

**Grand Mesa, Uncompahgre and Gunnison  
National Forest**

**Fire and Aviation Management**

**Forest Qualification Review Committee  
and  
Incident Qualification and Certification System**

**2022 Operating Plan**



**Grand Mesa, Uncompahgre and Gunnison National Forests– Fire and Aviation Management  
Forest Redcard Qualification Committee and Incident Qualification and Certification System  
2021 Operating Plan**

Recommended By: \_\_\_\_\_ Date: \_\_\_\_\_  
Forest Fire Staff Officer

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Forest Supervisor

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# I. Overview

## 1. Authority

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

## 2. Goals

The Forest Qualification Review Committee (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 and 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 Interagency Standards for Fire and Aviation Operations. The Forest Service must also follow all applicable agency requirements contained within FSM 5120, FSM 5130, 310-1, and the [Forest Service Fire and Aviation Qualification Guide](#).

## 4. References

- a. Standards for Fire and Aviation Operations. (Redbook)
- b. Wildland and Prescribed Fire Qualifications System Guide, PMS 310-1.
- c. Field Managers Course Guide, PMS 901-1.
- d. FSM 1220/1230.
- e. FSM 1350.
- f. FSM 5120
- g. FSM 5130
- h. FSH 5109.17 – [Forest Service Fire and Aviation Qualification Guide](#) (current and historical).
- i. FSM 6140.

## 5. Committee Members

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

At a minimum the committee shall be composed of the following to meet a quorum:

- a. Forest Fire Management Officer Or Forest Assistant Fire Management Officer
- b. Line Officer
- c. 1 Representative from a zone (FMO/AFMO)
- d. Dispatch Center Manager or Assistant

Additional members may not be required at all meetings, but could be called upon to assist in addressing training, performance, or qualification issues identified within their particular “field of expertise.”

## II. Roles and Responsibilities

### 1. Forest Supervisor

- a. Establish and maintain a Forest Fire Qualification Review Committee (FQRC) (FSM 5120).
- b. Ensure a line officer representative participates as part of the Forest FQRC.
- c. Ensure that the nomination and selection processes for fire training meet the employee’s development needs as well as those of the organization to provide cost-effective wildfire protection.
- d. Ensure all units from the National Forest are represented on the FQRC.
- e. May delegate signing authority to forest fire program management staff officers for Type 2 Command and General Staff positions. All other incident qualification cards for other positions shall be signed by the forest fire management program staff officer on the forest. Forest fire program management staff officers on the GMUG include the Fire Management Officer (FFMO) and Deputy Fire Management Officer (FAFMO). ([Forest Service Fire and Aviation Qualification Guide](#))

### 2. Certifying Official

**Forest Fire Management Officer.** The Forest Fire Management Officer who has been delegated Fire Program Management responsibility for a National Forest(s) fire program by the Forest Supervisor. This individual 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 the [Forest Service Fire and Aviation Qualification Guide](#).

- a. Annually reevaluate each employee’s ICS position qualifications including physical fitness and experience.
- b. Ensure that a system is in place to establish priorities for training.
- c. Ensure that a system is in place to establish priorities for currency assignments.

- d. Recommend certification or re-certification for all Area Command and Type 1 command and general staff positions to the Region 2 Director of Fire and Aviation Management. (i.e., Incident Commander, Safety Officer, Information Officer, Operations/Planning/Logistics/Finance Section Chiefs) ([Forest Service Fire and Aviation Qualification Guide](#)). (FSFAQG Ch 2.2)
- e. Sign incident qualification cards for other positions on the unit. ([Forest Service Fire and Aviation Qualification Guide](#)) (FSFAQG Ch 2.2)
- f. When necessary, initiate an administrative review to determine if de-certification is appropriate. ([Forest Service Fire and Aviation Qualification Guide](#)) (FSFAQG Ch 2.2)
- 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, Page D-3)
- h. 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). Will be reviewed each year in the spring.
- i. Specify location on the unit where employee master files will be maintained ([Forest Service Fire and Aviation Qualification Guide](#)). Files for the GMUG will be maintained at the Zone level or Supervisors office.
- j. Ensure that employee master files contain ([Forest Service Fire and Aviation Qualification Guide](#))
  - 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 <https://www.fs.fed.us/managing-land/fire/safety/wct>
  - Yearly updated Incident Qualifications and Certification System Responder **Master Record** (RPTC028) from IQCS.
- k. Ensure all Administratively Determined (AD) employees “hosted” by the National Forest meet qualifications and certification standards within the [Forest Service Fire and Aviation Qualification Guide](#).

