



CHAPTER 7: TRAINING PROGRAM RECORDS MANAGEMENT AND ADMINISTRATION

POLICY

BLM policy states that the Incident Qualifications and Certification System (IQCS) is the official system of record for wildland fire qualifications, including all-hazard incidents. IQCS also serves as the official repository of incident management positions performance standards and their respective qualifications and certification requirements.

A hard copy file folder will be kept for each employee. The contents will include, but are not limited to, training records for all agency required courses, evaluations from assignments, position task book verification, yearly updated IQCS forms, and Responder Master Record (RPTC028) from IQCS.

Training Officers should inform employees that the employee is responsible for maintaining original training certificates, completed position task books, experience records, and any other qualifications records that may be needed to support training and qualifications.

INCIDENT QUALIFICATION AND CERTIFICATION SYSTEM (IQCS)

IQCS tracks information related to an individual's qualification and certification currency and history including information such as positions, position performance, training, physical fitness status, and external warrants. The application provides a means to document annual certification of employees for wildland fire positions.

IQCS is a tool to assist managers in certification decisions; however, IQCS does not replace the manager's responsibility to validate that employees meet all requirements for position performance based on standards. IQCS has a training management function which allows authorized users such as the IQCS Account Manager and Training Officer to set up course sessions, enroll students, print certificates, and record successful training completion.

Workforce analysis may be conducted utilizing IQCS to report the disposition, status, and deficiencies of positions throughout the incident response community.

IQCS ROLES AND RESPONSIBILITIES

IQCS Account Manager is responsible for the input and maintenance of employee data in IQCS. All permanent employees involved in fire management activities will have their qualifications entered by authorized users. The BLM highly recommends that local units also enter data in the qualifications system for all EFF, temporary or seasonal employees. Individual records will be updated when there is a change in qualification, position task book, course completion, etc. (See the [Wildland Fire Qualification System Guide, PMS 310-1.](#))

The IQCS is designed to be accessed by authorized users only. Authorized users who have attended mandatory training may include Account Managers, Training Officers and FMOs. To authorize use of IQCS, the BLM State Account Manager submits user account requests to the IQCS Application Steward at BLM F&A for approval/authorization. A comprehensive list of all BLM State Account Managers is located on the IQCS Web site at <http://iqcs.nwcg.gov/>.

IQCS operations and maintenance support is provided by the BLM F&A Information Resource Management. System administration is provided by the IQCS Business Steward.

IQCS TRAINING

All authorized users will attend mandatory IQCS user training prior to accessing the system. System users can receive training in a two ways: classroom and one-on-one training. Geographic Area Training Representatives (GATRs) are responsible for IQCS training in formal classroom settings.

The IQCS staff updates training materials to match modifications and improvements to IQCS.

For more information on IQCS, go to <http://iqcs.nwcg.gov/> or contact the IQCS Help Desk at (877) 256-4727.

THE INCIDENT QUALIFICATION CARD (RED CARD)

The Agency Administrator (or delegate) is responsible for annual certification of personnel working in wildland and prescribed fire positions. Agency certification is issued annually in the form of an Incident Qualification Card (Red Card) which certifies that the individual is qualified to perform in a specified position. The Red Card must be reviewed for accuracy and signed by the Agency Administrator or delegated official. The Agency Administrator, fire manager, and individual are responsible for monitoring medical status, fitness, training, performance, and for taking appropriate action to ensure the employee meets all position performance requirements. Training, medical screening, and successful completion of the appropriate work capacity test (WCT) must be properly accomplished per agency policy.

All Red Cards issued to BLM employees, with the exception of EFF or temporary employees at the FFT2 level, will be printed using the IQCS application. Red Cards issued to EFF or

temporary employees at the FFT2 level may be printed at the local level without the use of the IQCS application.

BLM employees shall not certify the qualifications of private sector contractors or educational institutions trainees or instructors except where formal agreements are in place. Non-agency firefighters will be certified by state or local fire departments. The BLM will not act as the certifying agency or assist in administrating/sponsoring the work capacity test (WCT) for non-agency firefighters.

