



# Forest Qualification Review Committee Operating Plan

## Umpqua National Forest

**Prepared by:**

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Forest Training Officer

**Recommended by:**

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**Approved by:**

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Forest Supervisor

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## 1. OVERVIEW

### 1.1 Purpose

The Forest Qualification Review Committee Operating Plan establishes the procedures, timelines, and responsibilities that guide the Umpqua National Forest – Forest Qualification Review Committee in effectively managing incident training and qualifications to ensure consistency, fairness, safety, and operational readiness.

### 1.2 Scope

The requirements outlined in this operating plan apply to all regular employees of the Umpqua National Forest, affiliate agency personnel with appropriate and authorizing documentation, and casual hires hosted by the Umpqua National Forest.

### 1.3 Policy

- Forest Service employees must comply with the qualification requirements established in policy and contained in the Forest Service Handbook (FSH) 5109.17 – Fire and Aviation Management Qualification Handbook.
- Forest Service employees must comply with the qualifications requirements for the skills and knowledge unique to fire and aviation management and the Incident Command System as established by the National Wildfire Coordinating Group (NWCG) in the Wildland Fire Qualification System Guide, PMS 310-1.
- Forest Service employees must comply with any additional training and qualifications requirements as set forth in the Forest Service Fire and Aviation Qualifications Guide (FSFAQG) which determines all fire and aviation management position qualifications.
- Additional qualification standards can be found in the Interagency Standards for Fire and Aviation Operations – Red Book and the Interagency Fire Program Management Qualifications Standards (IFPM). Other specialty position requirements may be found in other publications.

### 1.4 References

- [FSH 5109.17 Zero Code - Fire and Aviation Management Qualifications Handbook](#)
- [Forest Service Fire and Aviation Qualification Guide \(FSFAQG\)](#)
- [Federal Wildland Fire Qualifications Supplement](#)
- [NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1](#)
- [Interagency Standards for Fire and Aviation Operations – Red Book](#)
- [Interagency Fire Program Management Qualifications Standards \(IFPM\)](#)
- [NWCG Interagency Agency Administrator Resources](#)
- [Forest Service Work Capacity Test Information](#)
- [NWCG RT-130, Wildland Fire Safety Training Annual Refresher \(WFSTAR\) Information](#)
- [Wildland Fire Learning Portal](#)
- [Roseburg Interagency Communication Center and Umpqua NF Training Website](#)

## 1.5 Roles and Responsibilities

Responsibilities are identified in FSH 5109.17 Zero Code. Additional Umpqua National Forest training, qualification, and IQCS roles and responsibilities are as follows:

### **Forest Fire Staff Officer – Certifying Official**

- Annually review and certify responder position qualifications to determine certification, recertification, and decertification and sign Incident Qualification Cards.
- Authorize and grant certification of position qualifications.

### **Forest Training Officer – Delegated Primary IQCS Account Manager**

- Administer IQCS for the Forest.
- Receive, validate, enter, and upload data and documentation into IQCS.
- Complete IQCS account setup and conduct responder audits.
- Prepare and distribute Incident Qualification Cards.
- Initiate Position Task Books.
- Prepare FQRC documentation and facilitate FQRC meetings.
- Complete IQCS course administration; assist with course coordination as appropriate.

### **Zone Fire Management Officer – Delegated Alternate IQCS Account Manager**

*The Wolf Creek Job Corps AFMO is considered a Zone Fire Management Officer in this plan.*

- Serve as primary zone training contact.
- Oversee training and qualification activities within the designated zone.
- Review and approve zone responder training and qualifications related requests.
- Review and distribute Incident Qualification Cards to zone responders.
- Review FQRC documentation prior to routing to Forest Training Officer for FQRC preparation.

### **Zone Assistant Fire Management Officer**

- Serve as alternate zone training contact.
- Assist with zone-level course coordination; may assist with IQCS course administration as appropriate.

### **Module Leader/Fire Supervisor**

- Identify training and qualification needs for responders.
- Validate IQCS Responder Updates.

