

**Bureau of Land Management Fire and Aviation Directorate  
Incident Qualification and Certification Advisory Committee  
OPERATING PLAN**

The mission of the Bureau of Land Management (BLM) Fire and Aviation Directorate (NIFC BLM) Incident Qualification and Certification Advisory Committee (IQCAC) is to meet the requirements as outlined in the *Interagency Standards for Fire and Fire Aviation Operations* (Red Book). The responsibility of the IQCAC is to provide management oversight and review of the wildland fire and all-hazards position qualifications and certification system for BLM employees at NIFC.

GOALS AND OBJECTIVES

The goal of the IQCAC is to ensure that all NIFC BLM employees meet or exceed training and experience prerequisite qualifications for wildland fire and all-hazards positions listed on their incident qualification card (red card). Another goal is to provide consistent guidance to NIFC division chiefs/office managers regarding the qualification requirements for ICS positions and proper training record retention procedures. The specific tasks of the committee are to:

1. Standardize requirements for NIFC BLM employee training records (appendix A).
2. Annually review NIFC BLM employee's red card qualifications that include positions above the unit leader level and all-hazards positions that do not share competency requirements with the NWCG PMS 310-1, to ensure all required training and experience have been met. For a list of positions being reviewed by this committee, see appendix B. The review process for all other positions will remain in the purview of the division chief/office manager or designee.
3. Provide suggested guidance to division chiefs/office managers and NIFC BLM IQCS account managers on the training and qualification process including up-to-date training requirements for BLM employees (appendix C).
4. Provide a point of contact for inquiries concerning incident management team nominations, priority trainee program, the nomination flow process for geographical and national level training courses (appendix D), and other qualification and certification issues.
5. Serve as an advocate for training slot priorities at the geographical and national levels.
6. Maintain consistency with Red Book policy.

## AUTHORITY

Chartered by the assistant director, Fire and Aviation in August 2017.

## COMMITTEE ORGANIZATION, DUTIES AND RESPONSIBILITIES

The committee will be made up of a representative from each division/office and one non-voting member who will act as an IQCS liaison. All committee members will be current NIFC BLM employees. Committee membership will be updated annually. The current list of committee members is in appendix E. All IQCS account managers at NIFC are invited to attend IQCAC meetings.

The organizational structure of the committee will include a chair and vice-chair. Other individuals may be appointed by the committee to accomplish specific tasks. The chair and vice-chair positions will rotate within the committee every two years. Usually, the vice-chair will rotate into the chair position but this progression is optional.

### **The chair is responsible for:**

1. Overall preparation and management of the business meetings. This includes, but is not limited to, preparation of meeting agenda and establishment of meeting times and locations. The chair will coordinate with the vice-chair on recording meeting minutes.
2. Surveying committee members to determine training nomination priorities and representing NIFC employees at geographical and national level training meetings to advocate for training slot priorities.
3. Preparing recommendations to NIFC BLM division chiefs/office managers about employee training needs. Committee decisions and recommendations will be documented on the *NIFC BLM Incident Qualification and Certification Advisory Committee Position Task Book Recommendation Form* (appendix F).
4. Serving as primary contact and liaison among other committees, employees and agencies.
5. Assigning individuals specific tasks as needed for the good of the committee.
6. Fully involving the vice-chair in procedures, communications and decisions.

**The vice-chair is responsible for:**

1. Serving as the committee chair in the absence of the chair.
2. Serving as note taker and recording meeting minutes.

**The committee members are responsible for:**

1. Representing their division/office in determining training and qualification requirements for employees.
2. Submitting for review all employee information included in employee training files currently being held by their IQCS account manager.
3. Maintaining contact with the appropriate IQCS account manager and employees regarding their training and qualification records.
4. Actively participating in NIFC BLM IQCAC activities each year.
5. Serving as liaison between the NIFC BLM IQCAC and employees regarding training and qualification determinations and actions.
6. Notifying the division chief/officer manager when it is determined that an employee fails to meet training or prerequisite qualification requirements for a position listed on their red card.

**ADMINISTRATION**

Review and updates to this operating plan will take place at biannual meetings or when necessary by the chair. Significant changes to this document require assistant director, Fire and Aviation approval.

