



IQCS Training Manual User Guide

MODULE 11: CONTROL TABLES

OVERVIEW

Welcome to the Control Tables module. In this module, we will discuss the utility of control tables within the Incident Qualifications and Certification System (IQCS). We will also introduce each of the specific control tables.

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USES FOR CONTROL TABLES

Control tables are the foundation for implementing agency standards in IQCS. Control tables serve numerous functions in the system. Control tables are used for the following:

- They provide a place to establish and maintain all of the IQCS core data (positions, position criteria, course information, organization information, etc.).
- Control tables eliminate redundant data entry by providing default values.
- They contribute to data integrity within IQCS by providing uniformity and consistency of data entry.



Once they are established, control tables serve to store and maintain data at the employee level

ACCESS TO CONTROL TABLES

This module will focus on navigating to the various control tables. Account managers and other user roles have permission to view many of the control tables but cannot edit them. Information on the following control tables may be of interest to many different user roles:

- Responder Position Code Table
- Course Table
- Setup Roles – Competencies

POSITION (JOB) CODE TABLE

The Responder Position Code Table holds agency Job Codes (i.e., the four-character mnemonic for the position) as well as the technical specialist job codes. The criteria applied to each job code (such as currency, Position Taskbooks (PTB), training, functional area, and position category) are defined in this table.

To request a new position title and mnemonic be added to IQCS, or change to an existing, a Request for Change must be submitted to the NWCG [Position Naming Board \(PNB\)](#).

The screenshot shows the 'Job Code Profile' form for Set ID: NWCG00 and Position: HECM. The form includes the following fields and sections:

- Set ID:** NWCG00, **Position:** HECM
- Job Code Profile:** Effective Date: 11/01/2011, Status: Active
- Job Title:** Helicopter Crewmember
- Short Job Title:** HECM
- Long Job Title:** Helicopter Crewmember
- Job Descr:** (Empty text box)
- Functional Area / OPM Class:** AIR, Air Operations
- Position Category:** WF, WILDFIRE
- Send Jobcode to Ross:**
- Complexity Type:** Type 1, Type 2, Type 3, Type 4, Type 5, Area Command, Unknown
- Currency Length:** Frequency: Annually, Currency Length: 3
- Other Positions that Maintain Currency:**

Job Code	Description
1 DECK	Deck Coordinator
2 HEB1	Helibase Manager, 6 or more He
3 HEB2	Helibase Manager, 1 to 5 Helic
4 HMGB	Helicopter Manager, Single Res

The permission access for this IQCS control table is set to a view-only access.

INSTRUCTIONS – VIEWING POSITION CODE TABLE

1. Navigate to **Control Tables > Foundation Tables > Job Attributes > Responder Position Code Table**.
2. Search and select a position.
3. You will be able to view the following critical pieces of information in the Position Code Table:
 - **Status.** Defines whether the position in the identified SetID is active or inactive.
 - **Complexity Type.** Defines the type of incidents to which this position should respond (e.g., Type I, II, III)
 - **This Position Maintains Currency For.** The currency of the position(s) listed in this box is maintained by this position as defined by the agency.
 - **Currency Length.** The maximum time allowed for maintaining currency is defined by agency policy. Three years for air operations and dispatch positions and 5 years for all others.
 - **Other Positions that Maintain Currency.** Positions listed in this box will maintain experience currency for this position.
 - **Code Task Book Tab.** Indicates if there is a PTB for this position and the allowable time period to complete.

THE COMPETENCY TABLE

The Competency Table is a key defining table in IQCS. Competencies represent position requirements in the system. Types include:

- Position
- Training
- Position Taskbook
- Licenses/Certificates
- Complex Prerequisites (Complex Training and Position Competencies)

Each position code, Position Taskbook, and training has a competency code assigned to it. When a responder has completed a training course, licenses/certificates, and/or certified a Position Taskbook, the associated competency gets placed on the responder's competencies page with an effective date.