### **Responder**

- Maintain a personal file of incident qualification and training documentation.
- Provide copies of incident training and qualification documentation, including course completion certificates, qualification documentation, and responder update records, to the Forest Training Officer for record keeping.
- Review Incident Qualification Card for accuracy and completeness upon receipt.
- Complete IQCS Responder Updates annually.

## 1.6 FQRC Timeline

Action Item	Due Date	Responsibility
Submit IQCS New/Transferring Responder Forms to Forest Training Officer	1 PP Prior to Start Date	Zone FMO/AFMO; Supervisor
Complete New/Transferring Responder IQCS Account Setup and Conduct Responder Audits	Within 5 Business Days	Forest Training Officer
Review and Update FQRC Operating Plan	1/15	FQRC; Forest Training Officer
Enter IQCS Responder Updates	1/31	Forest Training Officer
Schedule CY FQRC Meetings	2/1	Forest Training Officer
Identify Training and Position Needs	3/31; 9/30	FQRC; Captains Group
Submit RT-130, WCT, and Local Training Schedules to Forest Training Officer	3/1	Zone FMO/AFMO; Lead Instructor
Consolidate and Distribute Forest RT-130, WCT, and Local Training Schedules	3/15	Forest Training Officer
Send Local Course Completion Documentation to Forest Training Officer	Upon Course Completion	Zone FMO/AFMO; Lead Instructor
Complete IQCS Data Entry and Document Upload of Course and Responder Documents	Within 5 Business Days	Forest Training Officer
Submit Position Task Book Request Forms to Forest Training Officer for Initiation	1/1 – 6/15	Zone FMO/AFMO; IHC Supt.; SO Responder
Initiate Position Task Books and Email to Responder and/or FMO and AFMO	Within 5 Business Days	Forest Training Officer (or Delegated Alternate)
Submit FQRC Qualification Documentation to the Forest Training Officer for FQRC Preparation	5 Business Days Before Meeting	Zone FMO/AFMO; SO Responder
Issue Incident Qualification Cards (Red Cards)	4/1 – 6/30	Forest Training Officer (or Delegated Alternate)
Prioritize Students for Courses	As Needed	Forest Training Officer; Zone FMO/AFMO
Complete Responder Update	12/31 or Prior to Offboarding	Responder

## 2. FOREST QUALIFICATION REVIEW COMMITTEE PROCEDURES

The Forest Service Fire and Aviation Qualification Guide (FSFAQG), Chapter 2.2, outlines detailed requirements for qualification, certification and decertification:

- The Forest Qualification Review Committees shall determine when the individual is prepared to advance to the next higher level and make recommendations to the Certifying Official. The successful completion of a position task book during an appropriate number of evaluation assignments is the main indicator of qualification.
- For positions that do not have a position task book, the Forest Qualification Review Committee shall review and recommend to the Certifying Official an individual’s certification and qualification, based on objective factors such as performance evaluations and visual observation of performance of duties of the positions.

### 2.1 Committee Membership

At a minimum, the FQRC shall be comprised of the following members (FSFAQG, Chapter 2.2):

- Forest Fire Staff Officer (Certifying Official)
- Forest Training Officer (IQCS Account Manager)
- Line Officer Representative
- Representative from the National Federation of Federal Employees (NFFE) or other appropriate Forest Service union officials
- Representatives knowledgeable of the unit's personnel

Additional participants may be called to assist in addressing training, performance, or qualification matters identified within the field of expertise.

