated PTB and check sheet must be on file prior to issuance of an Incident Qualification Card.
- f. All completed Position Task Books submitted to the certifying official must be accompanied by an additional check sheet. Note: A final check of the FSFAQG must be done when completing the check sheet to ensure that all pre-requisites have been met, and that there are no FSFAQG changes since initiation of the PTB.

11. Employee

Reference the FSH 5109.17 Zero Code 04 Responsibility

(https://www.fs.fed.us/im/directives/fsh/5109.17/wo_5109.17_zero_code.doc).

- 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 (FS-6100-2).
- c. Ensure copies of all fire training certificates, incident performance evaluations, task book events, completed task book, are provided to the IQCS Group Leader and the Forest Training Officer for appropriate documentation.
- d. Complete and submit IQCS Responder Update Form annually.

III FQRC Operating Plan Specifics

1. Members

| Title | Voting Member | Roles/Responsibilities |
|----------------------------------|---------------|----------------------------------|
| Forest Training Officer | N | FQRC Chair, IQCS Account Manager |
| Forest Fire Mgmt. Officer | Y | Certifying Official |
| Deputy Forest Fire Mgmt. Officer | Y | Represents FFMO in their absence |
| Mountain Home (D1) FMO | Y | FMO |
| Idaho City (D3) FMO | Y | FMO |
| Lowman (D4) FMO | Y | FMO |
| Cascade (D5) FMO | Y | FMO |
| Emmett (D6) FMO | Y | FMO |
| FMO | Y | FMO |
| Forest Aviation Officer | Y | SME for Aviation |
| Center Manager (ID-BDC) | Y | SME for Dispatch/Expanded |
| Forest Fuels Planner | Y | SME for Prescribed Fire |
| NFFE/Union Official | N | Participate as a Bargaining Unit |
| Line Officer Representative | N | Representative |

Prevention and Group/Module Leaders can provide additional viewpoints and are welcome to participate in the reviewing process but are not voting members.

2. Meetings

- a. Committee will meet at a minimum twice a year either in-person or virtually and more often if the Chair and/or Certifying Official deems necessary.
- b. FQRC meetings shall be formatted to the identified voting members and be given ample time for task book review and discussion.

3. PTB Voting

- a. Voting members, if absent from meeting, may delegate their vote.
- b. Members may not vote on their own qualifications being reviewed and may not be present during decisions regarding their status.
- c. Ensuring fair and consistent assessments of PTBs, if a voting member does not approve a PTB, members will hear and discuss the particulars. Certifying Official will be the final approver and/or denier, if PTB is denied an explanation will be provided.

4. Documentation

- a. Notes will be taken at every meeting and distributed to all committee members.
- b. All FQRC decisions and actions will be documented, including a log of all PTBs that were certified throughout the year.
- c. All committee documentation will be located with the master records and available upon request.
- d. The FQRC operating plan will be reviewed annually to reflect current policy.

5. FQRC Timeline

The following timeline outlines various processes that are the responsibility of the FQRC, Forest Training Officer/IQCS Account Manager and Unit Training Point-of-Contacts. These reoccur annually.

| ACTION | DATE DUE | RESPONSIBILITY |
|---|-----------------|---|
| Nominate and prioritize candidates for 300-500 level training through Great Basin or other GA's | Late Sept & Oct | FMO/AFMOs |
| Submit nominations to Forest Training Officer | Oct 1 | FMO/AFMOs/Group Leaders |
| Enter training nominations into IQCS and prioritize at Forest level | Oct 1 | Forest Training Officer |
| Prioritize nominations within Coop (BOF/BOD/SWS) and then with West Idaho Training Zone | Month of Oct | Forest Training Officer |
| Attend Great Basin Training Committee meeting or Regional Fire Training Officers Meeting | Oct | Forest Training Officer |
| Fall FQRC Meeting – FQRC business: certify completed PTBs | Oct | FMOs/FQRC |
| Update experience and send hard copies to Forest Training Officer | Dec 1 | FMO/AFMO, Group Leaders |
| Audit of new employee fire qualifications folders | Spring On-going | Forest Training Officer, FMO/AFMO, Employee |
| Print DRAFT Incident Qualification Cards for Group Leader review | May-Jun | IQCS Account Manager |

| ACTION | DATE DUE | RESPONSIBILITY |
|---|----------------------|---|
| Update training for employees | On-going | Forest Training Officer/IQCS Managers/Group Leaders |
| Spring FQRC Meeting – FQRC business | Mar-Apr | FMO/AFMOs, FQRC |
| Nominate and prioritize candidates for 100-200-level SWIFT and other training courses | Mar-May | FMO/AFMOs, Supervisors |
| Great Basin Priority Trainee Program nominations due | Apr 1 | Employees |
| "Group/Module" employees (target) Certification of Incident Qualifications Cards | Preparedness Review* | IQCS Account Manager/Certifying Official |
| Remaining employees Certification of Incident Qualification Cards | Jun 30 | IQCS Account Manager/Certifying Official |

* Dates will vary for specific groups (i.e., IHCs, Helitack, IMT members, etc.) and copies will be provided to the unit Training POC.