Red Card certification will have a 12-month currency from the date issued.

INCIDENT QUALIFICATION CARD (RED CARD) REVIEW COMMITTEES (IQCRC)

Each unit with fire management responsibilities will establish an Incident Qualification Card Review Committee (IQCRC) that will develop a qualification and certification process and provide management oversight and review of the wildland and prescribed fire positions under their jurisdiction. The committee will:

- Ensure that qualifications generated by IQCS for employees are valid by reviewing the training and experience of each employee.
- Review Incident Qualification Cards to ensure that employees are meeting the requirements of the BLM.
- Determine whether each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.
- Make recommendations to the appropriate Agency Administrator or designee who is responsible for final certification signature.
- Develop interagency training needs and sponsor courses that can be offered locally.
- Ensure training nominees meet minimum requirements for attending courses.
- Override and withhold job certification if the employee has demonstrated inadequate performance or otherwise does not meet standards.

IQCRC representatives should represent each functional area (e.g. management, training, fuels, aviation, and operations). When areas cooperate with other federal, state, or local agencies, an interagency committee should include representatives from each unit.

INDIVIDUAL QUALIFICATION REVIEW

One of the Training Officer's responsibilities is to ensure that employees have the proper documentation in their training records file that supports the position(s) on each employee's Red Card. It is suggested that a review be performed initially for all new employees and periodically for all other employees.

The Review Process

Each Training Officer is welcome to develop his/her individual qualification review process. A sample review process is provided below.

A sample Individual Qualification Review Documentation Form and Qualification Review Date Tracking Sheet are available on the BLM Fire and Aviation Training Information Job Aid Web site under the *Training Tools* section at http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/publications/job_aid/links/tools.html.

Official Individual Qualification Review Folder

Create an official qualification review folder for each employee which includes:

- Qualification Review Date Tracking Sheet
- Individual Qualification Review Documentation Form

Individual Qualification Review Documentation Form

- Identify the position being reviewed.
- Identify the year the employee became qualified for the position.
- Review the supporting document(s), such as the PMS-310, that contain the training requirements for the time period the employee became qualified.
- Locate the position within the supporting document(s).
- Identify the required and additional training needed for the position.
- Did the employee complete the training for the position?
- Identify the date(s) the employee attended the training related to the position.
- Does the employee have the completion certificates for the required courses?
- Document any missing paperwork on the review documentation form.
- Did the position require a position task book?
- Is there a copy of the position task book in the folder?
- Notify the employee of missing documentation and have them provide them for inclusion in the training records folder.
- File copies of the submitted documentation in the employee's training records folder and update the review documentation form.
- Repeat the review process for each position that the employee becomes qualified.

FMO/Training Officer Review and Individual Counseling

- Review the employee's qualification review folder with the FMO who will have the final decision on whether the employee keeps the qualification or reverts back to training status. This may require that the employee complete additional requirements and a task book for the position.
- Counsel (typically done by the FMO) the employee to develop a plan of action.

Qualification Review Documentation

- Make a copy of all documents and file in the employee's qualification review folder.
- Give all original documentation and comments from the FMO and Training Officer to the employee for his/her records.

TRAINING RECORDS HARD COPY FILES

An efficient way for the Training Officer to organize records is in a six- or eight-way file folder. The file contents should include, but are not limited to:

- Employee Work Capacity Test (WCT) Record
- Copy of the employee's current Incident Qualification Card (Red Card)
- Fire and training experience sheets
- Copies of training certificates
- Copies of position task book covers when issued
- Copies of position task book cover, signature page, and experience blocks when signed off
- Documentation that supports decisions made on qualifications
- Performance rating sheets from fires
- Current copies of updated Incident Qualification and Certification System (IQCS) forms and data sheets (Responder Master Record—RPTC028) when experience and training has been entered into the IQCS database

Each Training Officer is encouraged to develop a system for collecting and filing training information.

Training Records File Storage/Retention

All records will be stored and/or destroyed in accordance with agency policy (e.g., securing files in a locking filing cabinet to protect personal information). These policies can be found at <http://www.archives.gov/records-mgmt/grs/>. The Training Officer needs to read and be familiar with Schedule 1, Item 29 and Schedule 23.