## Appendix A

### Standard requirements for NIFC BLM employee training records

Each division chief/office manager or designee will comply with the *Interagency Standards for Fire and Fire Aviation Operations*, chapter 13, which states:

“The Incident Qualifications and Certification System (IQCS) is the fire qualifications and certification record keeping system. The Responder Master Record report provided by the IQCS meets the agency requirement for maintaining fire qualification records. The system is designed to provide managers at the local, state/regional, and national levels with detailed qualification, experience, and training information needed to certify employees in wildland fire positions. The IQCS is a tool to assist managers in certification decisions; however, it does not replace the manager’s responsibility to validate that employees meet all requirements for position performance based on their agency standards.

Certifying officials have the option to keep employee qualification records as a hard copy file or an electronic file using the IQCS document upload feature. Both options must include proof of all required training, certified position task books, required license/certification and documentation for administrative actions (system overrides from certifying officials). Hard copy files will also include current copies of the IQCS Master Record and incident qualification card. All records will be stored and/or destroyed in accordance with agency policies.

BLM will transition hard copy records to electronic records by December 31, 2024. During the transition, IQCS certifying officials have the option to keep employee training and qualification records as a hard copy file or an electronic file. Additional information can be found at <https://www.nifc.gov/about-us/our-partners/blm/training>. All records will be stored and/or destroyed in accordance with agency policies. [https://doimspp.sharepoint.com/sites/blm-oc-dirm/BLMrec/Records%20Schedules/Combined\\_Records\\_Schedules\\_01-32.pdf](https://doimspp.sharepoint.com/sites/blm-oc-dirm/BLMrec/Records%20Schedules/Combined_Records_Schedules_01-32.pdf)  
Non-fire agency specific training completion certificates do not need to be included in the training file (e.g., DOI Talent courses, EEO).

## Appendix B

### Positions reviewed by NIFC BLM Incident Qualification and Certification Advisory Committee

#### Wildland Fire

##### ICS Positions

AOBD – Air Operations Branch Director  
ASGS – Air Support Group Supervisor  
ATGS – Air Tactical Group Supervisor  
ACAC – Area Command Aviation Coordinator  
ACDR – Area Commander  
ACLC – Assistant Area Commander, Logistics  
ACPC – Assistant Area Commander, Planning  
DIVS – Division/Group Supervisor  
FSC1/2 – Finance/Administration Section Chief Type 1 or 2  
HEBM – Helibase Manager  
HLCO – Helicopter Coordinator  
ICT1/2/3 – Incident Commander Type 1 or 2 or 3  
INCM – Incident Communications Center Manager  
LSC1/2 – Logistics Section Chief Type 1 or 2  
OPBD – Operations Branch Director  
OSC1/2 – Operations Section Chief Type 1 or 2  
PSC1/2 – Planning Section Chief Type 1 or 2  
PIO1/2 – Public Information Officer Type 1 or 2  
SOF1/2 – Safety Officer Type 1 or 2  
SVBD – Service Branch Director  
SUBD – Support Branch Director

##### Wildland Fire Positions

FAL1 – Advanced Faller  
FBAN – Fire Behavior Analyst  
FEMO – Fire Effects Monitor\*  
LTAN – Long Term Fire Analyst  
RXB1/2 – Prescribed Fire Burn Boss Type 1 or 2\*  
RXM1/2 – Prescribed Fire Manager Type 1 or 2  
SOPL – Strategic Operational Planner  
STPS – Structure Protection Specialist

Continued on next page.

Incident Support Positions

CORD – Expanded Dispatch Coordinator

EDSP – Expanded Dispatch Supervisory Dispatcher

INBA – Incident Business Advisor

PROC – Procurement Unit Leader\*

\*BLM has additional requirements for this position. See the [\*BLM Standards for Fire Training and Workforce Development\*](#), appendix C, for information.

**All-Hazards**

All positions that do not share competency requirements with the NWCG PMS 310-1 as listed in the [\*Incident Positions Qualification Guide\*](#) (IPQG), annex B.

## Appendix C

### Qualification and certification process for NIFC BLM

**Purpose:** The purpose of this guidance is to provide NIFC BLM division chiefs/office managers or designees a qualification and certification process for personnel assigned to wildland fire and all-hazards positions. Division chiefs/office managers or designees serve as the certifying official on ALL position task books (PTB) issued to employees within their division/office.

#### Supervisor Responsibilities

- Provide leadership in fire training and workforce development.
- Ensure that fire or fire militia employees meet applicable fire training requirements established in this document, the [\*Interagency Standards for Fire and Fire Aviation Operations\*](#), [\*NWCG Standards for Wildland Fire Position Qualifications\*](#), [\*Interagency Fire Program Management Qualifications Standards and Guide\*](#), [\*Federal Wildland Fire Qualifications Supplement\*](#), [\*BLM Standards for Fire Training and Workforce Development\*](#), prior to performing fire management duties.
- Evaluate and communicate fire training and workforce development needs to meet current and anticipated needs with supervisor.
- Ensure all unit IQCS account managers have a [\*delegation of authority\*](#) from the certifying official.