6. Position Review Process

Task Books

Initiation of PTBs

- For initiating PTBs – the only positions authorized to initiate PTBs are:
 - Forest FMO and/or Deputy, Forest Training Officer, Center Manager, Forest Aviation Officer
 - District/Unit FMO and if delegated District AFMO and Group/Module Leaders (i.e. IHC and Helitack Supervisors)
- Only the home unit is authorized to initiate a PTB, however, it can be done on an incident by an Incident Training Specialist (TNSP) if the home unit FMO is consulted and approves.

Certification of PTBs

- Forest FMO and/or Deputy will be the Certifying Official for all Position Task Books Type 2 and below, and will sign the "Agency Certification" section on page 2 of the PTB.
 - District/Unit FMO will validate all information such as the Verification/Certification page and the Qualification Records are filled out appropriately before submitting to the Forest Training Officer.
 - District/Unit FMO will review specific entry level positions (reference matrix chart below) and submit to the Forest Training Officer who will then re-validate employee meets all the requirements and submit to Forest FMO and/or Deputy for "Agency Certification" throughout the year. These specific entry level positions do not require FQRC approval.
 - District Rangers are authorized and grant certification for employees for FFT1 and FFT2 (FSH 5109.17 04.6)
- FSFAQG Ch 2.2: *"The W.O., Regional or Forest Qualifications Review Committee shall determine when the individual is prepared to advance to the next highest level and make recommendations to the certifying official. Documentation of the recommendation and decision shall be placed in the employee's master record file".*

Mid-season certification should only be considered where positions are needed for the current fire season.

- District/Unit FMO will contact the Forest FMO and/or Deputy to discuss the critical need (staffing, shortage, FireHire, etc.) for a mid-season approval.

- If the Certifying Official determines that all requirements have been met, a mid-season approval shall require a minimum of six FQRC voting members for a quorum. The Forest Training Officer will work with requested unit and establish a review to discuss and vote.
- If the FQRC does not meet in-person, the virtual process will have the Forest Training Officer process the PTB, complete the PTB Certification Check form in a .pdf format for voting members to review and approve (yes/no) within BOX. If no discussion or disapproval, PTB will be processed for agency certification or if voting member(s) needs further follow-up, a verbal conversation will occur for clarification and decision on the PTB.

Criteria to consider when reviewing individual Performance-Based Training for final submittal and recommendation for certification:

- Completeness of PTB.
- Completion of the position check sheet to ensure that all required courses and prerequisites have been met.
- Final successful performance evaluation.
- Depth of experience: (complexity, duration of assignments, fuel models, jurisdiction, geographic diversity).
- Duration of the PTB (number, length of assignments, time from initiation to completion). Noting that Operational positions will have more examination.
- Evaluator qualifications (qualified at or above PTB Position/variety of evaluators).

CERTIFICATION

Agency Certification Matrix for Certifying Official:

| | | |
|--|---|--|
| Regional Qualification Review Committee (RQRC) Certifying Official for Area Command and/or Type 1 C&GS qualifications | | ACAC, ACDR, ACLC, ACPC, ICT1, SOF1, PIO1, OSC1, PSC1, LSC1, FSC1 |
| Functional Area | Forest FMO and/or Deputy "Agency Certification" at FQRC meetings | District/Unit FMO "Recommend" PTBs outside of FQRC mtgs |
| COMMAND | *AREP, ICT2, ICT3, ICT4, LOFR, PIO2, PIOF, *PIOT, SOF2, SOFR | ICT5 |
| OPERATIONS | CREP, CRWB, DIVS, ENGB, FELB, FIRB, HEQB, OSC2, OPS3, *OPBD, STAM, STCR, STEN, STEQ, STPS, TFLD | ENOP, FFT1 |
| AVIATION | AOBD, ACAC, ASCO, ASGS, ATBM, ATCO, ATGS, FWBM, HEBM, HLCO, HMGB, HTMG, SEMG, UASP, UASD, UASM, UASL | ABRO, ATIM, DECK, HECM, FWPT, HTMM, HTPT, MXMS, PLDO, RAMP, RTCM |
| PRESCRIBED FIRE | RXB2, RXB1, RXMG | RXB3 |
| PLANNING | DMOB, DOCL, ESFA, ESFL, ESFS, ESFW, FBAN, FOBS, GISS, HRSP, *IARR, IRIN, ITSS, LTAN, PSC2, PSC3, RESL, SITL, SOPL, TNSP | DPRO, FEMO, SCKN |
| LOGISTICS | ACRM, CDSP, COML, FACL, FCMG, FDUL, GSUL, LSC2, LSC3, MEDL, SECM, SPUL, *SUBD, *SVBD, WHLR | BCMG, CAST, CASC, COMT, EQPM, INCM, ORDM, RADO, RCDM, WHHR |
| FINANCE/ADMIN | BUYL, COMP, COST, FSC2, FSC3, INBA, PROC, TIME | BUYM, CLMS, CMSY, EQTR, ICPI, INJR, PTRC |
| DISPATCH | ACDP, CORD, EDSO, EDSP, IADP, INTS | EDRC |
| PREV/INVESTIGATION | WMTL, WMTM, INTM, INVF, PETL, | PETM |