### 3. Qualifications Review Committee

#### Regional Qualifications Review Committee (RQRC)

Regional Qualification Review Committees shall review all individuals possessing Area Command and Type I Position Qualifications. ([Forest Service Fire and Aviation Qualification Guide](#))

#### Forest Qualifications Review Committee (FQRC)

- a. Ensure all FQRC actions are documented and distributed to all committee members. A copy of this documentation will be available for preparedness reviews and auditing purposes.
- b. Ensure all employees meet and maintain the ICS qualifications in accordance with:
  - The Wildland and Prescribed Fire Qualifications System Guide ([PMS 310-1](#)), except in positions where the Forest Service has elected to deviate from the minimums.
  - [Forest Service Fire and Aviation Qualification Guide](#)
- c. Provide recommendations to the appropriate certifying official or designee responsible for final certification signature.
- d. Develop the Forest Shortage Category list.
- e. Provide additional Committee Roles and Responsibilities in accordance with Forest Service Fire and Aviation Qualification Guide direction and the goals of the FQRC.
- f. FQRC shall review all individuals possessing Type 2 or lower position qualifications (FSFAQG Section 2.2 6c).
- g. Establish system for instructor validation/certification (Field Manager's Course Guide PMS 901-1, page 6).

#### 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 (Forest Service Fire and Aviation Qualification Guide).(FSFAQG Section 2.26)
- b. De-certification of an individual's ability to perform is the responsibility of the Forest Supervisor (Forest Service Fire and Aviation Qualification Guide). (FSFAQG Section 2.26)

#### **4. Primary IQCS Account Manager**

- a. Administer IQCS for the Grand Mesa, Uncompahgre and Gunnison National Forests.
- b. Designate alternate Account Manager.
- c. Receive, validate and enter data into IQCS.
- d. Ensure that qualifications generated by Incident Qualifications and Certification System (IQCS) for employees are valid by reviewing the training and experience of each employee (see [Standards for Fire and Aviation Operations](#), Chapter 13-5.) The Red Book States that this is the responsibility of the FQRC. Forest Service requires this responsibility be assigned to the Primary Account Manager.
- e. Attend FQRC meetings.

#### **5. Training Officer (Local Area Rep)**

##### **TRAINING**

- a. Works with the other agency training coordinators and other neighboring Forests to develop an early season training schedule to reduce duplication of efforts.
- b. Notifies Zone FMO's, District AFMOs, Group Leaders, Supervisor's Office, Collbran Job Corps and AD personnel of all scheduled training
- c. Sends out announcements for all fire classes via e-mail to Zone FMO's, District AFMOs, Group Leaders, Supervisor's Office, Collbran JC and AD personnel of all scheduled training
- d. Compiles all nominations for all local fire 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. Manage the IQCS Nomination Workflow Process for the Unit.



## 6. Zone FMO

- 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 and WCT Standards are sent to IQCS Account Manager.
- d. Ensure that all experience and training reports are sent to IQCS Account Manager at SO.
- e. Ensure that the IQCS Account Manager has initiation sheet and qualification information and documentation for all new employees (see Appendix, section 2).
- f. Participate in FQRC meetings.
- g. Ensure that FQRC Certification Documents accompany all initiated PTBs.
- h. Ensure all PTBs submitted for certification are accompanied by a completed FQRC Certification Document.
- i. Establish priorities for training nominations from the district.
- j. Document experience completed for ICS positions that do not have taskbooks, to be included in the master record file.