#### Employee Responsibilities

- Work with immediate supervisor to identify training and development needs.
- Use an individual development plan to establish and implement a training and development strategy.
- Participate in and complete training courses and developmental activities.
- Apply knowledge and skills in field situations to gain experience.
- Enhance experience by participating in after action reviews and other activities that assess, analyze, and seek to improve performance.
- Ensure training and records are accurately entered into IQCS.
- Maintain personal copies of training, qualifications, and experience records.
- Execute only duties they have been trained and qualified to perform.

#### Position Task Book (PTB)

**Initiation** - After reviewing and confirming the prerequisite qualifications, experience and training requirements outlined in the PMS 310-1 or *Federal Wildland Fire Qualifications Supplement*, the division chief/office manager or designee can initiate a PTB.

**Certification** – Approval and certification of a completed PTB should only occur after consideration of the following criteria (see PMS 310-1).

A quorum of three IQCAC members, one of which is the division/office representative, is required for PTB approval. The following criteria should be considered by division chiefs/office managers before final certification of a PTB.

### **Criteria to consider when reviewing individual PTB for final certification**

- Completeness of PTB - Task blocks, evaluation records, final evaluator verification, etc.
- Completion of required courses and prerequisites - PMS 310-1, IQCS Responder Master Record, etc.
- Depth and quality of experience - Complexity and duration of assignments, fuel models and jurisdiction/geographic diversity, and an adequate number of quality training assignments/shifts have been completed.
- Duration of the PTB - Number/length of assignments and time from initiation to completion.
- Evaluator Qualifications - Qualified at or above task book position. As can be determined, evaluator has successfully performed in a minimum of two incident assignments in the position for which they are evaluating.
- For single resource boss, crew (CRWB), crew is defined as 18-20 crewmembers.
- For single resource and above, consider locations of assignments and fuel types.
- Individuals will work in one trainee position (work with one PTB) per operational period. Working on multiple PTBs within a single operational period does not provide the depth and quality of experience to the trainee.

### **Certification Documentation**

#### **Prepare for review by NIFC BLM IQCAC (for positions listed in appendix B).**

The division chief/office manager or designee should compile the relevant documentation and have it available in employee's training file for the NIFC BLM IQCAC. Relevant documentation should include, but is not limited to:

- Completed PTB(s)
- Performance evaluation(s)
- Copies of position related training completion certificates
- IQCS Responder Master Record

Division/office IQCS account managers will identify any issues, questions or "data gaps" utilizing IQCS reports such as Responder To Position for the person/position being reviewed. This step is necessary in order for the division chief/office manager to assure that all position requirements have been met and any issues in IQCS have been identified prior to certification and review by the NIFC BLM IQCAC.

#### **Limiting number of active PTB's**

There is no direction in PMS 310-1 that limits the number of PTBs issued to an individual. The committee suggests that no individual should have more than six active PTBs at any one time.

#### **PTB completion timeframes**

A PTB is valid for three years from the day it is initiated. Upon documentation of the first task in the PTB, the three-year time limit is reset from that new date. If the PTB is not completed in three years from the date of the PTB initiation (or first task being evaluated), the PTB will expire. A new PTB may be reactivated. Prior experience documented in the expired PTB may be



taken into account in completion of the new PTB at the discretion of the IQCS certifying official. All current qualification standards identified in this document must be applied at the time of the new PTB initiation.

#### **Positions without NWCG position task books**

Refer to the [PMS 310-1](#) or DOI [Incident Positions Qualification Guide](#) (IPQG) for qualification guidance.

#### **Qualifications received prior to revision of the PMS 310-1**

If an individual was qualified under an old system (previous versions of PMS 310-1), and **has maintained currency in that position**, they may retain certification at the discretion of the division chief/office manager. The division chief/office manager or designee must provide the IQCS account manager some form of documentation that addresses this issue and gives justification/approval to “over-ride” the computer process.

#### **Maintaining currency**

For the positions identified in this guide, the maximum time allowed for maintaining currency is **three years for air operations, faller, and dispatch positions. All other positions have a five-year currency requirement.** Currency for a position can be maintained by successful performance in that position within the given timeframe.