Employees who transfer to another unit/agency or separate from service need to be given a copy of their training records file; however, the local unit must maintain a file on these individuals for a period of five years after the employee leaves.

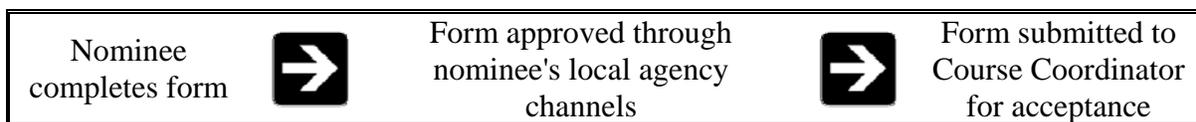
COURSE MANAGEMENT

Nomination Process for an NWCG Course

The Unit/Zone Training Officer and the employee need to verify that all agency course and NWCG prerequisites have been met. They also will need to make sure that all the necessary signatures have been obtained and are on the form (http://www.nationalfiretraining.net/nomination_forms.html).

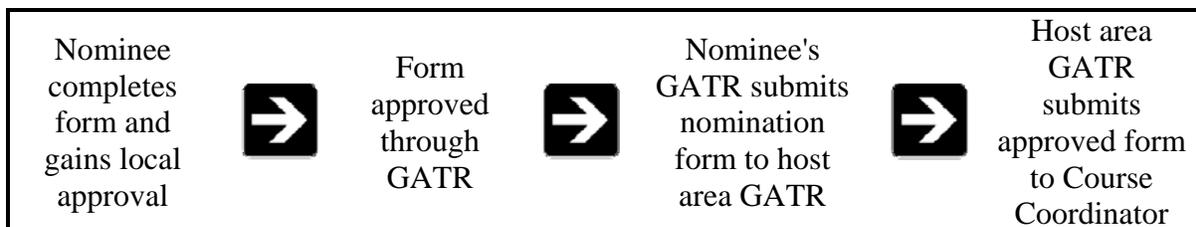
100-200 Level Course Nomination Process

Completed NWCG nomination forms for all 100-200 level courses must be routed as follows:



300-600 Level Course Nomination Process

Completed NWCG nomination forms for all 300-600 level and other miscellaneous courses must be routed as follows:



The above nomination procedures are required for all individuals desiring to attend a course. All geographic areas have agreed to a single point of contact, the [GATRs](#), for the most efficient coordination of courses. This process allows for prioritization and tracking of nominations. If you do not know who your GATR is, please refer to the [GATR](#) Web site at http://www.nationalfiretraining.net/geographic_area_information.html.

Course Nomination Process Using IQCS

For information on how to use IQCS nomination workflow, visit http://iqcs.nwcg.gov/main/training_files/v10/Mod08v10_Nomination.doc.

NWCG Instructor Qualifications

NWCG has established general instructor requirements and levels. Refer to courses within the [*Field Manager's Course Guide*](#) for specific course instructor requirements.

A “qualified instructor” means the instructor meets the position currency requirements as described in the [*NWCG NIIMS Wildland Fire Qualification System Guide*](#), PMS 310-1. Instructors are not required to meet physical fitness and annual refresher requirements to be considered qualified. Certification of instructor qualifications is the responsibility of the employing agency.

Instructor Levels

Lead instructors must have sufficient experience in presenting all units of the course to be capable of last-minute substitution for unit instructors. It is recognized that exceptions may occur where courses are of such a technical nature that no one person may be technically competent to instruct all units.

Unit instructors must be experienced in the lesson content they are presenting.

Adjunct instructors may be utilized to provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. They must be experienced, proficient, and knowledgeable of current issues in their field of expertise.

Training Requirements for Instructors

100-level courses:	No instructor training required; may be taught by anyone possessing the knowledge and skills with local approval.
200-level courses:	Unit instructors should have 32 hours of instructor training (Facilitative Instructor, M-410, or equivalent course). Lead instructors are required to have 32 hours of instructor training (Facilitative Instructor, M-410, or equivalent course).
300 and above level courses:	All instructors are required to have 32 hours of instructor training (Facilitative Instructor, M-410, or equivalent course).