## 7. Supervisor

- a. Identify, with the aid of the Forest Fire and Aviation Leadership, training needs that are realistic in relation to the needs of the Forest and Region.
- b. Identify employee training needs that are realistic in relation to the employee's skill level and progression within the Incident Command System using agreed upon forms.
- c. Review and approve individual training nomination packages in accordance with the GMUG Training Operating Plan.
- d. Ensures that Employee Taskbook Packages meet and/or exceed the direction laid out in this Operating procedure prior to submitting it to the FQRC Committee for approval.
- e. Collects a copy of subordinate's fire experience record by their final day of work each year or December 1<sup>st</sup> whichever comes first. Also ensures entry into the IQCS database prior to Master Record review on March 1<sup>st</sup> annually.

- f. Ensures employee receives Master Record and that it is reviewed, signed, and returned by June 1<sup>st</sup> annually.

## 8. Employee

- a. Employees and supervisors share ultimate responsibility for employee development. The employee should respond to training opportunities that will improve their performance.
- b. Complete and submit the IQCS Experience Record annually by the final day of work each year or December 1 whichever comes first.
- c. Responsible to ensure that Master Records are reviewed and returned to Supervisor by June 1<sup>st</sup> annually.
- d. Responsible to ensure copies of all fire training certificates, incident performance evaluations, completed taskbooks be provided to the Zone Representative and Supervisor.
- e. Each employee is responsible for maintaining documentation of his or her qualifications. This information needs to be consolidated and readily available upon request for validation of qualifications.

### III. GMUG Forest Qualification Review Committee Operating Plan

#### 1. Committee Members

Title	Voting Member	Roles/Responsibilities	Participation Required
Forest Fire Management Officer or Deputy Forest Fire Management Officer	Yes	Committee Chair	Yes
North Zone FMO or designee	Yes	North Zone Expertise	Yes
West Zone FMO or designee	Yes	West Zone Expertise	Yes
East Zone FMO or designee	Yes	East Zone Expertise	Yes
Dispatch	Yes	Dispatch Expertise	Yes
District Ranger	Yes	Line Officer Representative	Yes
Union Steward (NFFE)	No	Employee Relations	Open Invitation

#### 2. Meetings

Committee will meet monthly or as the need arises. The Committee Chair reserves the right to adjust this schedule as needs dictate. Meetings will consist of reviewing task books for certification, qualifications and training records.

The Chair may convene the FQRC electronically when special circumstances dictate. Voting rules below will still apply.

#### 3. Voting

- a. Voting members may only have one vote.
- b. Voting members, if absent from meeting, may designate a replacement voting member or submit their vote via email. This will be documented.
- c. A majority vote is required in all committee decisions.

#### 4. Documentation

- a. Notes will be taken at every meeting and distributed to all committee members.
- b. All committee documentation will be located with the Account Manager (Supervisor's Office) and available upon request.
- c. The FQRC operating plan will be reviewed annually to reflect current members and policy.
- d. A task book approval log will be kept on all certified and non certified task books.

#### 5. IQCS Experience Records

All employees and ADs must complete an IQCS Experience Record Form and submit a copy to the Forest Training Officer and the party responsible for inputting their records into IQCS **by the employees last day of work for the year or December 1<sup>st</sup>, whichever comes first**. Party responsible for inputting their records will ensure entry into the IQCS database prior to Master Record review on March 1<sup>st</sup> annually and a copy is sent to the Forest Training Officer.

- a. Module Leaders are responsible for inputting Crewmember Experience Records into IQCS.
- b. ZFMO/ZAFMO/FFAO is responsible for inputting Module Leader Experience Records into IQCS.
- c. ZFMO/ZAFMO is responsible for inputting District Militia into IQCS.
- d. Forest Point of contact is responsible for inputting Zone FMO, SO Fire Personnel, SO Militia and AD Personnel into IQCS.