*Does not have a PTB but identified in the PMS 310-1/FSFAQG

INITIATION

It is the responsibility of the person who initiates a PTB to ensure that the employee has met all prerequisite training. To initiate a PTB, the initiating official should:

1. Review the employee's training records to ensure that all FSFAQG required experience has been met before a PTB is initiated.
2. Evaluate if the employee is prepared to advance to the next highest level.
3. Document the review by completing a check sheet, and submit the completed check sheet along w/ a copy of the initiated task book (front cover only) to the IQCS Manager.
4. The IQCS Manager will enter the PTB into IQCS, and status the employee as a 'trainee'. The Forest Training Officer will also file the check sheet and the initiated PTB in the employee's Master Record file.

Documentation for IQCS on PTBs

- A copy of the **initiated PTB** cover sheet and a completed check sheet for the position will to be sent to the IQCS Account Manager for filing and entry. (When in doubt send the appropriate certificates, etc. with the check sheet for verification.)
- A copy of the **certified PTB** cover sheet and inside cover sheet with Agency Certification signature, along with all evaluation records, and the final certified check sheet will be sent in hard copy to IQCS Account Manager.

a. Positions for Which No Task Book Exists

Certification recommendation to the Forest Training Officer and/or FQRC will be submitted in writing and will consider—but not be limited to—the following criteria:

- Performance Evaluation
- Normal job qualifications if applicable (i.e. archeologist, position description)
- Performance Criteria for competency
- Completed Check sheet
- Duration of assignment(s)
- Complexity/Quality of assignment(s)
- Evaluator's Name, Home Unit, Title, Relevant Position for Trainee Qualification
- For BAES, Forest Training Officer will work with the Forest BAER Coordinator Holly Hampton, Rangeland Management Specialist
- For READ/REAF, Forest Training Officer will work with the Forest Resource Advisor Coordinator Scott Bodle, Supervisory Wildlife Biologist

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 FSFAQG and Field Manager's Course Guide (PMS 901-1).
 - Course Evaluations from students, other instructors, and/or Course Coordinator.
 - Other.

8. Prioritization process for Training Nominations

- a. The Boise National Forest with other local Southwest Idaho agencies has the training prioritization take place through the Southwest Idaho Cooperative within the Western Idaho Zone. The Forest FMO oversees process and prioritization with the assistance of the Forest Training Officer.

9. Prioritization process for Trainee Assignments

- a. FQRC determines a local Forest Trainee Prioritization List.
- b. The geographic area has the Great Basin Priority Trainee Program which is a process by which trainees will be prioritized for key positions to help facilitate the mobilization for quality assignments to support PTB completion. Annually a letter and nomination form will be sent to all employees to participate with supervisor approval.

IV Appendix -- Forms

FQRC/Certification Check Form

This PTB Certification Check form https://gacc.nifc.gov/gbcc/dispatch/id-bdc/training/blank_ptb_cert_form.docx is used to identify the voting members reviewing the PTB being recommended for agency certification and captures responders PTB highlights in a quick summary.

Qualification Check Sheet

Qualification check sheets can be found at https://gacc.nifc.gov/gbcc/dispatch/id-bdc/training/qual_check_sheets.htm. In lieu of this form, the current page from the FSFAQG may be used.

IQCS Information Sheet Form

This IQCS Information Sheet is used for any information change, a new employee, transferring to or from our area or when no longer working for any wildland fire agency, <https://gacc.nifc.gov/gbcc/dispatch/id-bdc/training/IQCSInformationForm.doc>

IQCS Individual Employee Update Form

The IQCS Individual Employee Update form is required by the employee annually (FSH 5109.17 04.8) as to capture their incident experience, instructor history and training attained from that calendar year, https://gacc.nifc.gov/gbcc/dispatch/id-bdc/training/IQCS_Responder_Update.pdf or <https://gacc.nifc.gov/gbcc/dispatch/id-bdc/training/IQCSExperienceFormBOF.docx> are acceptable formats.