



## Incident Qualifications and Certification System (IQCS)



Date: December 18, 2009

Subject: CA Incident Qualifications and Certification System Training Session

To: Selected Students, Unit Training Officers

### **REPLY DUE: February 5, 2010**

Congratulations! You have been selected to attend the **Incident Qualifications and Certification System (IQCS) for Account Managers #2** training scheduled for **February 16, 2010**. The session will be conducted at the Wildland Fire Training Center (WFTC) located in McClellan, California. The training will be located in the **Blackwater Computer Lab Room N104, laptops are not necessary**.

**The session will begin promptly at 1300 on Tuesday and conclude by 1200 on Friday.** Each full day is 0800-1700. This course is a hands-on training session. Students will be using the IQCS Training Database during the training. The last unit of the training issues students their account logons; they will be required to log into the working (Production) system; students will be encouraged to validate their current data while with IQCS experts. In order for you to achieve the full benefit of the session, it is important that you bring copies of some master records from your home unit with you, so you can review some of your unit employee records.

**There are THREE forms that must be RECEIVED by your CA Agency Contact in HARD COPY, with original signatures by Feb 5, 2010. (Please read this thoroughly-If we do not receive all forms, the student will be cancelled and a replacement made, NO EXCEPTIONS):**

#### **U.S. Forest Service Students:**

Northern California Training Center

Attn: Terri Silva

6101 Airport Road Redding, CA 96002

(530) 226-2720

**FS students may FAX forms to me at (530)222-5460.**

#### **Bureau of Indian Affairs Students**

BIA, Pacific Regional Office Attn:

Yvonne Jones 2800 Cottage Way

Sacramento, CA 95825

(916) 978-6066

**Bureau of Land Management Students:**

Northern California GACC  
Attn: Ed Duncan  
6101 Airport Road Redding, CA 96002  
(530) 226-2831

**National Park Service Students:**

NPS, Pacific West Region  
Attn: Matt Johnson  
100 Forni Road  
Placerville, CA 95667  
Desk (530) 295-5614  
FAX: (530) 261-5297

**Fish & Wildlife Students:**

FWS, CA/NV Operations Office Attn:  
Richard Hadley 2800 Cottage Way,  
Suite 2606 Sacramento, CA 95825  
(916) 414-6483

Each Agency Representative will then forward the 3 forms (per student) to the national contact in Boise to request your IQCS account; Boise needs most of 2 weeks prior to the class for account setup.

IQCS is a “role based access” system. Access to the various IQCS components is synonymous with categories of work being performed on an individual’s qualifications and certification record, or with managing a training system, or developing a workforce analysis. Security permissions are also based on access to “who” the user can perform transactions on.

An **Account Request Form** has been attached with this selection letter. Fill out the top of the form with your student data & your supervisor’s. Please enter the **appropriate User Role(s)** you will fill in IQCS as well as the **Organization Codes** you will transact on. **To complete these two items:**

You should go to the IQCS Website at: <http://iqcs.nwcg.gov/main/requestAccount.html>

The first form required is:

- IQCS Account Request
- **User Roles Defined** – determine your role(s)
- **IQCS Organization Codes** – determine your unit’s codes

If you do not understand your role in IQCS, it will be necessary to confer with your supervisor to determine what tasks you will be responsible for completing in IQCS. Then match the responsibility with the appropriate role.

Fill in the Account Request form with the User Role and the Organization Code(s) you want to transact on:

- **Organization Codes** are used to determine the Organization Code numbers you will have access to for your unit. **For example if you need to be able to transact on personnel at the Eagle Lake Ranger District of the Lassen NF the Org Code is: 05060058.**

- **User Role Definitions** are used to determine what roles in the application you will request for access to certain areas of the program. **For example, if you are designated as the Training Officer for your unit, you would pick the role of “Training Officer”.** You may pick multiple roles, if you are responsible for other tasks on your unit.
- **The IFPM Role is now available for those with responsibility of entering & tracking IFPM training & experience only.**

**This information must be completed on the User Account Request Form.**

Security is a major issue in all computer applications. The following attached forms must be read, signed by the student and **originals** mailed to your agency rep above: **(please only mail the signature page)** The next two forms are:

1. **Statement of Responsibility**
2. **Rules of Behavior**

**Checklist of forms to return in hard copy to your agency rep:**

1. **IQCS Account Request**
2. **Statement of Responsibility**
3. **Rules of Behavior**

**All three forms should be faxed or mailed so they are **RECEIVED** by February 5, 2010.**

**It is IMPERATIVE you return the THREE completed hard copy forms. If these forms are not received by the due date, you will not be able to attend the training and an alternate will be assigned in your place.**

Student materials will be provided. You should bring a pen/pencil, notepad and highlighter.

WFTC has a website that you can find information on. Navigate on the internet to:

<http://www.fs.fed.us/r5/fire/mcclellan/> Here you can find:

- Motel Listing in close proximity to WFTC
- Restaurant Guide
- Map of WFTC site at McClellan
- Driving directions to WFTC
- Dormitory Request (under FORMS)

Lodging may be available in the dormitory for this session. **The request for WFTC dormitory lodging must be sent to WFTC 2 weeks prior to the class.** Please contact the WFTC Training assistant at (916) 640-1112 for dormitory questions.

Attire for this training and all training at WFTC is clothing that is acceptable for public contact. WFTC is a no hat facility. Please dress accordingly and professionally. Shorts are not acceptable and uniforms are not necessary.

**If for any reason, you need to cancel, please notify WFTC VIA TELEPHONE (not email) at 916-640-1112 and leave a message** If you do not show up for the training, the tuition fee will still be billed to your unit.

If you have questions related to the forms or the training, or if I can be of any further assistance, please contact me at my office (530) 226-2720 during business hours.

Thank you for your participation in the IQCS training!

/s/ Terri Silva  
IQCS Training Coordinator  
USFS, Pacific Southwest Region

