

**United States  
Department of  
Agriculture**

**Forest Service**

**R-6**

**OR/WA**

**Bureau of Land  
Management**

**United States  
Department of the  
Interior**

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**FS-Memorandum**

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**BLM-Information Bulletin No. OR-2004-151**

**To:** Forest Service and Bureau of Land Management Fire Management Officers

**Subject:** Access to Incident Qualifications and Certification System

Implementation of the Incident Qualifications and Certification System (IQCS) has begun. Training has been conducted, with priority given to Account Managers. These are individuals on each unit who will perform data entry/update including training, experience, and qualifications.

The next priority is individuals who will serve as Training Officers, followed by District Fire Management Officers, etc. Individuals who serve in these positions on your unit may desire access to IQCS, prior to receiving formal training. It is assumed that an Account Manager, who has completed the training, will be providing one-on-one training to the individual. The following processes will be followed:

1. Provide the IQCS website hyperlink to the individual: <http://iqcs.nwcg.gov/>

The web-based tutorial is available under the "Training", "IQCS On-line Training" hyperlinks. Upon completion of the tutorial, the individual will have a better understanding of the various IQCS roles and can complete the required access forms. "

2. The Incident Qualifications and Certification System was developed under the guidelines of the Bureau of Land Management (BLM), who has provided the licensing of the software to the 5 participating Federal wildland agencies. As a result, we must conform to the security processes established by the BLM and written into the approved IQCS security plan. Forms related to the IQCS security plan must be on file at the IQCS Offices for each individual who has access. These forms can be found on the IQCS website, under "Security and Account Request Forms".

The 3 forms include:

- a. Account Request for Incident Qualifications and Certification System
- b. IQCS Rules of Behavior. This document outlines what is expected of each user of the system. It has similar language to the ID 1264-3 document, but is intended for the specific use of IQCS. It provides the current guidelines for creating an individual's password.

It is critical that the employee understand that IQCS creates a "fingerprint" of information each time their password is utilized for access.

- c. Individual Computer User's Statement of Responsibility, Form #1264-3. The 1264.3 form provides the user with information related to the Privacy Act and use of the system solely for the purpose of government business.
3. Provide the one-on-one instructor's name, phone number, and e-mail on the Account Request form.
  4. When the individual has completed the tutorial and forms, the **Account Manager** will submit the forms to the State Office Regional Office (SORO) Training Officer (Michael Spencer) or SORO IQCS Specialist (Kathi May, Northwest Coordination Center) for review and

processing. Approved forms will be forwarded to the IQCS Technical Lead in Boise, Idaho, who will actually grant access for the individual to IQCS.

Please allow 2 weeks for processing of the access request. If you have any questions regarding IQCS, please feel free to contact Mike Spencer at 503-808-2333 or Kathi May at 503-808-2724.

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