EQUIVALENCY DETERMINATION FOR FIRE TRAINING COURSES

Equivalent fire training courses must meet two criteria:

- Evaluators have determined that the courses are equivalent to courses identified in the National Wildfire Coordinating Group (NWCG) approved curriculum.
- The Fire and Aviation's (F&A's) Bureau of Land Management (BLM) Fire Training Unit Leader at the National Interagency Fire Center (NIFC) has approved the courses as equivalent.

Process to Evaluate and Establish Equivalent Courses

1. The appropriate State office (SO) fire management staff or national committee identifies the need for an equivalency analysis of a specific course. The SO fire management staff or national committee can assemble an evaluation team (see Evaluation Team Composition) to conduct the analysis, document their findings, and submit recommendations through agency channels to the F&A's BLM Fire Training Unit Leader for an equivalency review. If assistance is needed in assembling the appropriate evaluation team or conducting the evaluation, it can be requested from the BLM Fire Training Unit Leader.
2. If the BLM Fire Training Unit Leader determines that the equivalent course analysis is sufficient and the proposed course meets the NWCG certified course standards, the Deputy Assistant Director (NIFC), F&A shall issue a memorandum stating that the course is equivalent.
3. The BLM IQCS Agency Lead will issue a course number for the equivalent course and enter it into IQCS with a competency for the NWCG course. The Agency Lead will provide the information to the Federal Fire Training Task Group for interagency collaboration on equivalent courses.
4. The BLM Fire Training Unit Leader may also provide the equivalency information to the NWCG Operations and Workforce Development Committee (OWDC) and the Geographic Area Training Representatives (GATRs), other agencies and/or the states for information-sharing purposes.
5. If the BLM Fire Training Unit Leader determines that the equivalent course analysis is not sufficient or that it does not support a recommendation to designate the course equivalent, the Deputy Assistant Director (NIFC), F&A shall issue a memorandum stating this to the SO fire management staff or national committee that initiated the evaluation process.

Analyses conducted by other agencies may also be used in making course equivalency determinations.

Evaluation Team Composition

The evaluation team shall be comprised of a minimum of three of the following members: lead instructor, cadre member, and course developer or subject matter expert for the respective NWCG course. The evaluators shall be individuals who have either been involved within the

past three years in instructing the course that is being evaluated, or who are familiar with the course development and revision process.

Evaluation Methodology

The evaluation team shall consider, at a minimum, the following items when attempting to determine whether or not a course is equivalent to an NWCG course:

- *Comparison of course objectives.* The learning objectives of the two courses must be thoroughly analyzed and found to be substantially similar, both at the unit level and at the course level.
- *Comparison of course content.* There should be no omissions of major topics, procedures or concepts that are contained in the NWCG course.
- *Testing.* Tests administered to trainees to measure content learned must be similar in terms of information tested, length of test, and percentage required for a passing grade.
- *Documentation of findings.* The evaluation team shall document its analysis and findings and forward them to the BLM Fire Training Unit at NIFC with its recommendation.

It is acceptable for an equivalent course to have more in-depth subject matter content than an NWCG course; it is not acceptable for it to have less.

Equivalent Courses

F&A has previously determined that the courses listed below in the table are equivalent to the identified NWCG course. Persons who have successfully completed the identified equivalent course do not need to attend the corresponding NWCG course, and should receive credit for it in IQCS.

NWCG-APPROVED CURRICULUM	APPROVED EQUIVALENT COURSE(S)
Facilitative Instructor (M-410)	National Fire Protection Association, Fire Service Instructor I (NFPA 1041) State of Idaho Basic Instructional Skills (G-265)
Introduction to Fire Effects (RX-310)	Successful completion of Technical Fire Management (TFM)
Human Factors on the Fireline (L-180)	Firefighter Training (S-130, 2004 version). The 2004 version of S-130 incorporates L-180 into the course package.
Driving for the Fire Service (S-216)	Engine Operator (PMS 419)