#### Forest Qualification Review Committee Members

Role	Position Title	Recommending Member
Certifying Official	Forest Fire Staff Officer or Acting	No (Certifying Official)
IQCS Account Manager	Forest Training Officer or Alternate	No (Facilitator)
Unit Representatives	Deputy Fire Staff Officers	Yes
Unit Representative	Forest Aviation Officer	Yes
Unit Representative	Incident Business Specialist	Yes
Unit Representatives	Zone FMOs/AFMOs	Yes
Unit Representative	Dispatch Center Manager/Assistant	Yes
Line Officer Representative	<ul style="list-style-type: none"> <li>• Forest Supervisor</li> <li>• Deputy Forest Supervisor</li> <li>• District Ranger</li> </ul>	No
NFFE Representative	NFFE Officer or Steward	No

## 2.2 Meetings

- The Forest Qualification Review Committee shall meet a minimum of three times per calendar year. Meeting dates should be established prior to February 1. Meetings will be scheduled by the Forest Training Officer. Whenever possible, efforts will be made to reschedule meetings to accommodate any scheduling conflicts.
- While complete committee meeting participation is desired, a quorum of five is required for the majority of FQRC business. For designated positions including ABRO, ARCH, BAES, BUYM, CISM, EDRC, EQTR, FEMO, FLIA, FFT1, GISS, HELR, HLIA, ICPI, ICT5, PETM, PIOT, PREV, PTRC, RADO, RXCM, SCKN, and STAM, and at the discretion of the Certifying Official, a quorum of two committee members may be considered appropriate. If sufficient membership is not achieved, the FQRC business activities will be rescheduled.

## 2.3 Operating Procedures

### Qualification Review

- The FQRCs role in the certification process is that of an advisory and review committee with a goal of discussions and reviews for consensus and recommendations.
- Recommending members will have the opportunity to review each Position Task Book (PTB) and Non-PTB Position qualification and provide recommendations to the Certifying Official.
- Recommendations for certification shall be based on established review and certification criteria, responder performance in the position, and collective professional judgement.
- The committee will review performance and evaluations for factors including, but not limited to, quality, duration, and diversity of assignments.
- Discussions and recommendations will occur immediately after each position is reviewed.
- Members may not be present or participate in reviews of their own qualifications.
- After review and dialogue amongst the FQRC, the Certifying Official will exercise discretion based on objective judgement and experience to determine certification and will provide rationale regarding the certification decision.

### Documentation

- FQRC deliberations, rationale, and decisions must be documented as appropriate to establish criteria and provide background for employee performance enhancement planning (FSFAQG, Chapter 2.2).
- All FQRC meetings must be officially documented by the Forest Training Officer. All recommendations and decisions will be recorded on the **FQRC Review and Certification Decision Form (Appendix E)**.
- For position certifications, the Forest Training Officer will update certification records and return all original documentation to the responder with notification to the Zone FMO and AFMO if applicable. A new Incident Qualification Card will be issued accordingly.
- For positions denied certification, all documentation including the FQRC Review and Certification Decision Form with documented rationale will be returned to the responder with notification to

the Zone FMO and AFMO if applicable. Any subsequent FQRC reviews will require formal resubmission of the documentation.

### **Decertification**

- Decertification is the process of removing or reducing an individual's fire suppression and/or prescribed fire management position(s) qualifications. Decertification procedures can be found in FSFAQG, Chapter 2.26.
- The Certifying Official is responsible for initiating an administrative review to determine if decertification is appropriate.
- The FQRC has no role in performance issues outside of fire suppression and prescribed fire management. Different procedures are utilized to address individual performance issues in areas other than fire suppression and prescribed fire management. Refer to agency Human Resources policy.

## **3. INCIDENT QUALIFICATIONS**

### **3.1 Responder Administration**

#### **IQCS User Account Administration**

- Forest IQCS account administration, and associated delegations, are the responsibility of the Forest Fire Staff Officer (Certifying Official). The Forest Fire Staff Officer delegates Primary IQCS Account Manager roles to the Forest Training Officer. Alternate Primary IQCS Account Managers on the Umpqua National Forest may include the Forest Aviation Officer, the Dispatch Center Manager, and Zone FMOs, as documented on an IQCS Delegation of Authority.
- AFMOs, module leaders, and fire supervisors may maintain lower level IQCS user roles to provide essential developmental support to responders. These user roles require Certifying Official approval, but not an IQCS Delegation of Authority.
- Responders may create an IQCS Responder Account at any time. There are no required approvals or delegations for this level of account. IQCS Responder Accounts allow responders to view job, personal, and responder data, as well as view and download responder documents and their IQCS Master Record.
- All IQCS user account requests, updates, or changes, apart from IQCS Responder Accounts, must be initiated through the Forest Training Officer and approved by the Forest Fire Staff Officer. IQCS user account roles must be audited by the Forest Training Officer annually.