## 6. FQRC Timeline

ACTION	DATE DUE	RESPONSIBILITY
Nominate and prioritize all candidates for local and out of area courses	9/01	ZFMOs, AFMO's, Supervisor's
Submit nominations	09/01	ZFMOs/Group Leaders
Enter training nominations into IQCS and prioritize at Forest level	10/1	Regional Training Rep
Review and prioritize nominations within the Training Zone	10/10	Regional Training Rep
Completion of Employee Experience Records and turned into party responsible for record input	12/1	Primary Account Manager/Group Leaders
Party responsible for inputting their records ensures entry into the IQCS database	3/1	Party responsible for record input
Provide copy of Incident Qualifications Master Record to all employees.	10/01	Primary Account Manager/Group Leaders
Schedule Master Record updates and Red Card issuance	6/01	Zone Represitive
FQRC Meetings	Monthly at the FLG meeting or as needed.	

## 7. Position Review Process

### a. Preparation/Logistics Prior to Meeting

- Task Books will adhere to the GMUG Taskbook Guidance. Trainee will submit the completed Taskbook to the pertinent FAFMO, ZFMO, FFAO, Dispatch Center Manager. If approved, then the pertinent fire staff will complete their section of the FQRC Certification Form and forward the Taskbook Folder to the next FQRC meeting for review by the FQRC Committee.

### b. Position Task Books

- Position Taskbook initiations will be requested by Forest FMO/AFMO, Zone FMO/AFMO's, or FFAO and initiated by Forest FMO or Zone FMO. Upon initiation, Zone FMO or delegate will print a new Red Card prior to the employee accepting a Trainee assignment.
- GMUG employees are strongly encouraged to include an Incident Performance Evaluation for each assignment documented within the Position Taskbook. This additional information will be considered by the FQRC Committee when qualifying individuals.
- A PTB is valid for 3 years from the day it is initiated. Upon documentation of the first task in the PTB, the 3-year limit is reset from the new date. If the PTB is not completed in 3 years from the date of the PTB initiation (or first task being evaluated), the PTB will expire. A new PTB may be initiated. Prior experience documented in the expired PTB may be taken into account in completion of the new PTB at the discretion of the Certifying Official. All current qualification standards identified in this document must be applied at the time of the new PTB initiation. (PMS310-1)
- An individual may not have more than 6 active PTBs at one time. No more than two of the six are allowed in a single functional area (Forest Service Fire and Aviation Qualification Guide). For example, no more than two Operations PTBs should be open at one time.
- Per Memorandum Reference NWCG#003-2008 taskbooks can now be initiated prior to attendance and successful completion of 310-1 Required Training and Forest Service Additional Required Training, however trainees cannot become fully qualified for the position until all training identified has been successfully completed.

**c. Approval of Positions with Taskbook (Certification of PTB will only be done by Forest FMO or delegated individual by Forest Supervisor)**

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

- Completeness of Taskbook
- Completion of required courses and prerequisites
- 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.
- Evaluator Qualifications (Qualified at or above PTB Position/variety of evaluators)
- For Single Resource Boss-Crew, crew size is defined as 18-20 (Reference: Wildland Fire Incident Management Field Guide, Jan 2014, pg 129)
- Inclusion of Performance Evaluations for assignment identified in the Taskbook (Strongly Recommended)

**d. Approval of Positions without Taskbook**

For ICS positions without a specific PTB, a GMUG Recommendation for Certification for TSHP and Non-PTB Positions Checksheet, Certification Recommendation to the FQRC will consider, but not limited to, the following criteria:

- Performance Evaluation
- Completion of required courses and prerequisites
- Depth of experience: (complexity/geographic diversity etc.)
- Duration/ Number of assignment(s)
- Complexity/Quality of assignment(s)
- Evaluator's Name, Home Unit, Title, Relevant Position for Trainee Qualification. Qualified at or above position.

