

# IQCS User Account

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Follow this process if you are requesting any of the following:

- New user account
- Transfer organizations
- Temporary detail requiring access
- Reactivation of a closed account

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## Requester

### 1. Complete the IQCS User Account Form

- This fillable PDF form will need to be completed by the requester. It can be downloaded and saved on your local computer or network.
  - **Request Type:** Indicate if this is a new user account request or a change to an existing account. If a change to existing account, include your user name.
  - **Personal Information:** Fill out personal information fields.
    - Email Address: enter only your work/agency email. Do not enter a shared email.
  - **Supervisor Information:** Fill out supervisor information fields.
    - Supervisor Authorization: The supervisor authorization is required as an acknowledgement that there is a significant time element to being an IQCS account holder.
  - **User Roles:** Identify roles by selecting an action.
    - Select the link to the IQCS Role Matrix to help identify the needed role(s).
    - **Add:** Select to have role added to your user account.
    - **Remove:** Select to have role removed/deleted from your user account.
  - **User Role Training:** Training certificate(s) must be submitted with the account request for the roles being requested.
  - **Organization Code Access:** Identify all the organizational codes and the required action. DO NOT enter an agency (USFS, BLM, etc.) or a Unit ID, ONLY enter an Org Code.
    - Select the Org Codes links for help determining access.
    - Access to another agency other than your own will require authorization from that agency.
    - **Add:** Select to have access to the identified Org Code added to your user account
    - **Remove:** Select to have access to the identified Org Code removed/deleted from your user account.
    - **Include Lower Levels:** Select to have the above action (Add or Removed) included to all lower level organizations.

- **Detail:** Identify if this request is the result of a detail and the start and end dates.
  - **Agency Authorization:** Leave blank, this is reserved for the Regional/State agency representative authorization.
2. **Complete IQCS Training**
- IQCS training must be completed prior to an account being created or changed.
  - The NWCG IQCS Core module.
    - Is required one time for all new accounts.
    - Is not required if you have taken any previous training modules and are just adding additional roles.
  - **New Accounts:** Online training is required for all new account holders.
  - **Existing Accounts:** If you are requesting a role you have not had in the past two years, or you have not completed training in the past two years, you must complete the online training for the role(s) being requested.
  - **Reactivating Accounts:** If your account has been deactivated more than 2 years ago and you have not completed an IQCS course within the last two years, you must complete the IQCS online training for the role(s) being requested.
  - Training certificate(s) must be submitted with the completed account request for the roles being requested.
  - Classroom training certificates with a completion date after 10/5/2015 will not be accepted as the two classroom training environments were deactivated on that date.
3. **Submit Request to Regional/State Agency Representative**
- Submit completed form and training certificates to your Regional and State Agency Representatives to be processed.
  - **Account must be processed through your regional/state agency representative.** Request submitted directly to IQCS will not be processed.

## Regional / State Agency Representative

All agencies have agreed that the account requests must be vetted at a regional/state level.

1. Review submitted request for accuracy and completeness.
  - If access to another agency is requested, you must ensure that authorization from that agency has been received at the local and regional/state level.
2. Approve or not approve request.
3. If approved, submit form and training certificates per agency process.
  - **Air Force:** Request is sent to the national Air Force Lead
  - **BLM:** Request is sent to IQCS by submitting an email to [blm\\_fa\\_iqcs@blm.gov](mailto:blm_fa_iqcs@blm.gov)
  - **BIA:** Request is sent to the national BIA Agency Lead
  - **DOI (BOR, BOEM, BSEE, etc.):** Request is sent to the national DOI AH Agency Lead
  - **FWS:** Request is sent to the national FWS Agency Lead

- **NPS:** Request is sent to IQCS by submitting an email to blm\_fa\_iqcs@blm.gov
  - **TNC:** Request is sent to IQCS by submitting email to blm\_fa\_iqcs@blm.gov
  - **USFS:** Request is sent to IQCS by submitting an email to blm\_fa\_iqcs@blm.gov
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### **CMB Agency Representative**

**ONLY** for the Air Force, BIA, FWS and DOI (BOR, BOEM, BESS, etc.) that requiring CMB agency representative authorization as identified above.

1. Review submitted request for accuracy and completeness.
2. Approve or not approve request.
3. If approved, requests are sent to IQCS by submitting an email to blm\_fa\_iqcs@blm.gov