## **Appendix D**

### **Nomination flow process for geographical and national level training courses**

For a diagrammatic representation of the Great Basin training Nomination flow process refer to <https://wildlandfirelearningportal.net/course/view.php?id=262&section=3>.

All training nominations will be collected by the division chief/office manager or designee, prioritized and sent to the division/office IQCS account manager for input into IQCS. For 300-600 level classes, the division/office IQCS account manager should enter priority Level 1 in IQCS.

The IQCAC will only review nominations for S-420/520/620 in IQCS and assign Level 2 priorities. A thorough review by the committee will take place for S-420/520/620 nominations to ensure that all prerequisites are met. The committee will coordinate with division chiefs/office managers when more than one NIFC division/office is nominating an employee(s). A committee member will advocate for training slots during the Level 3 prioritization process which takes place at the fall Great Basin Training Committee meeting.

If there is high competition for other 300-600 level courses and Geographic Area Training Representative request prioritization for NIFC BLM employees, the IQCAC will be called upon to make determinations.

NOTE: The Boise smokejumpers maintain their training processes separate from the IQCAC.

## **Appendix E**

### **IQCAC committee members, committee liaison, and IQCS account managers**

For a current list of IQCAC committee members, committee liaison, and IQCS account managers, see <https://www.nifc.gov/about-us/our-partners/blm/training>.

The IQCAC consists of a division/office committee member from FA-100, FA-200, FA-300, FA-400, FA-500, FA-600 and FA-700. The listed committee member is the training officer for each division/office; all training and qualification questions should be directed to that individual.

The IQCS account manager is an individual delegated responsibility by the IQCS certifying official for the purpose of completing certifications of agency employee qualifications in the IQCS application. "Certification" is defined as the process whereby an appropriate agency official confirms through the issuance of an incident qualification card (i.e., red card) that an individual is qualified to perform in a specified position. The individual identified for each division/office may assist with position task books, updating position competencies, printing the incident qualification card (i.e., red card) and other delegated duties.

## Appendix F

### NIFC BLM Incident Qualification and Certification Advisory Committee position task book recommendation form

**Procedure:** Upon completion of a position task book (recommendation for certification by a final evaluator), the employee's representative on the IQCAC will provide the completed task book and any other supporting documentation (i.e., ICS 225 WF – *Incident Personnel Rating* (NWCG Wildland Fire Form) or ICS 225 – *Incident Personnel Performance Rating* (DHS/FEMA Form), and other documentation from incident training specialist to the IQCAC for review. After IQCAC review, the IQCAC chair will complete this form, and provide the documentation package to the employee's IQCAC representative. The employee's IQCAC representative is responsible for briefing the division chief/office manager regarding the IQCAC's recommendation. The division chief/office manager is responsible for agency certification of the task book (and providing it to the IQCS Account Manager), or providing guidance to the employee to complete training courses/assignments/prerequisite qualifications, or to gather additional documentation.

Employee Name: \_\_\_\_\_ IQCS Employee ID Number: \_\_\_\_\_

Trainee Position: \_\_\_\_\_

1. Are all required prerequisite courses complete and documentation on file with the IQCS Account Manager? YES / NO

Missing Course: \_\_\_\_\_

Missing Course: \_\_\_\_\_

Missing Course: \_\_\_\_\_

2. Is the employee qualified in prerequisite positions? YES / NO

Missing Position: \_\_\_\_\_

Missing Position: \_\_\_\_\_

Missing Position: \_\_\_\_\_

3. Is the documentation in the position task book complete? YES / NO

Front cover of PTB complete/correct? YES / NO

Final evaluator's verification (inside of front cover) complete/correct? YES / NO

Evaluation record(s) complete/correct? YES / NO

All tasks completed and correctly annotated with evaluation record number and evaluator initials/date? YES / NO

Are tasks evaluated by the trainee's incident supervisor or a responder qualified in the

position? YES / NO

Is the final evaluator qualified in the position (or higher)? YES / NO

4. Does the IQCAC feel that an adequate number of quality training assignments/shifts have been completed? YES / NO
5. Employee possesses the personal characteristics necessary to perform the wildland/prescribed fire/all-hazards position in a safe and efficient manner? YES / NO
6. A quorum of three IQCAC members, one of which is the division/office representative, have reviewed the task book? YES / NO

Based on review of this position task book and supporting documentation, the IQCAC RECOMMENDS / DOES NOT RECOMMEND certification of this employee. If NOT RECOMMENDED for certification, see attached page for specific deficiencies.

\_\_\_\_\_  
IQCAC Chair

\_\_\_\_\_  
Date