Competency	Proficiency Descriptions		Track Changes	
Competency:	RESL			
Unit Description:	Resources Unit Leader			
Title				
Short Description:	RESL			
Rating Model:	IQC1	Single Level Rating Scale		
Category:	Position	No Override: <input type="checkbox"/>		
Content Supplier:	Customer Defined			
Description:	Is currently or has previously qualified in the position of Resources Unit Leader			

Competency	Personalize	Find	First	1-2 of	Last
Type					
ICS	ICS Universal Position Categor				
PLNG	Planning				

Comp can be seen by:	Personalize	Find	View All	First	1-	Last
Set ID						
1	AH000	All Hazards				
2	FS000	Forest Service				
3	NWCG0	National Wildfire Cord Group				

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INSTRUCTIONS – VIEWING COMPETENCY TABLE

1. Navigate to **Control Tables > Common Definitions > Competencies > Competency Definitions**. This is a view-only area within IQCS.
2. Search for or enter the position competency you want to view.
3. The screen will identify the competency, the description, rating model, competency category, description, competency types, and the SetID associated with the competency. The following screen shot is for the Resource Unit Leader, RESL position.
4. Select **Return to Search** to view another competency.

COMPLEX COMPETENCIES

Complex competencies represent instances where prerequisite experience and/or training is defined by more than one way to meet the requirement. Anytime there is an “or” statement on the qualification sheet in the prerequisite experience for a position, a complex prerequisite is built.

When a responder meets one of these different options, he or she is awarded a special complex competency code to indicate that they have met the prerequisite experience to be considered for the next higher position at a Trainee status.

All complex competency codes end with the suffix CPX (positions) or TPX (training). For example, the ATGS complex competency code is ATGSCPX. This does not mean responders with this code on their competencies page are qualified ATGSs; it indicates the responder meets the prerequisite experience should he or she decide to work toward becoming an ATGS in the future.

Competency Table	Proficiency Descriptions	Complex Competency	Track Changes						
Competency: ATGSCPX Description: ATGS Complex Position Prereq									
Complex Groups Find View 1 First 1-4 of 4 Last									
Set ID: FS000 Group: 1 Find View All First 1 of 1 Last									
Eff Date: 01/31/2006 Status: Active Personalize Find 1 of 1 Last									
<table border="1"> <thead> <tr> <th>Group Comps</th> <th>Description</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>ICT3</td> <td>Incident Commander Type 3</td> <td>Attained</td> </tr> </tbody> </table>				Group Comps	Description	Proficiency	ICT3	Incident Commander Type 3	Attained
Group Comps	Description	Proficiency							
ICT3	Incident Commander Type 3	Attained							
Set ID: FS000 Group: 2 Find View All First 1 of 1 Last									
Eff Date: 01/31/2006 Status: Active Personalize Find 1 of 1 Last									
<table border="1"> <thead> <tr> <th>Group Comps</th> <th>Description</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>DIVS</td> <td>Division/Group Supervisor</td> <td>Attained</td> </tr> </tbody> </table>				Group Comps	Description	Proficiency	DIVS	Division/Group Supervisor	Attained
Group Comps	Description	Proficiency							
DIVS	Division/Group Supervisor	Attained							
Set ID: NWC00 Group: 1 Find View All First 1 of 1 Last									
Eff Date: 01/19/2006 Status: Active Personalize Find 1 of 1 Last									
<table border="1"> <thead> <tr> <th>Group Comps</th> <th>Description</th> <th>Proficiency</th> </tr> </thead> <tbody> <tr> <td>DIVS</td> <td>Division/Group Supervisor</td> <td>Attained</td> </tr> </tbody> </table>				Group Comps	Description	Proficiency	DIVS	Division/Group Supervisor	Attained
Group Comps	Description	Proficiency							
DIVS	Division/Group Supervisor	Attained							
Set ID: NWC00 Group: 2 Find View All First 1 of 1 Last									
Eff Date: 01/19/2006 Status: Active Personalize Find 1 of 1 Last									
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Group Comps	Description	Proficiency							
ICT3	Incident Commander Type 3	Attained							

