

**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