

**Incident Qualifications Review Committee
OPERATING PLAN**

for

**Color Country District BLM and
Grand Staircase Escalante National Monument**



2018

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

1. Authority

The Interagency Standards for Fire and Aviation Operations requires each unit with fire management responsibilities to establish an Incident Qualification Card qualification and certification process, which may include a qualification and certification committee. IM 2014-53 also directs the BLM to establish procedures for managing incident staffing for all-hazards incidents.

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 Positions, Prescribed Fire positions, and All Hazards positions. The committee makes recommendations to the certifying official.

3. Policy

BLM employees shall comply with the qualification requirements as established by the NIMS Wildland Fire Qualifications System Guide (PMS 310-1) and the Federal Wildland Qualifications Supplement. BLM employees must also follow all applicable agency requirements contained within the BLM Standards for Fire Training and Workforce Development, and the Interagency Standards for Fire and Aviation Operations (Red Book). For All-Hazards responders, employees will be qualified in accordance with the DOI Emergency Management Policy and as described in the Incident Positions Qualification Guide (IPQG).

4. References (Available online)

- a. Standards for Fire and Aviation Operations.
- b. Wildland Fire Qualifications System Guide, PMS 310-1 (current and historical).
- c. Federal Wildland Fire Qualifications Supplement
- d. Field Managers Course Guide, PMS 901-1.
- e. BLM Standards for Fire Training and Workforce Development.
- f. DOI Incident Positions Qualification Guide.

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
- b. Assistant Fire Management Officers
- c. Primary Account Manager
- d. 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

1. State Fire Management Officer

The Utah BLM State Fire Management Officer is delegated the responsibility to approve and sign qualifications cards for the following positions:

- Type 1 and 2 Command and General Staff positions
- Type 1 and Type 2 Prescribed Fire Burn Boss

2. District Manager

- a. The Agency Administer (or delegate) is responsible for annual certification of all Agency and Administratively Determined (AD) personnel serving on wildfire, prescribed fire, and all hazard incidents.
- b. Ensure capability to delegate fire management duties to principal actings.
- c. May delegate signing authority for Incident Qualification Cards to the Fire Management Officers.

3. Certifying Official

Fire Management Officer

The Fire Management Officer for Color Country District has been delegated Fire Program Management responsibility and will serve as the Primary Certifying Official.

- a. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience.
- b. Certifies and signs initial incident qualification cards for employees on their unit.
- c. Signs the Recommendation for Certification of a non-PTB Position form.
- d. Authorizes and grants certification by signing the "Agency Certification" on the inside front cover of the PTB.
- e. Sign the Recertification Form and establishes the recertification requirements.
- f. Specify location on the unit where employee master files will be maintained.
- g. Ensure all Administratively Determined (AD) employees meet the qualifications and certification standards of the hiring agency.
- h. Ensure the employee master files contain current:
 - Training records for all agency required courses.
 - Evaluations from assignments.
 - Position task book verification.
 - Yearly updated IQCS responder forms.
 - Yearly updated Responder Master Record (RPTC028) from IQCS.

Assistant Fire Management Officers

The Assistant Fire Management Officers for Color Country District have been delegated Certifying Official authority for employees in their respective areas. When it is more prudent then sending these items to the FMO, for employees in their area they may:

- a. Certify and sign updated incident qualifications cards.
- b. Sign as the Certifying official on the Recommendation for Certification of a non-PTB Position form.
- c. Sign the “Agency Certification” on the inside front cover of the PTB.
- d. Sign the Recertification Form and establish the recertification requirements.

4. Qualifications Review Committees (QRC)

- a. Ensure that qualifications generated by IQCS for employees are valid by reviewing the training and experience of each employee.
- b. Review Incident Qualifications to ensure that employees are meeting the requirements of the BLM.
- c. Determine whether each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.
- d. Makes recommendations to the Certifying Official responsible for final certification.

5. Committee Members

Some committee members will be assigned an area of responsibility. For that area you are responsible for the following.