#### **Record Keeping**

- The Forest Service requires that certification records supporting qualifications on the employee's Incident Qualifications Card be maintained (FSFAQG, Chapter 2.22).
- Uploaded documents in support of training and qualification records must include proof of all required training, licenses/certification, certified position task books, and documentation for manual award of competencies (FSFAQG, Chapter 2.22).

- IQCS serves as the official repository for required responder training and qualification documentation. All required responder documentation must be uploaded and maintained in IQCS. Backup copies of records may be stored in other designated file storage locations.
- Responders are responsible for providing copies of incident training and qualification documentation, including course completion certificates, qualification documentation, and responder update records, to the Forest Training Officer to ensure that training and qualification records are accurate.
- Electronic training and qualification files should be named and stored using a standardized naming convention: *Last Name, First Name\_Document\_Date*.

### **Responder Documents**

#### **IQCS New or Transferring Responder Form (<https://iqcsweb.nwcg.gov/>)**

TIMELINE: Due one pay period in advance of responder's start date.

- Supervisors are responsible for completing an IQCS New or Transferring Responder Form for all new or transferring responders. Completed forms must be submitted to the Forest Training Officer for processing, with notification to the Zone FMO and AFMO if applicable. The Forest Training Officer will complete IQCS account transfers and setup. For Job Corps responders, IQCS account transfers and setup may be completed by a designated Job Corps AFMO.

#### **Responder Audit Form (Appendix A)**

TIMELINE: Due within five business days of IQCS transfer.

- Employees transferring from another Forest Service unit, NWCG partner, or affiliate agency must undergo an audit to determine certification, recertification, or decertification prior to issuance of an Incident Qualification Card, and most recent audit must be uploaded into IQCS electronically for record keeping (FSFAQG, Chapter 2.2).
- Audits must be completed by the Forest Training Officer and documented on a **Responder Audit Form (Appendix A)**. The Forest Training Officer will request any missing documentation from the responder, with notification to the Zone FMO and AFMO if applicable.

#### **IQCS Responder Update Sheet (<https://iqcsweb.nwcg.gov/>)**

TIMELINE: Due December 31, annually, and prior to being placed in non-pay status.

- Responders must complete an IQCS Responder Update Sheet annually. Supervisors are responsible for reviewing and approving forms. Completed forms must be routed to the Forest Training Officer for data entry and document upload.

#### **IQCS Master Record**

- Responders may request an IQCS Master Record Report at any time. All requests should be handled at the lowest appropriate organizational level. Requests originating from Supervisor's Office responders will primarily be handled by the Forest Training Officer.
- Responders may create an IQCS Responder Account to view and print their IQCS Master Record.

#### **IQCS Administrative Actions**

- IQCS administrative actions require documentation on an affidavit.

- Affidavits must be completed by the Forest Training Officer and approved by the Certifying Official prior to actions being entered in IQCS. These actions will generally be the exception. Detailed justifications are required in accordance with policy. Positions with competencies identified as 'No Override' cannot be overridden by an Administrative Action.

### 3.2 Position Task Books

Position Task Book (PTB) requirements can be found in the FSFAQG and PMS 310-1.

- The PTB identifies all critical tasks required to perform the job for most standard incident management and prescribed fire positions. PTB responsibilities are contained within the NWCG Standards for Wildland Fire Position Qualifications, PMS 310-1 (FSFAQG, Chapter 2.23).
- In a few instances, agency or interagency PTBs have been developed for positions outside those identified in PMS 310-1. Where these PTBs exist and have a Forest Service logo on the front page, they shall be used to complete performance evaluations. The PTBs will be reviewed for qualification using the same procedures as those sponsored by NWCG (FSFAQG, Chapter 2.23).
- A trainee must meet required position experience for PTB initiation. A PTB can be initiated without the trainee first completing all required training, unless otherwise specifically identified in the position qualification requirements. However, all required training must be successfully completed prior to position certification.
- A PTB is valid for three years from the date of initiation. Upon documentation of the first evaluation record, the three-year time limit is reset from that new date. The PTB will expire if is not completed in three years from the date of the PTB initiation (or date of first evaluation record). If the PTB expires, a new PTB will need to 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 position qualification standards identified in this document must be met at the time of the new PTB initiation.
- Forest Service responders may not have more than six active PTBs at one time. No more than two of the six allowed PTBs may be in a single functional area.

#### PTB Initiations

TIMELINE: PTB initiation requests will be processed between January 1 and June 15.

- Position Task Books must be initiated by the Forest Training Officer, unless unavailable. In the Forest Training Officer's absence, and with the approval of the Certifying Officials, a delegated Alternate IQCS Account Manager may initiate a Position Task Book.
- Position Task Book initiation requests must be formally submitted using the **Position Task Book Request Form (Appendix B)**. Requests by zone responders must be approved and submitted by the Zone FMO, AFMO, or IHC Superintendent. Supervisor's Office responders may submit requests directly to the Forest Training Officer with supervisor approval.
- PTBs may be requested during the FQRC process with the submission of a **Position Task Book Request Form (Appendix B)** along with a responder's qualification documentation.
- Forms received outside of the stated timelines will not be processed unless there is a critical need (position continuously difficult to fill) or extenuating circumstances (beyond the responder's

control that could not have been foreseen and acted upon, or to which would have a significant negative effect on the responder).

### **PTB Review and Certification**

TIMELINE: Due five business days in advance of a scheduled FQRC meeting.

- Responders are responsible for their initiated PTBs and should reference the PTB for completion instructions.
- Once a PTB has received a final evaluation, the responder must initiate the FQRC review process by providing the PTB and all original supporting documentation to their supervisor, or designated alternate, for review of completeness. Supervisors, or designated alternates, must complete the initial review.
- After the initial review, the PTB and all original supporting documentation must be routed to the Zone FMO, or designated alternate, for secondary review. If found satisfactory, the documentation will be submitted to the Forest Training Officer for FQRC preparation. Supervisor's Office responders may submit the PTB and all original supporting documentation directly to the Forest Training Officer for processing with supervisor approval.
- Reviewers may utilize the **Position Task Book Review Checklist (Appendix D)** to assist with the PTB review process and ensure proper documentation.
- The FQRC related documentation must be submitted to the Forest Training Officer five business days in advance of a scheduled FQRC meeting. Documentation received outside of the stated timeframe will be held for the next regularly scheduled FQRC meeting.
- The Forest Training Officer is responsible for conducting the final review of the PTB and preparing the necessary documentation for FQRC review.
- Should the PTB is found to be incomplete or requires correction at any stage during the FQRC review process, it will be returned to the responder with documented recommendations and suggested corrective actions. Notification will be made to the Zone FMO and AFMO if applicable.
- Once the documentation is verified as complete, the Forest Training Officer will compile the FQRC Qualification Package in preparation for the FQRC meeting. The FQRC Qualification Package should include the following documents:
  - Complete Position Task Book
  - FQRC Review and Certification Decision Form (Appendix E)
  - IQCS Master Record
  - IQCS Responder to Position Report
  - ICS-225 or ICS-226 Forms, as applicable

### **3.3 Non-Position Task Book Positions**

For positions that do not have a Position Task Book, the Forest Qualification Review Committee shall review and recommend to the Certifying Official an individual's certification and qualification, based on objective factors such as performance evaluations and visual observation of satisfactory performance of position duties (FSFAQG, Chapter 2.23).

### **Non-PTB Position Requests**

- All non-PTB position requests must be formally submitted using the **Non-Position Task Book Position Request Form (Appendix C)**. Requests from zone responders require approval and submission by the Zone FMO, AFMO, or IHC Superintendent. Supervisor's Office responders may submit requests to the Forest Training Officer with supervisor approval.
- Requests for trainee non-PTB positions will be processed similarly to position task book requests and do not require FQRC review.
- For qualification requests requiring FQRC review and certification, forms must be submitted to the Forest Training Officer five business days in advance of a scheduled FQRC meeting, following the established formal form submission process. Documentation received outside of the stated timeframe will be held for the next regularly scheduled FQRC meeting.

### **Technical Specialists**

- Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training of established standards. These personnel may perform the same duties during an incident that they perform in their regular job and may have supplemental training in order to use their specialized skills in the incident environment (FSFAQG, Chapter 2.71).
- Federal agencies have consolidated minimum standards for frequently used technical specialist positions in the Federal Wildland Fire Qualifications Supplement.
- IQCS Administrative Actions awarding the Technical Specialist, THSP, qualification will be documented on an affidavit.

### **Licenses and Certificates**

- Standards and requirements are listed in the FSFAQG and Federal Wildland Fire Qualifications Supplement.
- Most licenses/certificates entered in IQCS will award the associated competency. When a certification lapses, the competency will expire, and the associated position qualification(s) will become 'Unqualified' until a valid license/certificate record is entered.

### **3.4 Incident Qualification Cards**

Incident Qualification Card requirements are outlined in the FSFAQG, Chapter 2.6, and in the Interagency Standards for Fire and Aviation Operations – Red Book. Incident Qualification Card expiration dates are as follows:

- Positions requiring work capacity tests (WCT) are valid through the fitness expiration date listed on the card (13 months).
- Positions not requiring a WCT for issuance are valid for 13 months from the date the card was signed by the Certifying Official.
- Positions requiring the annual RT-130 as identified in Chapter 2, Part 1 and 2, are valid through the training expiration date listed on the card.

## **Incident Qualification Card Issuance**

**TIMELINE:** Incident Qualification Cards will be issued April 1 to June 30.

- Incident Qualification Cards will be issued annually upon successful completion of all currency requirements, and after all necessary documentation has been received by the Forest Training Officer.
- Incident Qualification Cards must be issued by the Forest Training Officer, unless unavailable. In the Forest Training Officer's absence, and with the approval of the Certifying Official, a delegated Alternate IQCS Account Manager may issue an Incident Qualification Card.
- Incident Qualification Cards must be signed by the Forest Fire Staff Officer (Certifying Official) or delegated acting.
- Apart from Incident Qualification Card updates related to FQRC position certification, Incident Qualification Cards will not be re-issued after June 30, annually, unless there is critical need (position continuously difficult to fill) or extenuating circumstances (beyond the responder's control that could not have been foreseen and acted upon, or to which would have a significant negative affect on the responder).

## **4. INCIDENT TRAINING**

### **4.1 Training Needs Assessments**

**TIMELINE:** Due biannually, by March 31 and September 30.

- The FQRC and the Captains Group will assess training and position needs by reviewing training needs, evaluating competencies, and identifying position shortages in key areas at local, regional, and national levels.

### **4.2 Course Offerings and Nominations**

- The majority of course session offerings are available on the Wildland Fire Learning Portal: <https://wildlandfirelearningportal.net>. Nomination procedures will be listed on individual course session pages.
- For training offerings shared outside of the Wildland Fire Learning Portal, including colleges and other approved training providers, responders must follow procedures specified by the provider and in accordance with agency policies.
- Responders are responsible for securing approvals and authorizations through their chain of command for all incident training activities, including any associated costs related to attendance and travel.

### **4.3 Student Prioritization**

- Zone FMOs are responsible for completing prioritization for all zone responders. The Forest Training Officer will complete prioritization for Supervisor's Office responders. The FQRC will convene as needed to complete prioritization at the forest level. The Forest Training Officer will provide forest prioritization lists to the Geographic Area and other training providers as requested.

- Training prioritization will be based on IFPM requirements, percent of Position Task Book completion, forest and zone needs, and individual career development.

### **4.3 Forest and Zone Training**

#### **Local Course Schedules**

TIMELINE: Zone FMO/AFMOs and/or lead instructors provide training schedules to the Forest Training Officer by March 1; Forest Training Officer consolidates and disseminates by March 15.

- The Forest Training Officer, in coordination with Zone FMOs and/or lead instructors, will develop and maintain a comprehensive forest-wide training schedule of local course session offerings.
- Zone FMOs/AFMOs are responsible for providing their respective zone training schedules to the Forest Training Officer for consolidation; the Forest Training Officer will disseminate the schedule to all forest employees.
- Zone FMOs/AFMOs and/or lead instructors are encouraged to coordinate course session offerings to ensure sufficient enrollment, thereby supporting effective and productive learning experiences.

#### **IQCS Course Coordination**

- Course coordination responsibilities may be completed by the Forest Training Officer, Zone FMO/AFMO, or lead instructor as appropriate. The designated course coordinator must inform the Forest Training Officer of any schedule adjustments.
- Nomination procedures will be established by the course coordinator and/or lead instructor.
- All course session documentation must be routed to the Forest Training Officer for IQCS data entry, document upload, and permanent record keeping.
- IQCS course administration will be completed by the Forest Training Officer. A Zone FMO or AFMO may assist with IQCS course administration as appropriate.

#### **Instructor Requirements**

- Forest Service course coordinators and instructors must comply with the training and instructor standards, as established by the National Wildfire Coordinating Group (NWCG) in the Field Manager's Course Guide, (PMS 901-1).

## APPENDIX A: RESPONDER AUDIT FORM

<b>Responder Name</b>						
<b>IQCS Empl ID</b>						
<b>Unit/District</b>						
<b>RT-130 Status</b>						
<b>WCT Status</b>						
<b>Audit Summary</b>						
	<b>Position</b>	<b>Status</b>	<b>Currency Date</b>	<b>Position Requirements (at time of qualification)</b>	<b>Certified in IQCS</b>	<b>Record on File</b>
	<i>ABCD</i>	<i>Q/T/U</i>	<i>DD/MM/YYYY</i>	<i>Prerequisite Position; Required Training</i>	<i>Y/N</i>	<i>Y/N</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
<b>Remarks</b>						
<b>Audit Completed By</b>						
<b>Name</b>					<b>Date</b>	

## APPENDIX B: POSITION TASK BOOK REQUEST FORM

Responder Information			
Name			
Unit			
IQCS Empl ID			
Position			
Requirements			
<ul style="list-style-type: none"> <li>• Responder must meet all <u>required position experience</u> prior to position task book initiation.</li> <li>• Responder must successfully complete all <u>required training</u> prior to position certification.</li> <li>• Forest Service responders can have no more than six 'active' position task books at one time, and no more than two of the six can be in a single <u>functional area</u>.</li> </ul>			
Remarks			
Approval			
Supervisor		Date	
Zone FMO/AFMO (if applicable)		Date	
Training Officer Review			
Review	YES	NO	
1. IQCS Responder to Position report ran.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Responder meets prerequisite position experience requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Responder has less than 6 active PTBs, and less than 2 in each functional area.	<input type="checkbox"/>	<input type="checkbox"/>	
Initiation			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
Rationale			
Initiated By		Date	

**APPENDIX C: NON-POSITION TASK BOOK POSITION REQUEST FORM**

Responder Information				
Name				
IQCS Empl ID				
Unit				
Position		<input type="checkbox"/> Trainee	<input type="checkbox"/> Qualified	
Position Requirements				
Required Training		Date Completed (MM/YY)		
ICS-100 (required for all positions)				
ICS-700 (required for all positions)				
Required Prerequisite Position Experience		Date Acquired (MM/YY)		
Other Related Experience/Rationale				
Experience/Assignments <i>(complete this section if requesting to become qualified)</i>				
Incident Name	Fire Location	Duration	Fuel Type	Evaluator
Approval				
Supervisor			Date	
FMO/AFMO			Date	
Certifying Official (if applicable)			Date	
Training Officer Review				
Position Granted as	<input type="checkbox"/> Trainee		<input type="checkbox"/> Qualified	
Entered in IQCS by			Date	

## APPENDIX D: POSITION TASK BOOK REVIEW CHECKLIST

Position Task Book Summary			
Name		Position	
IQCS Empl ID		Unit	
Position Task Book Review			
<input type="checkbox"/> Task Book: <ul style="list-style-type: none"> <li>• Task Book is active in IQCS.</li> <li>• Task Book is correct version.</li> </ul>			
<input type="checkbox"/> Final Evaluator’s Verification Page: <ul style="list-style-type: none"> <li>• The verification section is complete and legible.</li> <li>• Verification is signed by the evaluator recommending for certification.</li> </ul>			
<input type="checkbox"/> Tasks: <ul style="list-style-type: none"> <li>• All tasks are completed by Evaluator(s).</li> <li>• Tasks were performed on the type of incident/event for which they are coded: O, I, W, RX, W/RX, R.</li> </ul>			
<input type="checkbox"/> Evaluation Records: <ul style="list-style-type: none"> <li>• Trainee Information complete and legible.</li> <li>• Evaluator Information complete and legible.</li> <li>• Incident/Event Information complete:               <ul style="list-style-type: none"> <li>○ Incident/Event Name and Reference (Incident Number/Fire Code) correspond to the incident in IQCS.</li> <li>○ Duration includes inclusive dates during which trainee was evaluated.</li> <li>○ Location is complete.</li> <li>○ Incident Kind, Management Type/Complexity Level, and Fuel Model Group are identified.</li> <li>○ Evaluator(s) initiated only one line as appropriate for Evaluator’s Recommendation.</li> <li>○ Evaluator(s) signed and dated Evaluation and listed relevant qualification.                   <ul style="list-style-type: none"> <li>▪ Evaluator(s) qualified in position evaluating or supervised the trainee.</li> <li>▪ Final Evaluator qualified in position they are evaluating.</li> </ul> </li> </ul> </li> </ul>			
<input type="checkbox"/> Trainee meets all position requirements.			
<input type="checkbox"/> Original Position Task Book documentation and any supporting documentation attached.			
<input type="checkbox"/> Employee’s supervisor contacted and in concurrence.			
Approval			
<input type="checkbox"/> Task Book Approved for FQRC Review		<input type="checkbox"/> Task Book Not Approved for FQRC Review	
Rationale			
Reviewed by		Date	

## APPENDIX E: FQRC REVIEW AND CERTIFICATION DECISION FORM

Responder Information				
Name		Position		
IQCS Empl ID		Unit		
Evaluation Summary				
Incident Name	Incident Location	Duration	Fuel Type	Evaluator
Training Officer Review				
Documentation Review			YES	NO
1. Documentation is complete.			<input type="checkbox"/>	<input type="checkbox"/>
2. Final evaluation complete and final evaluator qualified in position.			<input type="checkbox"/>	<input type="checkbox"/>
3. All trainee assignments have been entered and/or verified in IQCS.			<input type="checkbox"/>	<input type="checkbox"/>
4. Responder meets position requirements; IQCS Responder to Position attached.			<input type="checkbox"/>	<input type="checkbox"/>
Remarks				
FQRC Review and Recommendation				
Committee Member Recommendation			YES	NO
Deputy Fire Staff – Operations			<input type="checkbox"/>	<input type="checkbox"/>
Deputy Fire Staff – Fuels			<input type="checkbox"/>	<input type="checkbox"/>
North Zone FMO			<input type="checkbox"/>	<input type="checkbox"/>
South Zone FMO			<input type="checkbox"/>	<input type="checkbox"/>
Dispatch Center Manager			<input type="checkbox"/>	<input type="checkbox"/>
Incident Business Specialist			<input type="checkbox"/>	<input type="checkbox"/>
Forest Aviation Officer			<input type="checkbox"/>	<input type="checkbox"/>
Line Officer Representative				
NFFE Representative				
Certifying Official				
Certification Decision				
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied		
Rationale				