**e. Upon Certification of Taskbook**

Primary Account Manager will retain all necessary documentation in employee fire folder and enter new qualification and dates into IQCS. A new red card will be printed and signed by the certifying official and forwarded to the employee.

## **IV. Appendix - Forms**

1. **Position Task Book Folder Set Up Instructions**
2. **IQCS Information Sheet**
3. **IQCS Individual Experience Record**
4. **Letter to Document Missing Training**
5. **Letter to Document Missing Experience**
6. **Recommendation for Certification for THSP and Non-PTB Positions**
7. **PTB Certification LOG**
8. **Qualification Check Sheet Example**



## Instructions for Setting up Position Taskbook Folder

### Upon Taskbook Initiation:

Position Taskbook initiations will be requested by Forest FMO/AFMO, Zone FMO/AFMO's, and initiated by the Forest FMO or Zone FMO, AFMO, Dispatch Center Manager and Assistant Center Manager. Upon initiation, the Zone FMO/AFMO will print a new Red Card prior to the employee accepting a Trainee assignment.

GMUG Employees will include an Incident Performance Evaluation for each assignment documented within the Position Taskbook. This additional information will be considered by the FQRC Committee when qualifying individuals.

### Upon Completion of Taskbook:

Trainees will need to utilize a folder and documentation will be placed in order outlined below

**Tab 1:** Trainee will attach the pertinent Position Qualification Section sheet from Appendix section 8 and the position to responder in IQCS

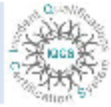
**Tab 2:** Completed NWCG Position Taskbook,

**Tab 3:** Completed Performance Ratings are highly suggested for all trainee assignments. Other pertinent documentation related to the trainee position. This may include any write-ups, employee explanations, or notes that will help the FQRC understand the specifics of the situations.

Trainee will submit the completed Taskbook Folder to the pertinent FAFMO, ZFMO, FFAO, Dispatch Center Manager, for review and approval. If approved, the FAFMO, ZFMO, FFAO, DSM and forward the completed Taskbook by email to the zone representatives prior to the next FQRC meeting for review by the FQRC Committee.

### Upon Taskbook Certification:

Upon certification of Taskbook, the zone representative will retain all necessary documentation in the employee master training folder and enter new qualification and dates into IQCS. A new red card will be printed and signed by the Forest FMO or delegated official and forwarded to the employee.



## INCIDENT QUALIFICATIONS AND CERTIFICATION SYSTEM

## NEW RESPONDER

PREVIOUS INCIDENT QUALIFICATION CARD RESPONDER MAY BE IN IQCS OR THEIR IQS FILE CAN BE UPLOADED.

If yes with federal employment, include IQCS Empl ID:

If yes with state/local employment, include IQS Account Managers contact information:

Name Phone Number Email Address

## LEGAL NAME

First Middle Last Suffix

## CONTACT INFORMATION

Business Address

Business Phone Number Business Email Address

## BIRTHDATE

Date of Birth

## WORK LOCATION

Agency

Organization Code Organization Name Unit ID

Account Manager Certifying Official

Training Officer Alternate Training Officer

EmpowHR ID (USFS ONLY)

Administrative Location Name

Duty Station Location Name

Dispatch Name and Unit ID

## JOB INFORMATION

OPM Job Code Full/Part Full Time Part Time

Employment Kind Career Career-seasonal Casual Hire Temporary

## IFPM - USFS ONLY

Effective Date Position Job Task

## OTHER INFORMATION

Supervisor Name Phone Number Email Address

## RESPONDER ADDED TO IQCS

Entered by Date IQCS EmplID ROSS CHID



## Incident Qualifications and Certification (IQCS) Individual Responder Update

This information is to be used only for updating federal employee records that are already established in the IQCS.