- a. Counsel employees with fire qualifications on their position development and qualifications, including training and the next logical position within the Incident Command System.
- b. Encourage all fire-qualified employees to maintain their own personal copy of all fire related records.
- c. Serve as the routing point for Task Book Initiation requests, Task Book Review Requests, Non-Task Book Position requests, and annual IQCS Master Record Reviews.
- d. If assigned, enter incident experience into IQCS.
- e. Monitor the All Employee, Recurrent Training, and Driver spreadsheets. Provide guidance as needed for your area of responsibility.

6. 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. Ensure appropriate documentation exists for all competencies that are entered into IQCS.
 - To add a non-task book position use the **Recommendation for Certification of a Non-PTB Position** Form.
 - To add other Admin Actions or Competencies (e.g. Task Books, training, etc.) use the **Authorization to Grant Admin Actions or Competencies in IQCS** Form.
- e. Provide reports from IQCS in preparation for QRC meetings.
- f. Prepare Incident Qualification Cards for Unit Certifying Official signatures.
- 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.
- i. Maintain the 'All Employee', 'Recurrent Training', and 'Driver' spreadsheets. Adjust qualifications in IQCS as needed.
- j. Perform a file audit on any new employee transferring to Color Country from another location.

7. 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. Ensure the *IQCS New Responder Form* is filled out and turned into the Primary IQCS Account Manager for all new employees that will have fire qualifications. This includes employees transferring to CCD.
- c. Inform Primary Account Manager of any temporary/seasonal employees that no longer need to be active in the IQCS system.
- d. Provide approval for employees to request task books.

8. Employees

- a. Annually review Master Record and return any updates to the Primary Account Manager.
- b. Route requests for task book initiations and approvals, and non-Task Book Position Request forms through your committee member representative.
- c. Notify the Primary Account Manager of any change in employment status so that IQCS can be updated. This includes changes in name, business phone or email, duty station, and employment type (Temporary, Career-seasonal, Career, or Casual Hire).
- d. Ensure copies of all incident performance evaluations, task book events, annual responder updates, and completed task books are provided to the appropriate entity.
- e. Maintain own documentation of qualifications that are consolidated and readily available upon request.

III Color Country BLM QRC Operating Procedures

In addition to following all guidance in the Interagency Standards for Fire and Aviation Operations, NIMS Wildland Fire qualification System Guide (PMS 310-1) and Supplement, and the BLM Standards for Fire Training and Workforce Development; this section will address local procedures for the Color Country District Office.

1. Committee Members

Name	Position	Role/Area of Responsibility
Walter Burdick	Fire Management Officer Color Country District	Certifying Official
Clair Jolley	Assistant FMO Color Country District	Oversight of qualifications CCD, CCFO, KFO, SGFO, GSENM
Todd Murray	Assistant FMO Color Country District	<i>Richfield Field Office/RFO ADs Hanksville BLM Field Station</i>
Jeff Bergfeld	FOS Richfield Field Office	<i>Richfield Fire Crew</i>
Randy Turrill	FOS Cedar City Field Office	<i>Cedar City Field Office District Office/CCD ADs</i>
Colter Coates	FOS Kanab/St. George Field Offices	<i>St. George Field Office Kanab Field Office, GSENM</i>
Noni Dalton*	Training Officer Color Country District	Primary IQCS Account Mgr Chair of Committee
Tina Greenhalgh*	Assistant Center Manager CCIFC	Backup IQCS Account Mgr CCD, CCFO, KFO, SGFO, GSENM
Celeste Hancock*	Center Manager RIFC	<i>Richfield Fire Center Personnel</i> Backup IQCS Account Mgr RFO

Committee Members with an *Area of Responsibility* will be the routing point for employees within their area for task book initiation requests, task book review requests, recommendation for certification of non-PTB position requests, and annual IQCS Master Record reviews.

Committee Members with an * by their name are also responsible for entering incident experience into IQCS as follows:

- Noni Dalton: RFO, Hanksville
- Celeste Hancock: RIFC
- Tina Greenhalgh: CCD, CCFO, KFO, SGFO, GSENM

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: The QRC will meet as needed to review any completed task books that have been submitted for approval. These meetings can be held multiple times throughout the year and may consist of a conference call.

- c. The Committee Chair may call additional meetings if deemed necessary.
- d. Each member of the QRC in attendance at meetings has an opportunity to provide input.
- e. The Certifying Official will take the opinion of the committee members into consideration, but ultimately the Certifying Official will make the final determination on certification issues.

