



**Incident Qualifications and Certification  
System  
(IQCS)**



Date: December 1, 2011

Subject: CA Incident Qualifications and Certification System Training Session  
To: Selected Students, Unit Training Officers

**REPLY DUE: January 4, 2012**

Congratulations! You have been selected to attend the **Incident Qualifications and Certification System (IQCS) for Account Managers #2** training scheduled for **January 31-February 2, 2012**. 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 0800 on Tuesday and conclude by 1700 on Thursday.** Each 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 Jan 4, 2012. (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/Laurie Forni  
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:**

Wildland Fire Training Center  
Attn: Nate Gogna  
3237 Peacekeeper Way  
McClellan, CA 95652  
Desk: (916) 640-1080  
FAX: (916) 640-1190

### **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: Jessica Wade  
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>**

Click on **DOCUMENTS** on the left side of the Home Page.  
Click on **ACCOUNT Setup TAB** at the top of the documents page.  
Scroll down to (under Account Reference Documents):

- 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)**

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 **January 4, 2012.****

**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. Please dress accordingly and professionally. Shorts are not acceptable and uniforms are not necessary.

An alternate list is being maintained for the session. **If, for any reason, you must cancel,**

**please notify WFTC VIA TELEPHONE (not email) at 916-640-1112 and leave a message, so that we can select another student.** 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

Scroll down to pages 5 and 6 for Account Request Form and directions for completing form

## Account Request Directions

**NOTE: Failure to follow these directions will only result in the delay of login creation**

**Refer to Account Request FAQ for full directions.  
It is found on IQCS website (<http://iqcs.nwcg.gov>)**

- 1 Download this document, Account Request  
Download the IQCS Rules of
- 2 Behavior  
Download the IQCS Statement of
- 3 Responsibility
- 4 Refer to the Agency Rep Designate document found on this website  
for the regional rep location
- 5 **Fill out the Account Request**
  - a **the use of Unit IDs in the Org Code block will delay the building of your account.**
  - b **if attending and IQCS class, identify the location (e.g. Sacramento), the type of class (e.g. Acct Mgr or FMO training), and the beginning date of the class. Failure to provide this info may result in the inability to have account information ready at class time.**
  - c **if not attending an IQCS class, identify the 1-on-1 trainer (mentor) failure to do this will drastically delay the login creation**
- 6 Read and sign security documents referred to in steps 2 and 3
- 7 Send your account request to the appropriate regional agency rep as identified in the Agency Rep Designate document  
FAX your security document signature pages to IQCS agency reps outlined above (pages 1 and 2)  
Agency Rep will authorize and forward request to IQCS National Security Officer  
IQCS Security Officer will email login information to trainer.

## ACCOUNT REQUEST for INCIDENT QUALIFICATIONS AND CERTIFICATION SYSTEM

*Contact IQCS Project Team, (208) 387-5482, if you have questions. FAX: (208) 387-5746*

Nominees Name, Office Name, Org Code, email address of user who requires access:	Name:										
	Office Name:										
	Org Code:		Tele. #								
	e-mail:										
Supervisor's Name, Office Name, Org Code, Position Title, and e-mail address	Name:										
	Office Name:										
	Org Code:		Tele. #								
	Position:										
e-mail:											
IQCS Role(s) (e.g. Account Mgr, Training Officer, Certifying Official, etc.)	Role:										
	Role:										
	Role:										
Organizations transacted on for that role (by Org Code)											
Date of access to begin:											
Date of access to end:											
<b><i>Your signature certifies that the above individual requires an account with IQCS. (Note: If form is e-mailed by the above identified supervisor, the e-mail address serves as the signature.)</i></b>											
Supervisor's Signature:											
Date:											
IQCS Class: Location/Class Type and Date		For Office Use:									
1-on-1 Trainer Name and e-mail address:											
Agency Rep. Validation:		Date:									
		Name:									
For IQCS Office Use											
User ID:											
EmplID:											
Permission List:											
Effective Date:											