Responder Information			
First Name		Unit ID	
Last Name		Org ID	
Middle Initial		Work Phone	
IQCS Empl ID		Work Email	

Incident Experience											
	Job Code <small>Incident Position</small>	Qual Status <small>Q or T</small>	Event Kind <small>See Below</small>	Arrival Date <small>MM/DD/YY</small>	Ops Periods <small>Shifts</small>	Mgmt Level <small>See Below</small>	Fuel Type <small>See Below</small>	Fire Size <small>See Below</small>	Incident / Project Number	Incident / Project Name	State
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											

Event Kind <small>Commonly Used Listed Below For complete list visit <a href="#">NWCG Event Kind &amp; Category</a></small>	Management Levels <small>NWCG Management Complexity Levels</small>	Fuel Type / Model <small>Primary</small>	Fire Size <small>Acres</small>
SU Incident/Event Support	1 Type 1 Incident	G Grass/1-3	A .1 - .25
PP Preparedness/Preposition	2 Type 2 Incident	T Timber/8-10	B .26 - 9.9
RX Prescribed Fire	3 Type 3 Incident	B Brush/4-7	C 10 - 99.9
WF Wildfire	4 Type 4 Incident	S Slash/11-13	D 100 - 299.9
WL Wildland Search/Rescue/Recovery	5 Type 5 Incident		E 300 - 999.9
LE Law Enforcement			F 1,000 - 4,999.9
MA Medical Assist	1 Type 1 Prescribed Fire		G 5,000 +
FL Flooding	2 Type 2 Prescribed Fire		
CT Classroom Training	3 Type 3 Prescribed Fire		
JT On-The-Job Training			
PC Proficiency & Currency Event			
SI Simulation			

IQCS Individual Responder Update Sheet v7

Page 1 of 2



*FQRC Appendix-Section 5*

United States  
Department of  
Agriculture

Forest  
Service

Supervisor's Office  
970-874-6600

2250 S Main St  
Delta, CO 81416

File Code: 5109.17

Date:

Subject: Qualification Review

To: Grand Mesa, Uncompahgre and Gunnison NF Fire Qualification Review Committee

This letter is to document the fire experience for \_\_\_\_\_

as \_\_\_\_\_

Satisfactory performance has occurred on the following incident:

INCIDENT	UNIT	SEASON	FUEL MODEL	SIZE CLASS	OPERATIONAL PERIODS

Remarks:

Recommended By:

Signature / Date

Print Name / Duty Station / Phone Number

Position on Fire

Current Qualifications

Reviewed By:

Forest Fire Management Officer  
Grand Mesa, Uncompahgre and Gunnison  
National Forests

Signature / Date



*FQRC Appendix-Section 6*

**Recommendation for Certification for THSP and Non PTB Positions  
Fire 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:	
APPROVAL DATE:	

*FQRC Appendix-Section 7***Certifying Official's Position Taskbook Approval Log**  
**Grand Mesa, Uncompahgre and Gunnison NF**

Year: \_\_\_\_\_ Approving Official: \_\_\_\_\_

DATE	POSITION	NAME	COMMENTS

*FQRC Appendix-Section 8****Grand Mesa, Uncompahgre & Gunnison National Forest*****Record of Recommendation Check Sheet**

Employee Name:	
District/S.O.:	
ICS Position:	
BackGround:	
<b>Recommendation:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Individual has met all the requirements for the position and Agency Certification is granted</li> <li><input type="checkbox"/> All of the required Classes for the position have not been completed</li> <li><input type="checkbox"/> The Taskbook and/or the supporting documentation package has not been completed accurately and or information is missing</li> <li><input type="checkbox"/> Additional assignments are needed</li> <li><input type="checkbox"/> Other: Alterations to the taskbook evaluator's page</li> </ul>	
West Zone	Signature (Zone FMO/AFMO)
East Zone	Signature (Zone FMO/AFMO)
Noth Zone	Signature (Zone FMO/AFMO)
Dispatch	Signature (Center Manager or Assistant)
Line Officer	Signature
Certification	Signature of Certifying Official (FFMO/FAFMO) Date