3. 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 located at the Fire Management Building in Richfield and maintained by the Primary Account Manager.
- e. The QRC operating plan will be effective until there is a change in policy or local procedure. It will be reviewed and updated annually.

4. QRC Timeline

The following timeline outlines various processes that are the responsibility of the QRC, Employees/Supervisors, and the Primary Account Manager. These reoccur annually.

ACTION	TARGET DATE	RESPONSIBILITY
Provide copy of Incident Qualifications Master Record to all employees via committee representatives.	3/15	Primary Account Manager
Review Master Records in preparation for IQCS Update and return any updates to Primary Account Manager.	4/15	Employee/Supervisor
Certification of Incident Qualifications Cards.	5/15	QRC
Print Incident Qualifications Cards.	6/1	Primary Account Manager
Incident Qualifications Card to Certifying Official for signature.	6/2	Primary Account Manager
Signed Incident Qualification Cards to Units.	6/5	Certifying Official and/or Primary Account Manager

5. Qualification 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, dispatch, and faller positions; and once every 5 years for all other positions.

This must be recorded on your responder update sheet and turned in for entry into the IQCS system.

b. Re-certification

If an employee (including an agency sponsored AD) has lost currency in a position, the employee is converted to trainee status for that position. In order to regain full qualification for the position, the employee must demonstrate the ability to perform in the position as determined by the Certifying Official.

For positions where a PTB is required, the BLM Recertification Evaluation must be completed. Requirements for recertification should be established prior to fire season.

c. Positions for Which No Task Book Exists

There are many positions for which a task book does not exist. Requirements for these can be found in the Federal Wildland Fire Qualifications Supplement.

Request for certification of positions that do not have a position task book (or other established certification procedure) will be submitted to the Primary Account Manager 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.

Additional Color Country requirements for specific positions are listed below.

DRIV: To have driver added to your qualifications card the above form must be accompanied by:

- Copy of valid state issued driver's license
- Proof of Defensive Driving within the past 3 years

UTVO: To have UTV Operator added to your qualifications card the above form must be accompanied by:

- Copy of Introduction to Basic UTV Training Certificate (ROHVA e-course)
- Copy of ROHVA card

READ/REAF: To have Resource Advisor added to your qualifications card you will submit the above form and request the status of Trainee. You will then be issued a task checklist. Once this checklist is complete you will submit it along with the above form and request the status of Qualified.

AADM: To have Agency Administrator added to your qualifications card you will submit the above form and request the status of Trainee. You will then be issued a task checklist. Once this checklist is complete you will submit it along with the above form and request the status of Qualified.

6. 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 Primary Account Manager 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 Primary Account Manager. Task books may be *initiated* without completing required training first, only with the approval of the AFMO of your area. **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 and fill out the header of the *Task Book Review Form*. 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 Primary Account Manager 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 Primary Account Manager 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 FMO will be the Certifying Official for task books and sign the “Agency Certification” section in the front page of the PTB for employees on their unit. AFMOs may also sign as the Certifying Official for employees in their area.

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

The desired 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.
- For single resource boss, CREW is defined as 18-20 members.
- **Ultimately the Certifying Official has the final say.**

IV Appendix -- Forms

1. **Recommendation for Certification of Non-PTB Positions**
2. **Authorization to Grant Admin Actions or Competencies in IQCS**
3. **Task Book Request Form**
4. **Task Book Review Form**
5. **BLM Recertification Evaluation**

Links to these, and all other forms referenced in this SOP, can be found on the Training Page of both the Color Country and Richfield Fire Center Websites:

<https://gacc.nifc.gov/gbcc/dispatch/ut-cdc/training/index.html>

<https://gacc.nifc.gov/gbcc/dispatch/ut-rfc/training.htm>

Recommendation for Certification for a Non-PTB Position

Employee Information				
Name of Employee:				
Date of Request:				
Unit where employed:				
Job Title:				
Supervisor:				
Position				
Position being requested for certification:				
Rational for certification: (Attach any supporting documentation)				
Employee should be certified as:		Qualified		Trainee
Relevant Training				
I100 completed:			Date:	
IS700 completed:			Date:	
Other Related Training or experience:				
Related Assignments				
Incident Name	Date	Duration	Complexity	Evaluator
Approval				
Supervisor Signature:			Date:	
Committee Member Signature:			Date:	
Certifying Official Signature:			Date:	
Competency granted in IQCS by:			Date:	

Authorization to Enter Admin Actions or Competencies in IQCS

Employee Information	
Name of Employee:	
Unit where employed:	
Job Title:	
Admin Action/Competency	
What Admin Action or Competency needs to be granted?	
Rational:	
Approval	
Certifying Official Signature:	Date:
Admin Action/Competency Granted in IQCS by: Signature:	Date:

Form for Requesting a New Position Task Book

Name:	Date:	Requested Task Book:
Duty Station:	Agency:	Home Unit Phone #:
Position Prerequisites/Date Acquired.		
<i>You must meet all Position Prerequisites prior to be issued a new Position Task Book</i>		
/	/	/
/	/	/
/	/	/
Missing Training Requirements		
<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>		
Other active task books: <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>		
1.	4.	
2.	5.	
3.	6.	
SUPERVISOR SIGNATURE:		
COMMITTEE MEMBER APPROVAL:		
PRIMARY ACCOUNT MANAGER VERIFICATION:		
Assistant FMO APPROVAL (If applicable):		

1 – After getting supervisor approval, submit this completed form to your Committee Member who will route it to the Primary Account Manager (PAM), 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 PAM 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. *Desired certification standards include a minimum of 2 assignments, 2 different evaluators, and 2 fuel types (where applicable). In certain positions (where you are assigned to a team) or certain situations, 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 PAM 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

Employee:	Position:	District/Field Office:
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To be filled out by committee member

Evaluation Summary

Incident Name	Complexity (Type 1-5)	Fire Location ST/UNIT	Dates of Assignment	# of shifts	Fuel Type For Ops (Grass, Brush, Timber, Slash)	Evaluator

Has an assignment been completed off unit?	Yes/No	Where:
For operations positions, what fuel types have been encountered?		Grass Brush Timber Slash
If for DIVS, has Team assignment been completed?	Yes/No	Fire:
If for FFT1, has hand crew assignment been completed?	Yes/No	Fire:
For RXB1/RXB2, has appropriate burn plan been completed?	Yes/No	RX Fire:
For Faller positions are evaluators at the appropriate level?	Yes/No	
FAL3 evaluators: FAL2 or FAL1; Final evaluator: FAL2 or FAL1 FAL2 evaluators: FAL2 or FAL1; Final evaluator: FAL1 FAL1 evaluators: FAL1; Final evaluator FAL1 evaluator		

To be verified by IQCS Account Manager

All required training has been completed?	Yes		No		If no, what is missing?
All required training certificates are on file?	Yes		No		If no, what is missing?

		Approved		Comments
		Yes	No	
Date of Review:				
IQCS Account Manager	Noni Dalton			
FMO	Tooter Burdick			
AFMO Cedar City	Clair Jolley			
AFMO Richfield	Todd Murray			
FOS Cedar City	Randy Turrill			
FOS St. George/Kanab/GSENM	Colt Coates			
FOS Richfield	Jeff Bergfeld			

BLM Recertification Evaluation

The BLM Recertification Evaluation Form can be found online at:

https://www.nifc.gov/training/Standards/BLMRecertificationEvaluationForm_2016.pdf

Instructions for filling out the form

Employee will fill out the top portion of the form on page 1. It is recommended that this be done prior to fire season for each position that you wish to recertify in.

The date of last assignment should be the last time you performed in this position so the certifying official can see how many years it has been since you last performed.

The employee will then take the form to the certifying official, who will decide if there will be any optional requirements in addition to the mandatory requirement.

The employee and certifying official will then both sign and date the form to show what has been agreed upon for recertification requirements.

The employee will take the form with them on their assignment and give it to the evaluator who will fill out page 2. At the completion of the assignment, both evaluator and trainee will sign the bottom of this page.

The employee will then take the evaluation back to the certifying official who will fill out the Final Agency Certification on the bottom of page 1.

This form will then be turned into the IQCS account manager for entry into IQCS and filling in the official fire folder.