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| IQCS Pic | Incident Qualification and CertificationIndividual Employee Update | (Note: this form is to be used only for updating employee records that are already established in the IQCS) |

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| Header Information for R2 USFS Employees | | | |
| First Name |  |  |  |
| Last Name |  | Employment Kind  (Career, Career Seasonal, Casual Hire, Temporary, Volunteer) |  |
| Middle Initial |  | Fitness Rating  (Arduous, Moderate, Light, None) |  |
| Employee Number  (IQCS # - ok to leave blank  if you don’t know it.) | *upper right of qual card* | Fitness Date (MM/DD/YYYY) |  |
| Org Code | **02000000** | Group  (IMT Member and Team name) |  |
| Unit ID  (example: CO-R02) | **CO-R02** | IRDP  Incident Responder Development Plan (Y/N) |  |
| OPM Job Code  (example, 0401 or 0462) |  | Salary plan/Grade  (GS, WG,WL, WS, AD, ES, EM) |  |

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| Incident Qualification Card *(only the jobs qualified for or having had a PTB started/completed)* | | | |
| Qualified Jobs | | Trainee Jobs | |
| Job Code | Job Code | Job Code | Job Code |
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| JOB CODE = Four digit code for the job performed (ex.: **FFT2** = Firefighter Type 2) | | | |

Training administered within IQCS will automatically be applied to the individual’s record when the course session is completed

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| Employee Training Entry (Documentation Required) | | | |
| Course Code (S261) | Date Completed (MM/DD/YYYY) | Course Code (S260) | Date Completed (MM/DD/YYYY) |
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| EMPLOYEE SIGNATURE |  | DATE |  |
| **SUPERVISOR** |  | **DATE** |  |

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| EMPLOYEE WILDLAND AND PRESCRIBED FIRE EXPERIENCE | | | | | | | | |
| **(Mandatory)**  Job  Code  (Incident Position) | Type of Incident  (Event Code) | **(Mandatory)**  Incident Arrival  Date  MM/DD/YY | State | **(Mandatory)**  Operational  Periods Shifts/days | Management Type or Complexity  Level  (See Below) | Fuel Type  (See Below) | Fire Size Class  (See Below) | **(Mandatory)**  Incident Order #  Incident Name  (Resource Order) Request #  (Fire code/ Fire number okay) |
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| ICS Management Types | Complexity Levels | Fuel Type/ Model #  (select primary carrier code **1**-**4**) | Fire Sizes (in acres) | |
| **TYPE A -** national area command team assigned  **TYPE 1** - national type 1 team assigned  **TYPE 2** - regional type 2 team assigned  **TYPE 3** - extended attack with multiple resources  **TYPE 4** - initial attack  **TYPE 5** - initial attack with very few resources | **TYPE 1**  **TYPE 2**  **TYPE 3**  (For Prescribed Fires) | **1** – grass/1-3  **2** – shrub/4-7  **3** – timber/8-10  **4** – slash/11-13 | **A**  **B**  **C**  **D**  **E**  **F**  **G** | .1 - .25  .26 - 9.9  10 - 99.9  100 - 299.9  300 - 999.9  1,000 - 4,999.9  5,000 + |

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| Instructor Experience Entry | | | |
| Course Code (S261) | Course Start Date (MM/DD/YY) | Instructor Level  L=lead U=unit | IQCS Session # (If Applicable) /  Course Location (Training Facility Name)/Course Coordinator (if known) |
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Task Books

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| Initiated, *But Not Completed* | | |
| **Event Code** | **Job Code** | **Initiated Date & by whom** |
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| Initiated *And* Completed (1 column per Task Book) | | |
| *Job Code, and Initiated Date* | *Job Code, and Initiated Date* | *Job Code, and Initiated Date* |
| ***Final Evaluator*** | **Final Evaluator** | **Final Evaluator** |
| *Title* | Title | Title |
| *Home Unit* | Home Unit | Home Unit |
| *Phone Number* | Phone Number | Phone Number |
| ***Agency Certifier*** | **Agency Certifier** | **Agency Certifier** |
| *Title* | Title | Title |
| *Home Unit* | Home Unit | Home Unit |
| *Phone Number* | Phone Number | Phone Number |
| Certification Date | Certification Date | Certification Date |
| Agency Move / Transfer Affiliations:  *From Agency - To Agency* | Time at first agency:  *How long worked at From Agency* | Date changes:  *Transfer/Hire - Month & Year of Move* |
| Example:  *USFS to BLM* | Example:  *8 seasons* | Example:  *BLM Hire May 1990* |
| Example:  *NPS to USFS* | Example:  *3 years* | Example:  *Transferred July 2000* |
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**Above information needed for Audits of fire qualifications of New Hires, Transferred Employees (any) and Rehires.**

**Information needed to show previous qualifications, include military time when your MOS was in a position that may show qualifications for your present position.**

Any other information that may be helpful to your training officer: