

QUICK REFERENCE FOR IQCS

Draft, March 8, 2005

GENERAL SEQUENCE FOR UPDATING IQCS

Note: These instructions assume you will be verifying qualifications by justifying Competencies, rather than justifying positions in the Incident Qualification Screen.

1. Get reference materials:
 - * Print copies of the **Quick Navigator** from the **Training Manual**, on the web site.
 - * Click on **Dispatcher Docs** from the web site to print copies of **Course Tables, Organization Codes, and Position Codes**.
 - * Have a current copy of the 5109.17, and the IQCS Training Manual available. (For other than Forest Service, use 310-1.)

Note: You will need to enter all your dispatch Unit ID's for all your responders. Refer to the IQCS web page for instructions.

2. Print a list of the responders associated with your host unit ID's (Page 3). Compare this with your list of folks that should be in IQCS. Search for those folks that don't show up, and if that fails, have the Help Desk search for them and restore them to your organization. You can then update their personal and job information (page 4). If they don't exist, you'll have to create them (Page 11). If they are no longer with you, make them INACTIVE (Page 9).
3. Enter all the **Incidents** in your dispatch area of influence, possibly for the last couple of years (Page 17).
4. To update an individual responder:
 - * Go into the **Incident Qualification Card** screen and turn off (unclick) all the **Administrative Actions**. This will allow the program to determine qualifications according to attained competencies. (Page ***) *Note that you must Save, exit the screen, and re-enter the same screen in order for the update to be reflected in the other screens.*
 - * Print a **Master Record** for the individual, (to determine any errors which occurred in the upload to IQCS process) (Page 19).
 - * Print a **Responder to Role Matching** report. This will indicate what "competencies" are attained or missing for the individual (Page 21).
 - * Enter all the **Training** for the responder (Page 22). You **no longer** need to enter them in the **Competencies** screen as well.
 - * Enter all the **Task Books** for the responder (Page 24).
 - * Go into **Incident Qualifications Card**, and certify positions that are accurately showing as qualified (Page 29).
 - * Enter all the **Experience** for the responder (Page 31).
 - * Run the Responder to Role Matching report again. Obtain documentation and correct any **Competencies** for the responder that you can (page 35). **Note:**

To do this correctly, you should go back to the earliest qualification leading to the current qualifications. FFT2, or EDRC, for example.

- * Continue to run the **Responder to Role Matching** and **Master Record** reports as needed. Correct the information in the **Competencies** screen (**Training** and **Task Book** screens, as appropriate), until the data accurately reflects the responder's qualifications.
- * Last step is to verify all the information in **Incident Qualifications Card**, and print off a **Master Record** and clean **Responder to Role Matching** report for the responder's folder.
- * **CELEBRATE!**

General information to be aware of:

- * **Completed training must appear in two places: Training History, and Competencies. This will happen automatically when the Enterprise Learning portion is fully functional. Until then, any training that was not automatically uploaded from another qualification system must be entered manually in both places.**
- * **Only training entered in Training History will show up on the Master Record.**
- * **Only training entered in Competencies will show up on the Responder to Role Matching report.**
- * **If training only shows in the training history, it will not count toward qualifying a person for a position.**
- * **Training that has actually occurred is entered in both places. Training that is just a competency because of grandfathering or equivalency courses, does not get entered in the training history. The same is true of Task Books.**
- * **If a Task Book is entered under "Task Books", it will also show up under "Competencies" (unlike training). The only time you will have to enter it under Competencies, is when a responder was qualified prior to the requirement for Task Books, and they don't actually have one.**

LOG ON TO IQCS:

<http://iqcs.nwcg.gov/>

1. Click on Login
2. Enter your user ID & Password and click on **Sign In** button
3. This will bring you to the IQCS menu.

Note: If you type in your password incorrectly more than twice, you may get logged out, and will have to call the Help Desk for a new one.

To Print a List of Your Responders

Navigate to: **Workforce Administration>Job Information>Job Data**

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: [begins with] []
Name: [begins with] []
Last Name: [begins with] []
Department SetID: [begins with] []
Organization ID: [begins with] []
Unit ID: [begins with] []

Include History Correct History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

1. Type in the **Unit ID** (ex. – MT-HNF), and **Organization ID** (01120002) for your organization. This will allow you to pull a list by District, for example. The search function will only pull up 300 responders at a time, so it's recommended to break them out.

Note: If you use the *between* function, (A – H, for example), it won't include the A or H, so it's difficult to get a complete list.

2. Click on the **Search** button.
3. In your **Search Results**, click on the **Last Name** column header, to put the list in alphabetical order,

EmpID	EmpID	First Name	Last Name	Department SetID	Organization ID	Unit ID
00002203148 0	00002203148 0	Abbott, Darwin	ABBOTT	F8000	01120002	MT-HNF
00002204112 0	00002204112 0	Beaver, Lynn	BEAVER	F8000	01120002	MT-HNF
00002204803 0	00002204803 0	Beaver, Terry	BEAVER	F8000	01120002	MT-HNF
00002202968 0	00002202968 0	Biehler, Deana	BIEHLER	F8000	01120002	MT-HNF
00002203745 0	00002203745 0	Brodhead, Mark	BRODHEAD	F8000	01120002	MT-HNF
00002204807 0	00002204807 0	Brodhead, Dave	BRODHEAD	F8000	01120002	MT-HNF
00002201058 0	00002201058 0	Burt, Steven	BURT	F8000	01120002	MT-HNF
00002003152 0	00002003152 0	Bush, Anna	BUSH	F8000	01120002	MT-HNF
00002204981 0	00002204981 0	Carpenter, Martin	CARPENTER	F8000	01120002	MT-HNF
00002203738 0	00002203738 0	Casely, Janis	CASEY	F8000	01120002	MT-HNF
00002202942 0	00002202942 0	Casely, Don	CASEY	F8000	01120002	MT-HNF
00002206123 0	00002206123 0	Costain, Brent	COSTAIN	F8000	01120002	MT-HNF
00002210782 0	00002210782 0	Cuneco, Jeff	CUNECO	F8000	01120002	MT-HNF
00002206222 0	00002206222 0	Daly, Teresa	DALY	F8000	01120002	MT-HNF
00002202598 0	00002202598 0	Danielson, Amber	DANIELSON	F8000	01120002	MT-HNF
00002201818 0	00002201818 0	Donnellon, Paul	DONNELLON	F8000	01120002	MT-HNF
00002203474 0	00002203474 0	Donnison, Orest	DONNISON	F8000	01120002	MT-HNF
00002102128 0	00002102128 0	Dutton, Cory	DUTTON	F8000	01120002	MT-HNF
00002203468 0	00002203468 0	Eberley, Colleen	EBERLEY	F8000	01120002	MT-HNF
00002202072 0	00002202072 0	Feller, Lindsey	FELLER	F8000	01120002	MT-HNF
00002202824 0	00002202824 0	Fleisher, Katie	FLEISHER	F8000	01120002	MT-HNF
00002206784 0	00002206784 0	Gilbert, Rosly	GILBERT	F8000	01120002	MT-HNF
00002202901 0	00002202901 0	Ginserv, Matt	GINSERV	F8000	01120002	MT-HNF

3. Print the list from the Internet Explorer menu bar. Repeat for each unit in your organization.

To Update information for Responders Restored or Transferred to Your Area

TO UPDATE PERSONAL INFORMATION:

Navigate to: **Workforce Administration > Personal Information > Biographical > Update Personal Information**

Note – before updating Personal Data, discuss with your supervisor which fields should be updated and which can be left blank. It may not be necessary or even desirable to enter all the fields.

1. From the **Update Personal Information** search screen, search for the employee by entering information in the **Unit ID, Last Name, or EmplID boxes** as appropriate.

Search Results

EmplID	Empl Rcd Nbr	Name	Last Name	Department SetID	Organization ID	Unit ID
000010001290		Finlev,Carl	FINLEY	BLM00	INAC	(blank)
000010022350		Finlev,David	FINLEY	BLM00	INAC	(blank)
000010154260		Finlev,Beverly	FINLEY	BLM00	INAC	(blank)
000010154270		Finlev,David	FINLEY	BLM00	INAC	(blank)
000010154280		Finlev,Peter	FINLEY	BLM00	INAC	(blank)
000010213400		Finlev,Howard	FINLEY	BLM00	INAC	(blank)
000010331520		Finlev,Karen	FINLEY	BLM00	INAC	(blank)
000010423760		Finlev,Brent	FINLEY	BLM00	INAC	(blank)
000010452960		Finlev,Brian	FINLEY	BLM00	INAC	(blank)
000010481990		Finlev,Richard	FINLEY	BLM00	INAC	(blank)
000010482010		Finlev,Oscar	FINLEY	BLM00	INAC	(blank)
000010483040		Finlev,Donald "DUKE"	FINLEY	BLM00	INAC	(blank)
000010484170		Finlev,Floyd	FINLEY	BLM00	INAC	(blank)
000010484850		Finlev,Clarence	FINLEY	BLM00	INAC	(blank)
000010484860		Finlev,Clarence	FINLEY	BLM00	INAC	(blank)
000010484870		Finlev,Frank	FINLEY	BLM00	INAC	(blank)

2. Click on the yellow **Search** button and select the employee.
3. You can also bring up a list of responders by **Organization ID** (District, for example, as described in the **Print a List of Responders** section earlier in the document.

Note that in all the tabs, you should use the + button to update information so historical data is maintained.

Name History Tab

Update Personal Information - Microsoft Internet Explorer provided by USDA Forest Service

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address [https://iqcs.nwcg.gov:8443/pspp/shrprd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).PERSONAL_DATA.GBL](https://iqcs.nwcg.gov:8443/pspp/shrprd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).PERSONAL_DATA.GBL) Go Links

IQCS Home Worklist Add to Favorites Sign out

[New Window](#) | [Help](#)

Name History | [Address History](#) | [Activity - 5 Year](#) | [Birthdate](#)

EmpID: 00002204862 Employee

Name Type Find First 1 of 1 Last

*Type of Name: Primary + -

Name History Find First 1 of 1 Last

*Effective Date: 01/01/1940 + -

Format Using: USA United States Refresh the Name Field

Person Name

Prefix: []

First: Rosanna Middle: []

Last: Finley Suffix: []

Name: Finley,Rosanna

Save Return to Search Next in List Previous in List Notify Previous tab Next tab Refresh Update/Display Include History Correct History

[Name History](#) | [Address History](#) | [Activity - 5 Year](#) | [Birthdate](#)

Start | Internet 10:41 AM

1. In the **Type of Name** field, you can select either **Primary** or **Preferred**.
2. Select the appropriate **Effective Date** using the calendar button, and edit the **Person Name** fields.

Address History Tab

The screenshot shows the 'Update Personal Information' page in Microsoft Internet Explorer. The browser address bar shows the URL: [https://iqcs.nwgc.gov:8443/psp/psprpd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).PERSONAL_DATA.GBL](https://iqcs.nwgc.gov:8443/psp/psprpd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).PERSONAL_DATA.GBL). The page header includes the IQCS logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, and Help.

The main content area has tabs for Name History, Address History (selected), Activity - 5 Year, and Birthdate. The employee information is: Finley, Rosanna, Employee, EmpID: 00002204862.

The 'Address Type' section has a dropdown menu set to 'HOME' and a '+ -' button.

The 'Address History' section has a table with one entry:

*Effective Date:	*Status:
01/01/1940	Active

Below the table, there are fields for Country (USA, United States) and Address (empty). An 'Edit Address' link is present.

The 'Phones' section has a table with four rows:

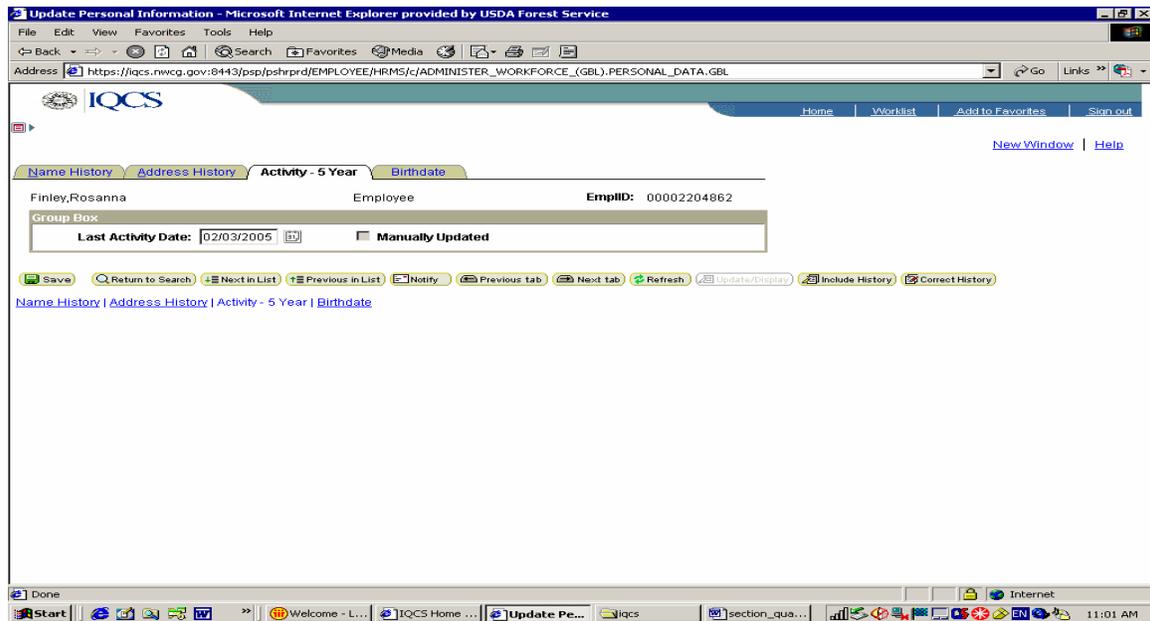
*Phone Type	Telephone
Business	406 4495475
Home	406 9338258
Other	
Pager 1	

The 'Email Addresses' section has a table with two columns: *Email Type and *Email Address.

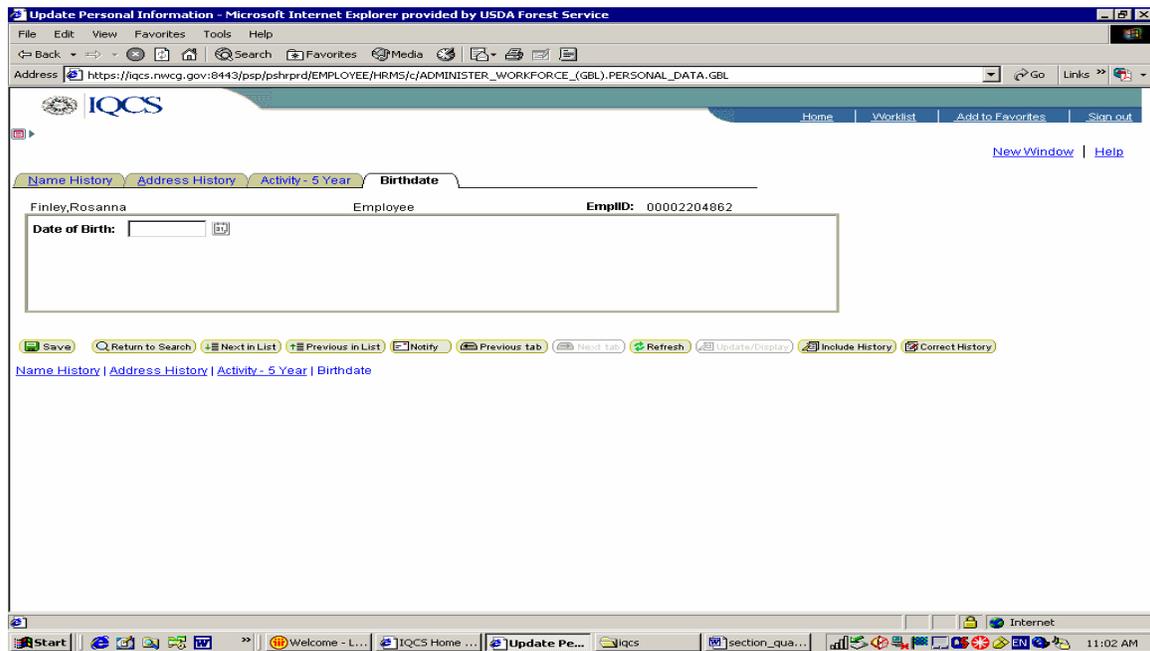
1. Click on the **+** button to add new Home, Business, or Mail **Address Types**.
2. Continue to use the **+** buttons to update information in the **Address History**, **Phones**, and **Email Addresses** fields.
3. Be sure to select the appropriate new **Effective Dates**, and accept the **Status** as **Active**.
4. If there is historical address data, click on the **Correct History** button, and select **View All** from the **Address History** header. For information that is no longer current, change the **Status** to **Inactive**, and change the **Effective Date** to reflect the current status.
5. Click on the **Save** button.

Activity 5 – Year Tab

Note – The **Last Activity Date** field should change to today's date automatically.



Birthdate Tab



1. Use the calendar button to select the **Date of Birth**, and click on the **Save** button.

TO UPDATE JOB INFORMATION:

Navigate to: **Workforce Administration > Job Information > Job Data**

Note – before updating Job Data, discuss with your supervisor which fields should be updated and which can be left blank. It may not be necessary or even desirable to enter all the fields.

1. From the **Update Job Information** search screen, search for the employee by entering information in the **Unit ID, Last Name, or EmplID** boxes as appropriate. (See screen capture in #1 above, **page 4**).

Job Data - Microsoft Internet Explorer provided by USDA Forest Service

Address: https://iqlcs.nwcg.gov:8443/pspp/shrprd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Work Location | Job Information | Salary Plan | Employment Information | Job Groups

Finley, Rosanna Employee EmplID: 00002204862 Empl Rcd#: 0

Work Location Find First 1 of 1 Last

Employee Status: Active Date Created: 01/01/1940

*Effective Date: 01/01/1940 Effective Sequence: 0 *Job Indicator: Primary Job

Action/Reason Hire STC Status Change

Regulatory Region: USA United States

Company: WCG Natl Wildfire Coordinating Grp

*Setid: FS000 Forest Service

*Organization ID: 01120000 Helena National Forest Org Entry Date: 01/01/1940

Unit ID: MT-HNF Helena National Forest

Supervisor ID:

Admin Location

Setid / Location: NWCGR | MT0035 Helena National Forest

Duty Station

Setid / Location:

Dispatch Unit Id: MT-HDC Helena Dispatch Center

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History Correct History

Work Location | Job Information | Salary Plan | Employment Information | Job Groups

Start | Welcome - L... | IQCS Home ... | Job Data - ... | iqlcs | section_qua... | Internet | 12:15 PM

2. See **To Add a New Account** on **page 11** of this document. Note that some of the tabs in the Job Data screen correspond to the tabs in the **Hire Employee** screen shown on **page 11**. Refer to the instructions starting on **page 14** to update information in the **Work Location, Job Information, Salary Plan, Employment Information** and **Job Groups** as appropriate.
3. Update **Effective Date** and **Status** as appropriate.

Important note – Unlike adding a new account, you should use the + buttons to add new rows of data, and preserve historical data.

3. Click on the **Search** button next to **Organization ID**, and the **Look Up Organization ID** screen will be displayed.
4. Type in **INAC** next to **Organization ID**, and click on the yellow **Look Up** button, as shown below.
5. Click to select **INAC** in the **Search Results**, under **Organization Description** at the bottom of the screen.

Look Up Organization ID

SetID: FS000

Organization ID:

Company:

Location SetID:

Location Code:

Manager ID:

Budget with Department:

Description:

[Basic Lookup](#)

Search Results

View All First 1 of 1 Last

Organization ID	Description
INAC	Inactive Employee

6. When you have returned to the **Job Data** screen, click on the yellow **Save** button on the bottom of the screen.

To Add a New Account

Navigate to **Workforce Administration>Increase Workforce>Hire Employee**

Note – before entering new account data, discuss with your supervisor which fields should be updated and which can be left blank. It may not be necessary or even desirable to enter all the fields.

The screenshot shows the 'Hire Employee' web application. The browser title is 'Hire Employee - Microsoft Internet Explorer provided by USDA Forest Service'. The address bar shows the URL: [https://iqcs.nwcg.gov:8443/psr/prd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).JOB_DATA_HIRE.GBL](https://iqcs.nwcg.gov:8443/psr/prd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA_HIRE.GBL). The page features a navigation menu with tabs: Name History, Address History, Birthdate/NID, Work Location, Job Information, Salary Plan, and Employment Information. The 'Name History' tab is active. The form displays 'EmplID: NEW' and 'Employee'. Under 'Name Type', the 'Type of Name' is set to 'Primary'. The 'Name History' section shows an 'Effective Date' of 10/26/2004. Below this, there are fields for 'Format Using' (USA, United States) and a yellow 'Refresh the Name Field' button. The 'Person Name' section includes fields for 'Prefix', 'First', 'Middle', 'Last', and 'Suffix', with a 'Name:' label below. At the bottom, there are buttons for 'Save', 'Notify', 'Previous tab', 'Next tab', 'Refresh', and 'Add'.

Note – It's a good idea to minimize the navigation window.

Name History tab

1. Accept all defaults except fields described below. (You can ignore **Prefix**.)
2. Type in the **First**, **Middle** (if available) and **Last Name** of the employee.
3. Click on the yellow **REFRESH THE NAME FIELD** bar.
4. **Do not click the Save button until all tabs are complete.**

Address History tab

The screenshot shows a web browser window titled "Hire Employee - Microsoft Internet Explorer provided by USDA Forest Service". The address bar shows the URL: [https://iqcs.nwcg.gov:8443/psp/pshrprd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).JOB_DATA_HIRE.GBL](https://iqcs.nwcg.gov:8443/psp/pshrprd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA_HIRE.GBL). The page header includes the IQCS logo and navigation links: Home, Worklist, Add to Favorites, Sign out.

The main content area has several tabs: Name History, **Address History**, Birthdate/NID, Work Location, Job Information, Salary Plan. The "Address History" tab is active, showing "EmplID: NEW".

The "Address Type" section has a dropdown menu set to "HOME". Below it is the "Address History" section with the following fields:

- *Effective Date: 10/26/2004
- *Status: Active
- Country: USA United States
- Address: (empty text area)

There is a blue link "Edit Address" next to the address field. Below the address history section are sections for "Phones" and "Email Addresses", both with empty input fields and dropdown menus.

At the bottom of the form, there are buttons for Save, Notify, Previous tab, Next tab, Refresh, and Add. A navigation bar at the very bottom contains links: Name History | Address History | Birthdate/NID | Work Location | Job Information | Salary Plan | Employment Information.

1. Skip the address information.
2. Fill in the phone information section. Select **Phone Type (Business**, for employees, and **Home** or **Cell** for AD's), and type in the phone number, including the area code.

Birthdate/NID Tab

Hire Employee - Microsoft Internet Explorer provided by USDA Forest Service

Address: https://iqcs.nwcg.gov:8443/psppshprpd/EMPLOYEE/HRMS/cjADMINISTER_WORKFORCE_(GBL).JOB_DATA_HIRE.GBL

IQCS

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Name History | Address History | **Birthdate/NID** | Work Location | Job Information | Salary Plan

EmplID: NEW

Date of Birth:

National ID

Country	National ID Type	Description	National ID	Primary ID
USA	PR	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>

Save | Notify | Previous tab | Next tab | Refresh | Add

[Name History](#) | [Address History](#) | [Birthdate/NID](#) | [Work Location](#) | [Job Information](#) | [Salary Plan](#) | [Employment Information](#)

1. Click on the calendar button to select **Date of Birth**. Use **01/01/1980**, if the birthdate is unknown. It can be changed later.
2. Accept all other defaults, and enter the Social Security number under **National ID**.

Work Location Tab

The screenshot shows a web browser window titled "Hire Employee - Microsoft Internet Explorer provided by USDA Forest Service". The address bar shows the URL: https://iqaqs.nwcc.gov:8443/psp/pshrprd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA_HIRE.GBL. The page has a blue header with the IQCS logo and navigation links: Home, Worklist, Add to Favorites. Below the header are tabs: Name History, Address History, Birthdate/NID, Work Location (selected), Job Information, Salary Plan, and Employment Information. The main content area is titled "Work Location" and contains the following fields:

- Employee Status: Active
- Effective Date: 10/29/2004
- Effective Sequence: 0
- Date Created: 10/29/2004
- Action/Reason: Hire
- Job Indicator: Primary Job
- Regulatory Region: USA
- Company: WCG
- Setid: FS000
- Organization ID: 01120004
- Unit ID: MT-HNF
- Supervisor ID: (empty)
- Org Entry Date: 10/29/2004
- Admin Location: Setid / Location: NWCGL / MT0043
- Duty Station: Setid / Location: NWCGL / MT0043
- Dispatch Unit ID: MT-HDC

At the bottom of the form are buttons: Save, Notify, Previous tab, Next tab, Refresh, and Add. Below the buttons are navigation links: Name History | Address History | Birthdate/NID | Work Location | Job Information | Salary Plan | Employment Information.

1. Accept the default value for **Effective Date**.
2. Consult your Supervisor before selecting an **Action/Reason**. **Hire** is generally correct for new employees.
3. Accept all the defaults except the following:
4. **Setid** - Use the search button to select (**FS0000**, for example).
5. **Organization ID** - Use the search button to select the appropriate District (Helena National Forest for SO employees, and AD's, for example).
6. **Unit ID** - Use the search button to select (Helena National Forest, for ex).
7. Under **Admin Location**, **Setid** - use the search button to select.
8. Under **Admin Location**, **Location**, click on the search button. In the **Location Code** box, type in **MT**, and click the yellow **Look Up** button. Select the appropriate District, (or Helena National Forest for SO employees, for ex).
9. Fill in the **Duty Station** information to match the **Admin Location** (unless the person is on detail to another location).
10. For **Dispatch Unit ID**, click on the search button. Type MT-HDC in the **Unit ID** box, and click the yellow **Look Up** button. Select **MT-HDC**.
11. Accept all other defaults.

Job Information Tab

Hire Employee - Microsoft Internet Explorer provided by USDA Forest Service

Address: https://iqcs.nwcg.gov:8443/psppshprpd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA_HIRE.GBL

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Name History | Address History | Birthdate/NID | Work Location | **Job Information** | Salary Plan

EmplID: NEW Empl Rcd#: 0

Job Information		Find	First	1 of 1	Last
Effective Date:	10/29/2004	Effective Sequence:	0	Job Indicator:	Primary Job
Action / Reason:	Hire	Current			
*Job Code:	<input type="text"/>	Entry Date:	<input type="text"/>		
Empl Kind:	<input type="text"/>	*Full/Part:	Full-Time		

Save Notify Previous tab Next tab Refresh Add

Name History | Address History | Birthdate/NID | Work Location | Job Information | Salary Plan | Employment Information

1. This information must come from the Personnel Office. Only the **Job Code** and **Full/Part** are required fields.
2. **Full/Part** will generally be **0462A** for Forestry Tech, but consult with your supervisor.
3. Select **Full-Time** or **Part-Time** as appropriate.

Salary Plan Tab

Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- Workforce Administration
 - Increase Workforce
 - Hire Employee**
 - Add Non-Employee
 - Personal Information
 - Job Information
 - Responder Information
 - Self Service Transactions
 - Workforce Reports
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring
 - Set Up HRMS
 - IQCS Setup Tables
 - Worklist
 - Application Diagnostics
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My Dictionary

Name History | Address History | Birthdate/NID | Work Location | Job Information | **Salary Plan** | Employment Information

EmplID: NEW Empl Rcd#: 0

Salary Plan Find First 1 of 1 Last

Effective Date: 10/29/2004 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Hire Current

Salary Administration Grade:

Plan:

1. It is not required to change any of these fields. Accept the defaults.

Employment Information Tab

Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
- Workforce Administration
 - Increase Workforce
 - Hire Employee**
 - Add Non-Employee
 - Personal Information
 - Job Information
 - Responder Information
 - Self Service Transactions
 - Workforce Reports
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring
 - Set Up HRMS
 - IQCS Setup Tables
 - Worklist
 - Application Diagnostics
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My Dictionary

Name History | Address History | Birthdate/NID | Work Location | Job Information | Salary Plan | **Employment Information**

EmplID: NEW Empl Rcd#: 0

Home/Host: Home

Hire Date: Estimated Qualification End Dt: [] [BT]

Termination Date:

Rehire Date:

1. It is not required to change any of these fields. Accept the defaults. Click on the **Save** button when completely finished.

To Find or Create Incidents

Navigate to: **Workforce Administration > Responder Information > Incident Setup**

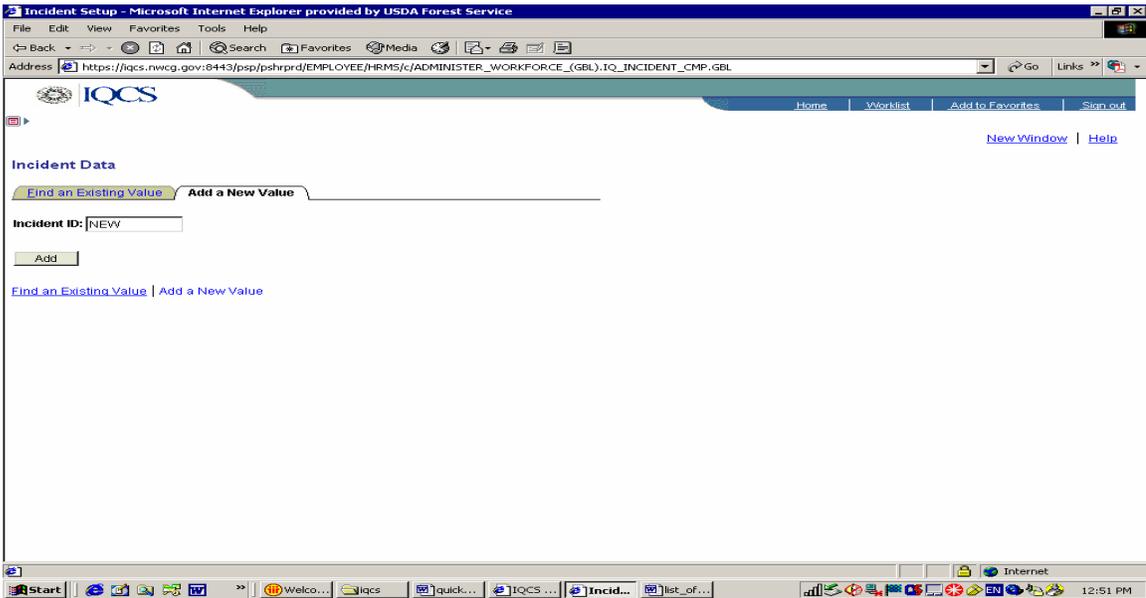
Note: Keep in mind, that although each Dispatch Center should enter their own incidents, it is possible, or even likely that someone else entered some of your incidents. It could have been entered several times, or not at all.

1. Search thoroughly for your incident. Keep the search simple, and remember that if someone else entered your incident it could be misspelled, or lack a **Unit ID**.
2. It is usually safe to search by **Year, State, and/or Incident Name**. In the example below, I search for the Boundary Fire. Click the **Search** button.

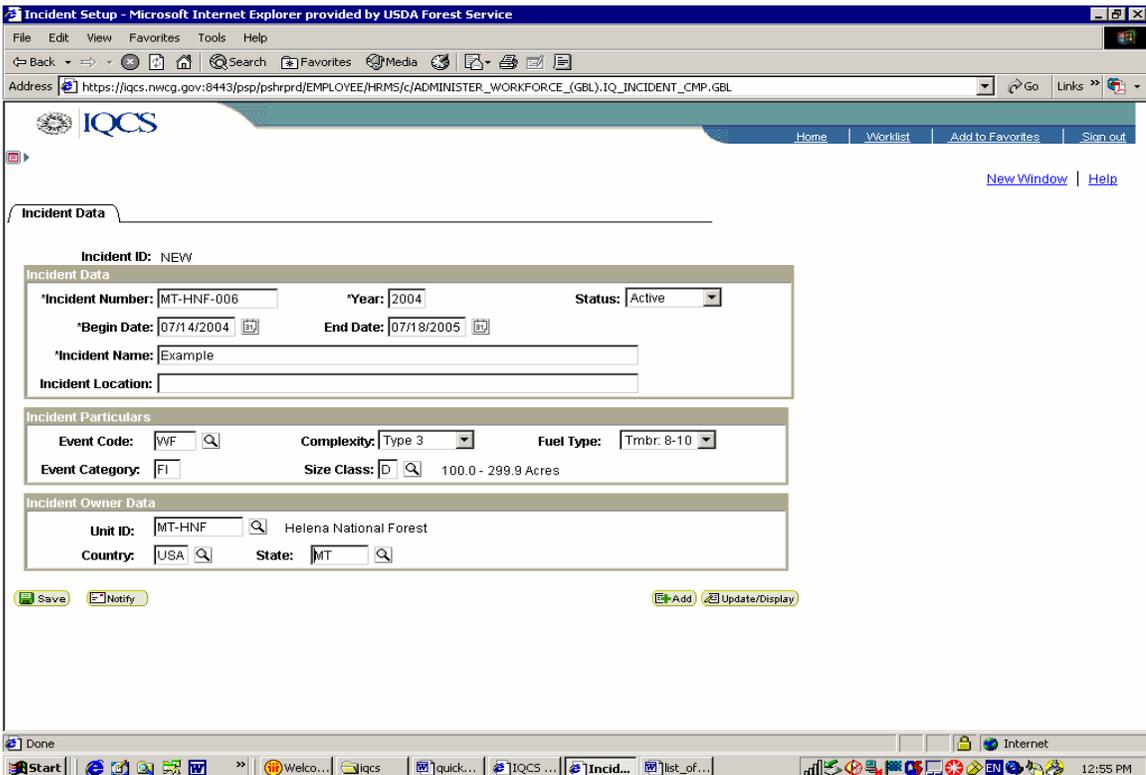
The screenshot shows the 'Incident Setup' web application in Microsoft Internet Explorer. The search criteria are: Incident ID (begins with), Incident Number (begins with), Year (2004), State (begins with), Incident Name (begins with boundary), and Unit ID (begins with). The search results table is as follows:

Incident ID	Incident Number	Year	State	Incident Name	Unit ID
00000004757	83	2004	NM	BOUNDARY	NM-SNF
00000006766	BE7E	2004	NV	BOUNDARY	NV-LVD
00000016127	BH9E	2004	TX	BOUNDARY	TX-LGR
00001701470	CONVERTED	2004	TN	BOUNDARY	(blank)
00000019557	AK-FAS-00193	2004	AK	BOUNDARY COMPLEX	AK-ASQ
00000005110	NM-EMP-	2004	NM	BOUNDARY PILES RX	NM-EMP
00000004151	A4SZ	2004	AK	Boundary	AK
00000004666	AK-FAS-000193	2004	AK	Boundary	(blank)
00000006333	ID-NPF-019	2004	ID	Boundary	ID-NPF
00000008810	ID-NPF-032	2004	ID	Boundary	ID-NPF
00000014663	AK-FAS-0193	2004	AK	Boundary	AK-AFS
00000004148	AK-FAS-000193	2004	AK	Boundary Fire	AK-AFS
00000002855	MT-KNF-027	2004	MT	Boundary Mountain	MT-KNF
00000019373	FL-BCP-103	2004	FL	Boundary RX	FL-BCP

2. Select the incident you want from the list.
3. If your incident needs to be created, click on the **Add a New Value** tab.



4. Click on the gray **Add** button, and the following screen will appear:



Note: Although it is each center's responsibility to enter their own incidents, it is possible for them to be entered by someone else, and possibly several times. So search thoroughly, and if several are found, try to select the one with the most accurate information.

5. Fill in as much information as you can, using the search functions and calendars, when applicable. Click on the **Save** button.

Note: You may want to create a generic Misc AB Incident, or Prescribed Fire incident for each year, instead of entering all your incidents. Consider including your agency in the Incident Name. (HNF Misc AB).

Turn Off Admin Actions

Note: This entire section is new

Navigate to: **Workforce Development > Competency Management > Incident Qualification Card > Incident Qualification Card.**

1. From the search screen, enter the appropriate **Unit ID, Last Name, or Empl ID** and click on the **Search** button to select the responder. This will take you to the **Qualifications** screen.
2. Unclick all the **Admin Action** check boxes.

Incident Qualification Card - Microsoft Internet Explorer provided by USDA Forest Service

Address: https://iqcs.nwccg.gov:8443/psprpd/EMPLOYEE/HRMS/c/MANAGE_COMPETENCIES_(GBL).IQ_RED_CARD.GBL

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Qualifications

EmplID: 00002203745 Bradway, Mick Last Print Date:

Cert Official: 00002204652 Ruby, Bret

FITCAT	Fitness Category	Arduous	Attained
RFSR	Fire Safety Refresher	Attained	05/22/2005

Priority	Print to Card	Certify Position	Position	Admin. Action	Exper Status	Previous Status	Position/Taskbook Expiration Date	Justification	Printed
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FALA Faller Class A	<input type="checkbox"/>	Q	Qualified	Unqualified 09/25/2006		<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FALB Faller Class B	<input type="checkbox"/>	Q	Qualified	Unqualified 09/25/2006		<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FFT1 Adv Firefighter/Squad Boss	<input type="checkbox"/>	Q	Qualified	Trainee 08/12/2009		<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FFT2 Firefighter	<input checked="" type="checkbox"/>	Q	Qualified	Unqualified 07/15/2009		<input type="checkbox"/>

Save Return to Search Notify Update/Display Include History Correct History

3. Click on the yellow **Save** button.
4. Go completely out of this screen by navigating to any other search screen in the **Menu**.
5. Go **back** into the **Incident Qualification Card** screen. **This is what updates the other screens.** You can now exit the **Incident Qualification Card** screen.

TO PRINT INDIVIDUAL MASTER RECORD

Navigate to: **Workforce Administration > Responder Information > Reports > Responder Master Record**

1. Click on the **Add a New value** tab. If you already have a **Run Control Id**, you can just search for it and use it over and over again.
2. Type in a new **Run Control ID** of your choice. (ex. master_jones),
3. Click on the **ADD** button. This will take you to the **Report Request Parameters** screen.

Responder Master Record (C028) - Microsoft Internet Explorer provided by USDA Forest Service

Address: https://iqcs.nwcg.gov:8443/pspp/shrprd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).IQ_RNCTL_C028.GBL

Run Control ID: hnf_01

Report Request Parameter(s)

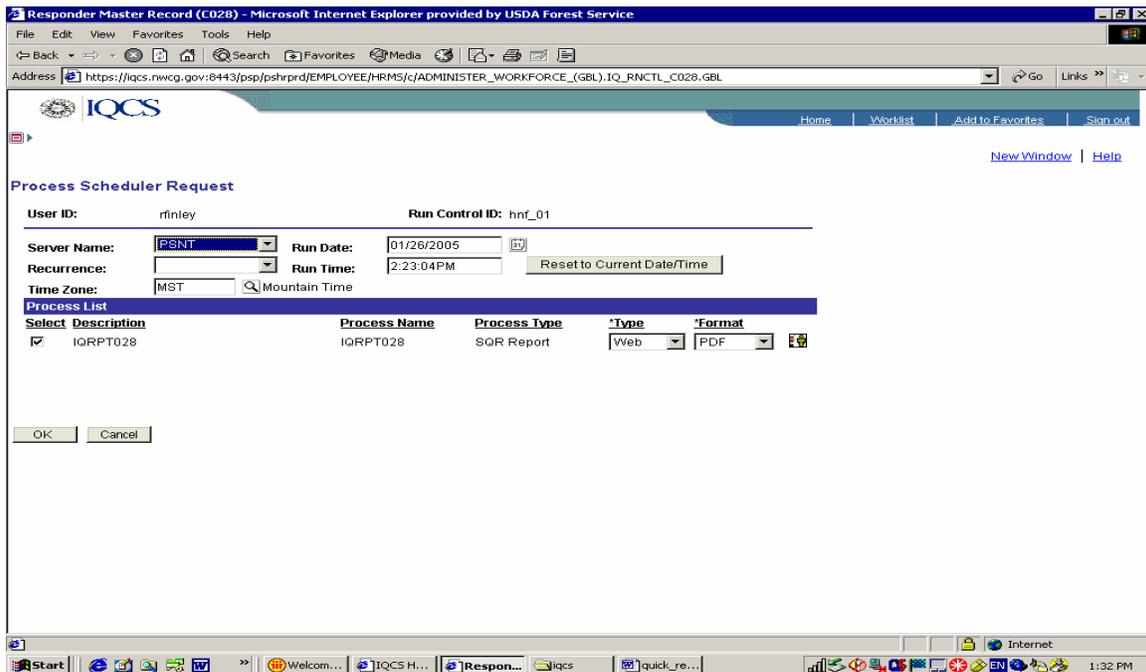
Print by Agency, Org or Unit

Print Report by Section

Individual Responder List

EmpID	Name
1	00002206784 Gilbert,Rocky

4. Note that there is no apparent option to select an **individual** master record. To get this option, click in the **Print by Agency, Org or Unit** box twice.
5. Click on the desired report elements.
6. Search for the individual by Employee ID or Name.
7. Click to select the employee.
8. Click on the **Run** option near the top of the screen. This will take you to the **Process Scheduler Request Screen**.



10. Accept the default **Run Time**. **Type** should be **web**, **Format** should be **PDF**, and **Server Name** should be **PNST**. Click **OK**. This will start the report and return you to the **Report Requests Parameter's** screen (reference snapshot above).
11. Click on the blue **Process Monitor** button to check the status of your report. This will take you to the **View Process Request** screen.
12. When it displays **Success**, click on the blue **details** hyperlink.
13. At the Process Detail window, click on the blue **View Log/Trace** hyperlink.
14. In the **View Log/Trace** window, click on the PDF file in the **Name** field. Your report will open in PDF format, to be saved or printed.

IF YOU GET AN ERROR MESSAGE, DO THE FOLLOWING:

1. In your browser, click on **Tools**, and select **Internet Options**.
2. Select the **Advanced** tab.
3. Pull the scroll bar all the way to the bottom. Be sure the following check boxes are clicked **on**:

Use SSL 2.0, and Use SSL 3.0

4. Be sure the check box is clicked **OFF** for **Do not save encrypted pages to disc**. Click on **Apply** and **OK**.

To Print a Competency Report

Navigate to: **Workforce Development > Competency Management > Reports > Competencies > Responder to Role Match Report**

Note: For more detail and screen captures refer to Print Master Record above.

1. Click on the **Add a New value** tab. If you already have a **Run Control Id**, you can just search for it and use it over and over again.
2. From the **Report Request Parameters** screen, search and select the responder.
3. Click on the **Run** option near the top of the screen. This will take you to the **Process Scheduler Request Screen**.
4. Accept the default **Run Time. Type** should be **web**, **Format** should be **PDF**, and **Server Name** should be **PNST**. Click **OK**. This will start the report and return you to the **Report Requests Parameter's** screen. (reference snapshot above).
5. Click on the blue **Process Monitor** button to check the status of your report. This will take you to the **View Process Request** screen.
6. When it displays **Success**, click on the blue **details** hyperlink.
7. At the Process Detail window, click on the blue **View Log/Trace** hyperlink.
8. In the **View Log/Trace** window, click on the PDF file in the **Name** field. Your report will open in PDF format, to be saved or printed.

To Enter Training For a Responder

Note: You no longer need to enter training in both **Training (history)**, and **Competencies**. Training competencies will be updated automatically when entered in **Training (history)**.

Navigate to: **Workforce Development > Competency Management > Track Person Competencies > Training**

Training - Microsoft Internet Explorer provided by USDA Forest Service

Address: https://iqcs.nwcg.gov:8443/psp/pshrprd/EMPLOYEE/HRMS/c/MANAGE_COMPETENCIES_(GBL).TRN_STUDNT_CRS_DT1.GBL

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Training

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: begins with []

Name: begins with []

Last Name: begins with []

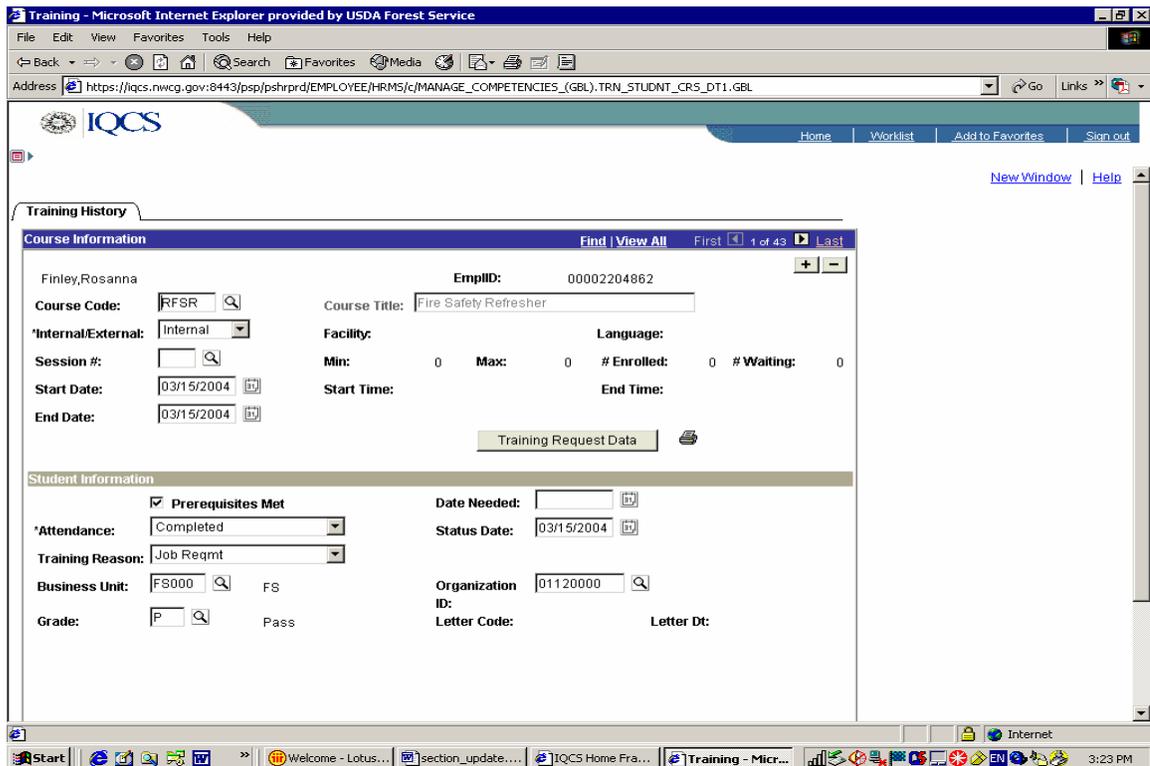
Department SetID: begins with []

Organization ID: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

1. From the **Training** search screen, search for the employee by entering information in the **Unit ID, Last Name, or EmplID** boxes as appropriate.
2. Click on the yellow **Search** button and select the employee.
3. You can also bring up a list of responders by **Organization ID** (District, for example, as described in the **Print a List of Responders** section earlier in the document.
4. From the **Training History** screen you can enter additional training by clicking on the gray plus sign in the top right corner of the screen.
5. Complete both the **Course Information** and **Student Information** portions of the screen.



4. In the Course Information portion, enter the **Course Code** and click on the search button. Select the appropriate code. (refer to **course Tables** printed from the home page).
5. Accept the default for the **Internal/External** field. Select a **Start Date** and **End Date**.
6. If the responder completed the training successfully, be sure to click on the **Prerequisites Met** check box.
7. In the **Attendance** box, select **Completed**, or whatever is appropriate. This will allow you to select an appropriate **Grade**.
8. Fill in other information as desired. Click the **Save** button.

Note: There is no condensed list of training completed in this screen. However the *Responder Master Record* reflects the training entered in this screen. You can see all the training entries in detail in the Training screen by clicking on the *View All* button at the top of the screen.

Training entered in this screen will automatically appear in the Competencies Screen.

Entering Task Books

Note: Position Task Books entered here will automatically load into the Competencies screen, including the certification, if applicable.

Be sure to enter information correctly – Task book information in this screen cannot be edited or deleted.

Navigate to: **Workforce Administration > Responder Information > Position Task Book.**

Task Book Initiation

1. From the search screen, type in the **Employee ID**, click **Search**, and select the responder. (For more information on the search function, see [page 3](#)). The following screen will appear:

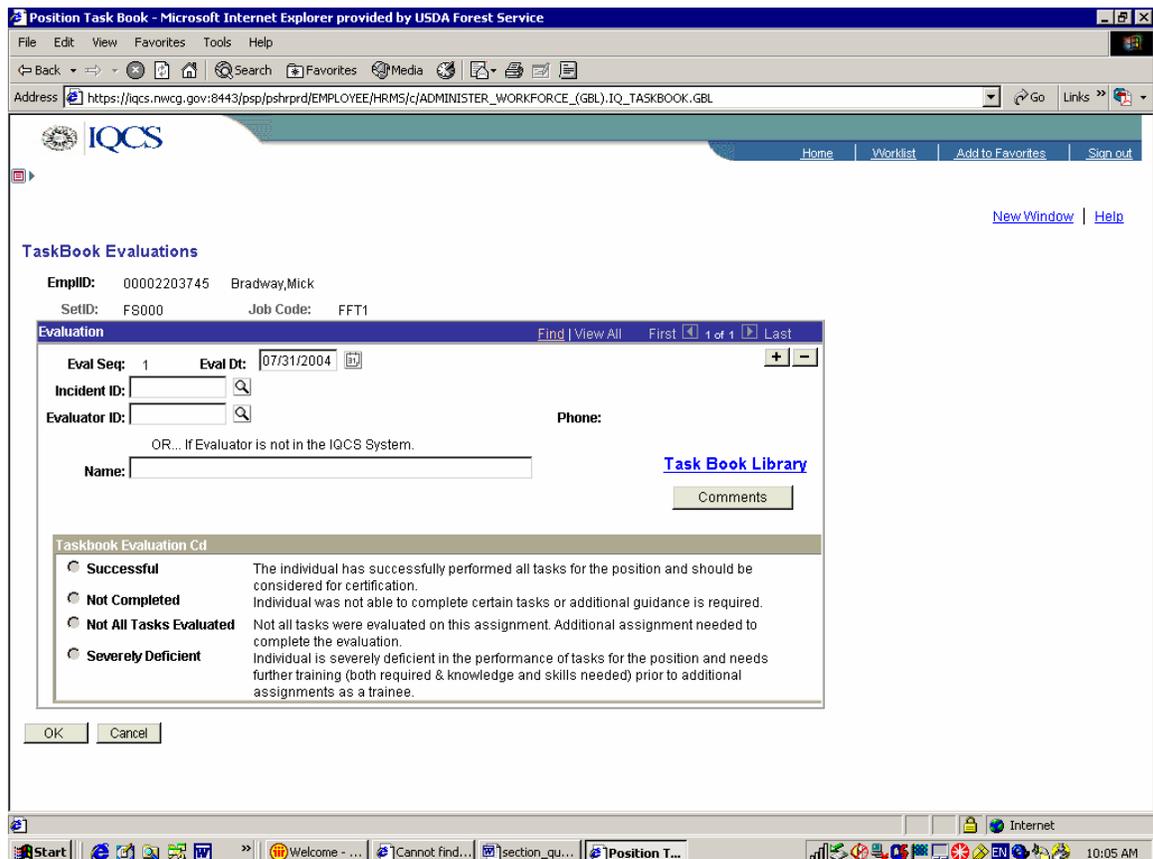
*SetID	*Job Code	Description	*Initiate Date	Status	Expire Date	Evaluation	
1	FS000	FFT1	Adv Firefighter/Squad Boss	Active	06/03/2004	06/03/2007	Evaluation + -
2				Active		Evaluation + -	
3	FS000	FFT2	Firefighter	Certified	05/18/2002		Evaluation + -

2. Click on the **+** button, and a new line of data will open. Search for the appropriate **SetID** and **Job Code** using the search buttons.
3. Select the date the Task Book was initiated by using the calendar button.

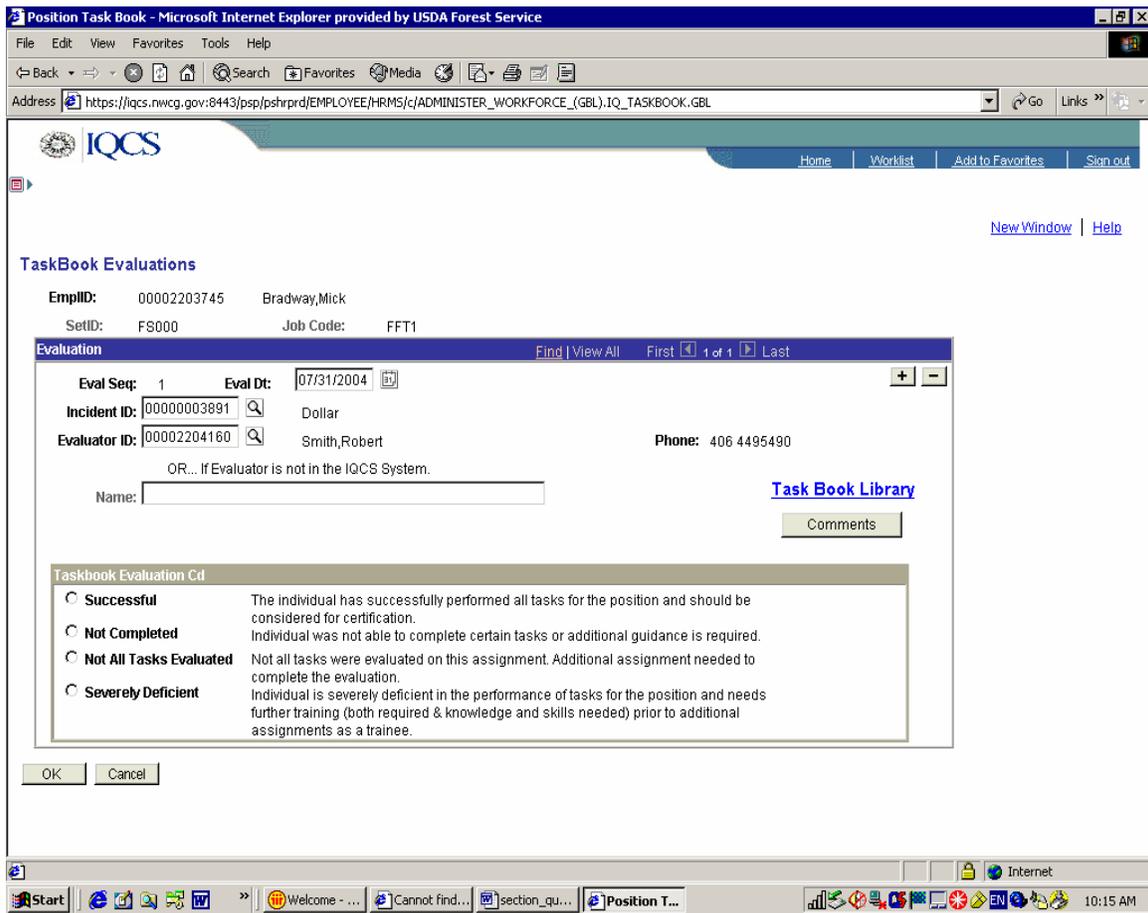
Entering the Evaluation Record

1. You must enter information from the Evaluation Record in the responder's Task Book. Use the evaluation which recommends the responder be certified.
2. Go to the **Incident Setup** screen to search for or create the incident, if it doesn't already exist. See "**To Find or Create Incidents**" on [page 17](#).

- When the incident has been created, go to the **Experience by Employee** screen to enter the certifying experience for the employee, If it hasn't already been entered. You can check by clicking on the **Experience Summary Tab**. See **"To Add Incident Experience"** on [page 31](#).
- Go back into the **Position Task Book** screen and click on the Evaluation button. The following screen will appear.

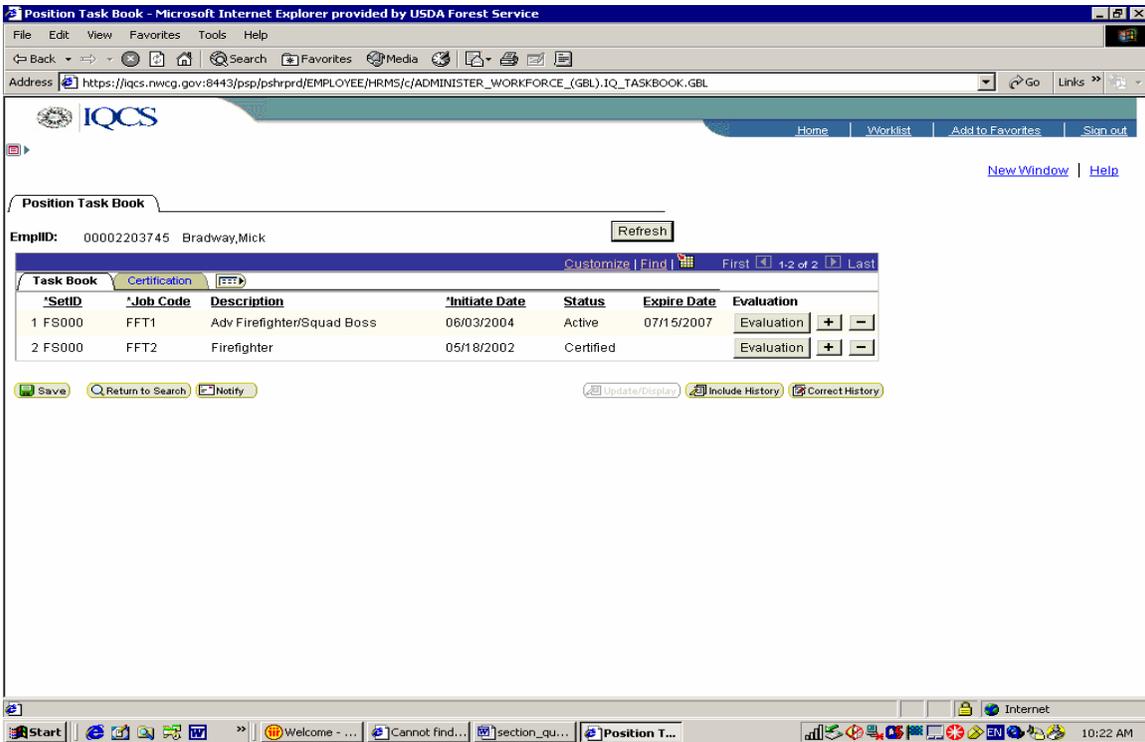


- Select the evaluation date using the **Calendar** button.
- Use the search button to look up the **Incident ID**. If you have entered the experience, chances are that IQCS will find the incident for you automatically.
- If a responder automatically uploaded from Red Card with an initiated, but not completed Task Book, the **Incident ID** search button will bring up **Conversion**, as an option. This will work if you don't have documentation of the responder's experience from the past.

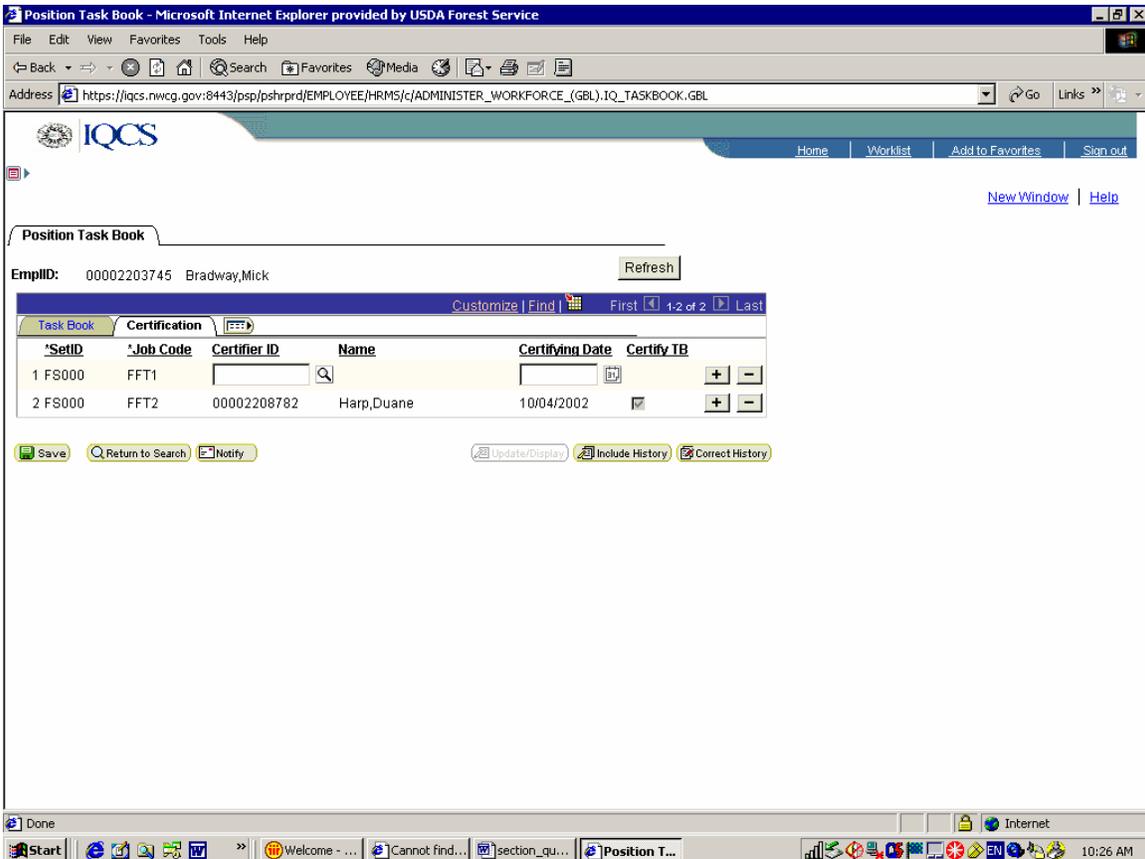


8. Search for the **Evaluator ID**, or type it in the **Name** field if the individual is not in IQCS. You can enter documentation by clicking on the yellow **Comments** button.
9. Select the appropriate radio button. If **Successful**, you will now be able to enter the final certification information. Click on the **OK** button to save your information. You may have to click on the **OK** button twice, to return to the **Position Task Book** screen.

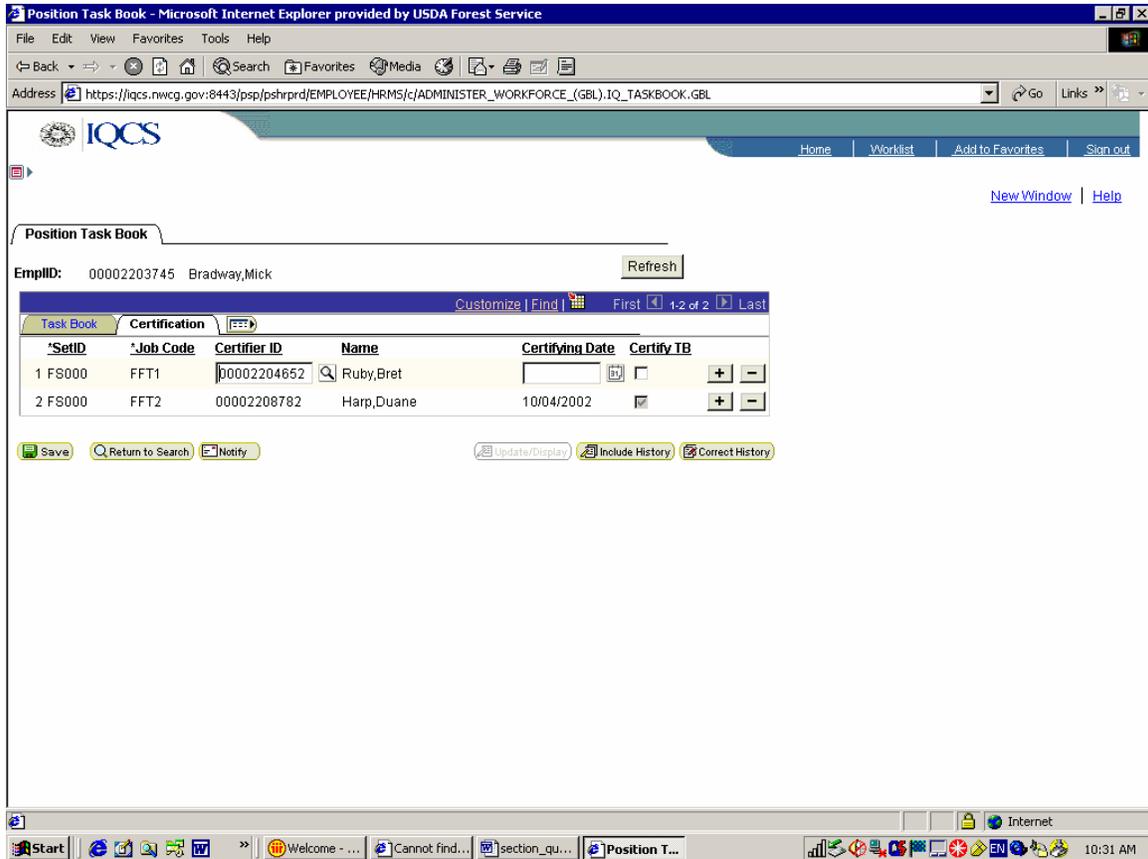
Final Agency Certification



1. Click on the **Refresh** button, and then select the **Certifications** tab. This will take you to the following screen:



- Note that a line of date has opened up for the appropriate **Job Code**; in this case FFT1.
- Use the search button to select the agency certifier from the **Agency Certification** box on the inside front cover of the Task Book. Note that once you select an appropriate agency certifier, the check box in the **Certify TB** is available to select.



- Use the calendar button to select the certification date, and click the **Certify TB** check box. Click on the **Save** button.
- The Task Book has also been automatically entered in the **Competencies** screen.

Troubleshooting

Situation: An FFT2 was qualified before the requirement to complete L-180. All his information was uploaded from Red Card. If you try to enter the task book information received after the upload, the system won't allow it if he hasn't had L-180.

Note that during the upload process, the system will automatically show him or her fully qualified, with a justification documenting that L-180 wasn't required.

It's not possible to enter task book information for someone who was qualified prior to a class requirement, if they haven't had the class.

Incident Qualification Card

Navigate to: **Workforce Development > Competency Management > Incident Qualification Card > Incident Qualification Card.**

Note: Changes in the Incident Qualification Card screen will not be reflected in the other screens until you Save, Exit, and re-enter the Incident Qualification Card screen.

1. From the search screen, enter the appropriate information and click on the **Search** button to select the responder. This will take you to the **Qualifications** screen.
2. In this screen you can certify positions, select which positions will print on the Qualification Card, select a **Priority** for the position, take Administrative Action, if necessary, and enter justifications.

The screenshot shows the 'Incident Qualification Card' web application in Microsoft Internet Explorer. The browser address bar shows the URL: [https://iqcs.nwcc.gov:8443/psprprd/EMPLOYEE/HRMS/c/MANAGE_COMPETENCIES_\(GBL\).IQ_RED_CARD.GBL](https://iqcs.nwcc.gov:8443/psprprd/EMPLOYEE/HRMS/c/MANAGE_COMPETENCIES_(GBL).IQ_RED_CARD.GBL). The page header includes the IQCS logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, and Help.

The main content area is titled 'Qualifications' and displays the following information:

EmpID: 00002203745 Bradway, Mick Last Print Date:
Cert Official: 00002204652 Ruby, Bret

Fitness and Refresher Status

FITCAT	Fitness Category	Arduous	05/17/2005
RFSR	Fire Safety Refresher	Attained	05/22/2005

Qualifications

Priority	Print to Card	Certify Position	Position	Admin. Action	Exper Status	Previous Status	Position/Taskbook Expiration Date	Justification	Printed
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FALA Faller Class A	<input type="checkbox"/>	Q	Qualified	Unqualified 09/25/2006		<input type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FALB Faller Class B	<input type="checkbox"/>	Q	Qualified	Unqualified 09/25/2006		<input type="checkbox"/>
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FFT1 Adv Firefighter/Squad Boss	<input type="checkbox"/>	Q	Qualified	Trainee 08/12/2009		<input type="checkbox"/>
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FFT2 Firefighter	<input checked="" type="checkbox"/>	Q	Qualified	Unqualified 07/15/2009		<input type="checkbox"/>

Buttons at the bottom: Save, Return to Search, Notify, Update/Display, Include History, Correct History.

3. You can certify a position (if their **Exper Status** is showing **Qualified**), by clicking on the **Certify Position** checkbox. If the responder is not determined to be qualified, the check box will not be available.
4. Check or uncheck in the **Print to Card** check box as appropriate.
5. When you are satisfied that all the correct positions are certified, you can type in a **Priority** number, as appropriate.

6. If the **Qualification Card** screen does not accurately reflect the responder's qualifications, you will need to run another **Responder to Role Matching** report to see which competencies are lacking. For a DIVS, for example, you will need to show all the competencies and prerequisites from FFT2 on.

Note: It is possible at this point to click on the Admin Action check box to over-ride the system and show a responder as qualified by entering a justification by the Certifying Official. However it is far preferable to track down missing pre-requisite documentation and use the Training, Task Book, and Competency screens so the Incident Qualification Card screen will reflect the responder's qualifications accurately.

You can also use the Admin Action checkbox in the Qualification Card screen to change a qualification from Qualified to Unqualified.

If a responder is still showing as a trainee when the data should reflect fully qualified, go to the IQCS home page and click on *Migrated Trainee Positions* hyperlink for a solution.

TO ADD INCIDENT EXPERIENCE

Experience by Employee

Navigate to **Workforce Administration>Responder Information>Experience By Employee**. To add multiple incident experiences for a single responder.

Note that you will not be able to enter experience for a position qualification that is not already certified in IQCS. You may need to correct this before continuing.

1. This will take you to the **Experience by Responder** search screen.

Experience by Employee - Microsoft Internet Explorer provided by USDA Forest Service

Address: https://iqcs.nwcg.gov:8443/psp/psprprd/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).IQ_ASSIGN_BY_EMPL.GBL

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Experience by Employee

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: [begins with] []

Name: [begins with] []

Last Name: [begins with] []

Department SetID: [begins with] []

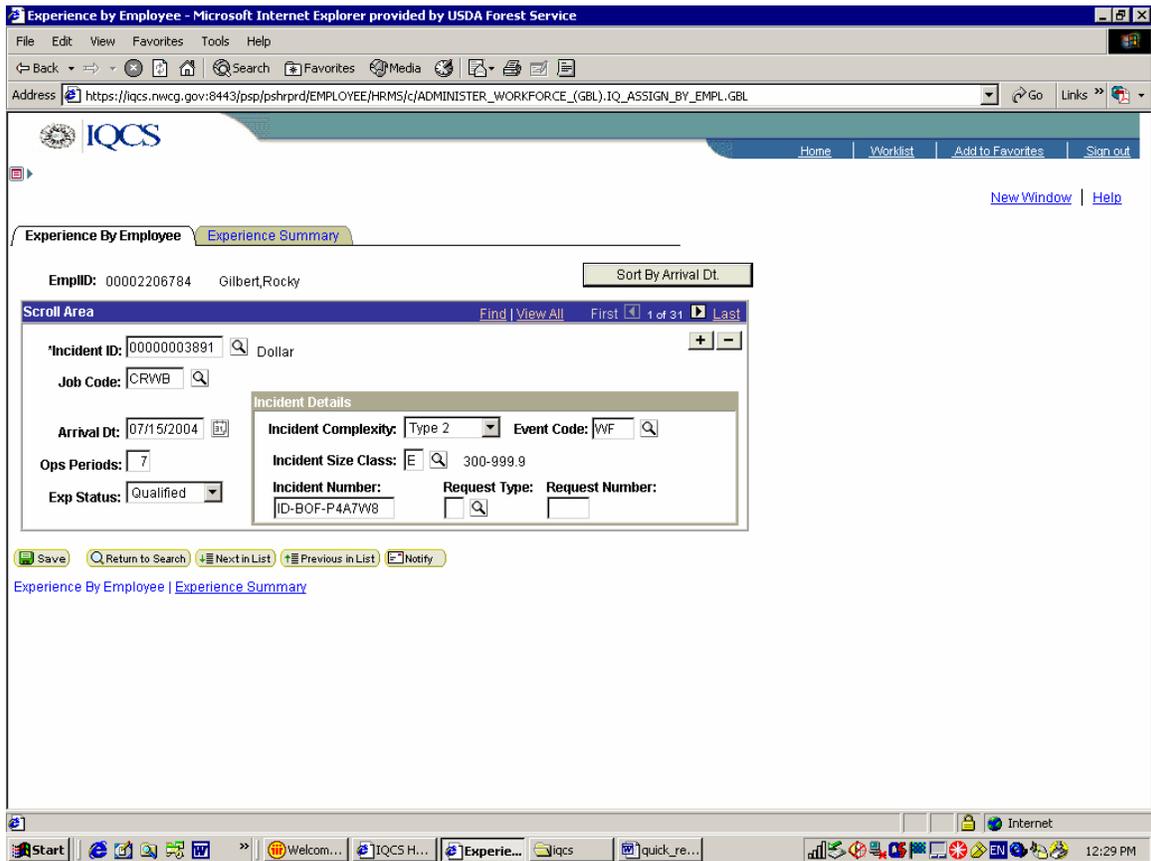
Organization ID: [begins with] []

Unit ID: [begins with] []

Case Sensitive

Search Clear Basic Search Save Search Criteria

1. Search for the employee by entering information in the **Unit ID, Last Name, or EmpID** boxes as appropriate.
2. Click on the yellow **Search** button and select the employee.
3. You can also bring up a list of responders by **Organization ID** (District, for example, as described in the **Print a List of Responders** section earlier in the document).
4. From the **Experience by Employee** tab, use the search button to search for the **Incident ID**.



8. Type in the **Job Code** that the individual performed (Example: DIVS), and click the **Search** button to select it.
9. Click on the calendar to select the **Arrival Date**.
10. Type in the # of **Operational Periods** performed in this position.
11. Use the down arrow to select **Experience Status** (Qualified or Trainee).
12. When complete, select the yellow **Save** button

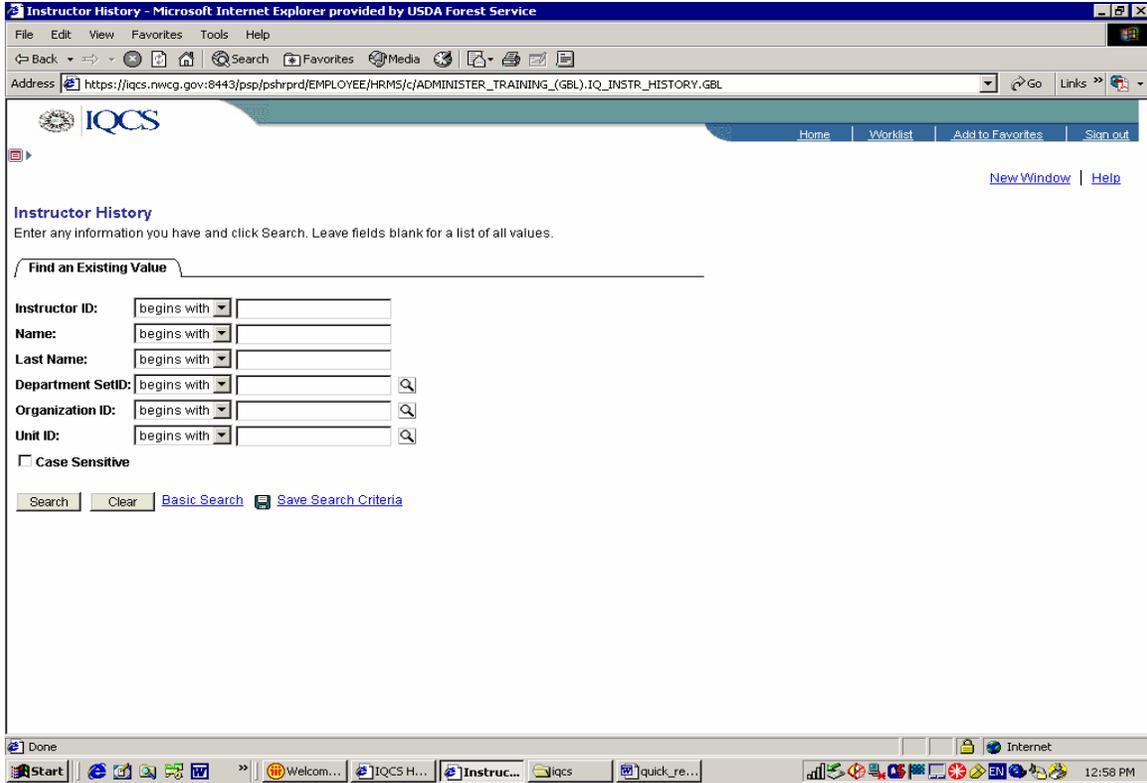
To select another responder, select the yellow **Return to Search** button.

To Enter Instructor Experience

Navigate to: **Enterprise Learning > Define Training Resources > Reports > Instructor History**

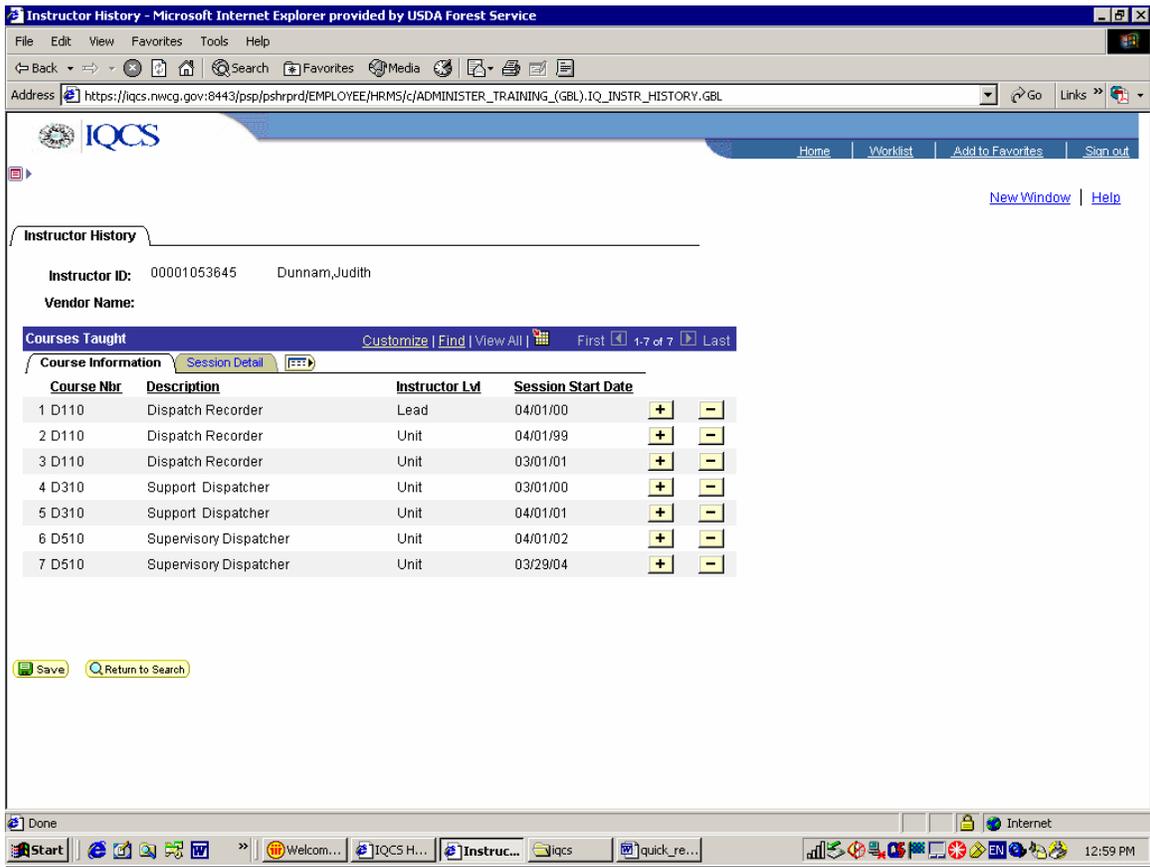
This will take you to the **Instructor** screen:

1. Enter in the Instructor's **Last Name** and click on the yellow search button. Leave fields blank for a list of all values.



The screenshot shows a Microsoft Internet Explorer browser window titled "Instructor History - Microsoft Internet Explorer provided by USDA Forest Service". The address bar displays the URL: [https://iqcs.nwcg.gov:8443/psp/psprpd/EMPLOYEE/HRMS/c/ADMINISTER_TRAINING_\(GBL\).IQ_INSTR_HISTORY.GBL](https://iqcs.nwcg.gov:8443/psp/psprpd/EMPLOYEE/HRMS/c/ADMINISTER_TRAINING_(GBL).IQ_INSTR_HISTORY.GBL). The page content includes the IQCS logo and navigation links (Home, Worklist, Add to Favorites, Sign out). The main heading is "Instructor History" with a sub-instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a search form titled "Find an Existing Value" containing several input fields, each with a "begins with" dropdown menu and a search icon: Instructor ID, Name, Last Name, Department SetID, Organization ID, and Unit ID. There is also a "Case Sensitive" checkbox. At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 12:58 PM.

2. This will take you to the **Instructor History** screen.



3. To add instructor history, click on the yellow + sign. Select the correct course numbers.
4. Select the **Instructor Level** (Lead or Unit).
5. Select the start date from the calendar button.
6. Click on the yellow **Save** button.

To Enter Competency for a Responder

All competencies must appear in the **Competency** screen for a responder to show a qualification for a position.

Note: Fuller competencies must always be entered in the Competency screen. The certification is not entered under Training. However, experience must also be current in order for the responder to be Qualified.

Task Books entered in the Task Book screen will automatically show up in the Competency screen.

The only time you would enter a Task Book in the Competency screen, is if the Certifying Official determines that the responder has the Competency, even though the Task Book was not completed. For example, the responder was qualified before the requirement for a Task Book.

Navigate to: Workforce Development > Competency Management > Track Person Competencies > Competencies

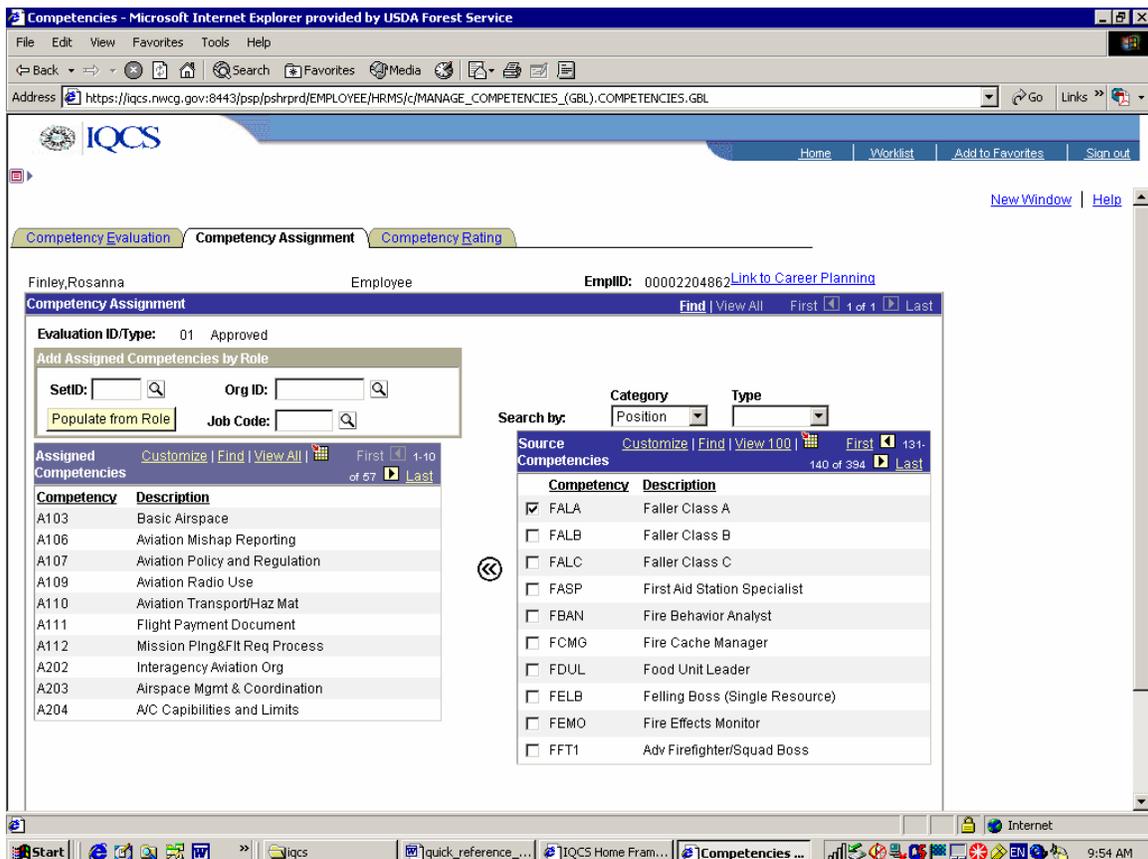
Note: This example is for a position competency, but will also apply to training, Task Books, pre-requisite positions, fitness, and refresher Competencies.

1. Enter the **Employee ID** and click on **Search**.
2. Click on the **Competency Assignment** tab.

The screenshot shows the 'Competency Assignment' screen in the IQCS system. The user is logged in as 'Finley, Rosanna' with Employee ID '00002204862'. The page has three tabs: 'Competency Evaluation', 'Competency Assignment' (selected), and 'Competency Rating'. Below the tabs, there are search fields for 'SetID', 'Org ID', and 'Job Code', along with a 'Populate from Role' button. A table titled 'Assigned Competencies' lists various competencies with their IDs and descriptions. A 'Source Competencies' search window is also visible, showing a table with 'Competency' and 'Description' columns.

Competency	Description
A103	Basic Airspace
A106	Aviation Mishap Reporting
A107	Aviation Policy and Regulation
A109	Aviation Radio Use
A110	Aviation Transport/Haz Mat
A111	Flight Payment Document
A112	Mission Ping&Fit Req Process
A202	Interagency Aviation Org
A203	Airspace Mgmt & Coordination
A204	A/C Capabilities and Limits

3. Select **View All** in the **Currently Assigned Competencies** box. (Note that it will only show the 1st 100)
4. On the right side of the page, under **Category**, select **Position** from the Drop Down list. (or select training, task book, etc, as appropriate).
5. Click on the **Find** button, and type FALA in the search string window.



6. Click on the little check box, and click on the double arrows to move the competency to the **Assigned Competencies** box.
7. Click on the **Competency Rating** tab.
8. In the **Proficiency** window, select **Attained**. Click on the yellow justification button, select a certifying official, and **Save**.

Note: Always do only one proficiency at a time.

Competencies - Microsoft Internet Explorer provided by USDA Forest Service

Address: https://iqcs.nwcg.gov:8443/psp/pshxprd/EMPLOYEE/HRMS/c/MANAGE_COMPETENCIES_(GBL).COMPETENCIES.GBL

Home Worklist Add to Favorites Sign out

A106	Aviation Mishap Reporting	06/01/1999	Atained			+	-
A107	Aviation Policy and Regulation	06/01/1999	Atained			+	-
A109	Aviation Radio Use	06/01/1999	Atained			+	-
A110	Aviation Transport/Haz Mat	06/01/1999	Atained			+	-
A111	Flight Payment Document	06/01/1999	Atained			+	-
A112	Mission Ping&Fit Req Process	06/01/1999	Atained			+	-
A202	Interagency Aviation Org	06/01/1999	Atained			+	-
A203	Airspace Mgmt & Coordination	06/01/1999	Atained			+	-
A204	A/C Capabilities and Limits	06/01/1999	Atained			+	-
A205	Risk Awareness	06/01/1999	Atained			+	-
A206	Aviation Acquisition/Procure 1	06/01/1999	Atained			+	-
A207	Aircraft Dispatching	06/01/1999	Atained			+	-
A302	Personal Responsibility & Liab	06/01/1999	Atained			+	-
A303	Human Factors in Aviation	06/01/1999	Atained			+	-
A305	Risk Management	06/01/1999	Atained			+	-
A307	Aviation Policy& Regs II	06/01/1999	Atained			+	-
D-110	Dispatch Recorder	04/01/1992	Atained			+	-
D-310	Support Dispatcher	04/01/1999	Atained			+	-
D-311	IA Dispatcher Training	01/24/2005	Atained		Justification	+	-
D-510	Supervisory Dispatcher	04/01/2002	Atained			+	-
EDRC	Dispatch Recorder	01/24/2005	Atained		Justification	+	-

Start | Internet | 10:00 AM

Other Reports

To find out the required Competencies for a given position

Workforce Development > Competency Management > Track Person Competencies > Competencies

1. Type in **FS000** for 5109.17 requirements or **NWCG0** for NWCG requirements in the **Setid** box.
2. Type in **FALA** (or whatever) in the **Job Code** box, and click on the **Search** button.
3. Information about the positions and it's requirement can be found within the 3 tabs.

You can also go to: Set up HRMS > Foundation Tables > Job Attributes > Responder Position Table

1. Type in the appropriate **Setid** and **Job Code**, and click the **Search** button.
2. Look under the appropriate tabs for information related to the position. Note that required training is not listed.

View Responder's Current History/Competencies

Workforce Development > Competency Management > Incident Qualifications Card > Responder Summery History

1. Enter the **Employee Id**, and click on the **Search** Button.
2. Select the appropriate tab, to view the desired information.