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INSTRUCTIONS – VIEWING COMPLEX COMPETENCIES

1. Navigate to **Control Tables > Common Definitions > Competencies > Competency Definitions**. This is a view-only area within IQCS.
2. Search for a competency that contains CPX. To limit the search, you can also select Prerequisite from the Competency Category dropdown.
3. Once on the competency page, select the **Complex Competency** tab.
4. Click the **View All** link in the blue Complex Groups bar to see the groups defined for the SetID(s).
5. The groups shown represent the possible combinations of position prerequisites.
6. Return to the Competency Definition search and select Prerequisite from the Competency Category to view other complex competencies.

SETUP ROLES COMPETENCIES TABLE

The Setup Role Competencies Table is where IQCS brings all of the requirements identified in various business policies together to build responder positions. A role competency can be best described as a compilation of position requirements. Each requirement is expressed, in IQCS, as a competency required for a position.

Competency	Proficiency	Attainment	Reqd for Trainee Status	No Override	Apply Retro	Status as of Effective Date
A110	Aviation Trans of HAZMAT	1	Attained	<input type="checkbox"/>	<input type="checkbox"/>	Active
FFT2	Firefighter 2	1	Attained	<input type="checkbox"/>	<input type="checkbox"/>	Active
FITCAT	Fitness Category	A	Arduous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
HECMTB	Helicopter Crewmember PTB	2	Certified	<input type="checkbox"/>	<input type="checkbox"/>	Active
ICS-100	Introduction to ICS (ICS-100)	1	Attained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active
IS-700	NIMS An Introduction	1	Attained	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active
RT-130	Fire Safety Refresher	1	Attained	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
S-271	Helicopter Crewmember	1	Attained	<input type="checkbox"/>	<input type="checkbox"/>	Active

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INSTRUCTIONS – VIEWING POSITION SETUP ROLES COMPETENCIES

In order to view the Setup Role Competencies Table, you must:

1. Navigate to **Control Tables > Setup Roles > Setup Roles Competencies**.
2. Search for and select the role or position to view.
3. Once you have selected your desired role or position, you will see a screen that displays the following information:
 - **Effective Date.** The date the identified requirements became effective.
 - **Assigned Competencies.** Identifies the position qualification requirements defined by the set agency's policies.
 - **Proficiency.** Identifies the proficiency level required for qualification.
 - **Required for Trainee Status.** Identifies the requirements for a responder to be identified as a trainee status if he or she has an active PTB.
 - **No Override.** If checked, the competency for the position **cannot** be overridden using administrative action.
 - **Apply Retro.** When a new business requirement is added to IQCS, it may be applied retroactively to those responders already Qualified or Trainee.
 - **Status as of Effective Date.** Identifies the status of the requirement.
 - **Taskbook Prereqs** tab. Identifies the prerequisite requirements to issue a PTB to a responder.

COURSE TABLES

The Course Table holds the NWCG and All-Hazard training course list. Criteria applied to each course, such as curriculum, required instructor competencies, prerequisites and competencies, equipment, catalog information, and additional details, are defined in this table.

Course Profile	Required Instr Comps/Accomps	Prereqs and Competencies	Equipment	Catalog	Additional Details	▶
Course:	S290					
*Title:	Interm Wildland Fire Behavior					
Description:	Intermediate Wildland Fire Behavior					
Short Title:	S-290	Course Status:	Active			
Creation Date:	01/01/1940	Revision Date:				
Internal/External:	Internal	<input checked="" type="checkbox"/> Session Administration				
Course Type:	Supp Skill	<input type="checkbox"/> Multilingual Course				
Primary Delivery Method:	Instructor	<input checked="" type="checkbox"/> Instructor Comps/Accomps Reqd				
Min/Max Students:	1 999	Cost Unit:	Hour			
Duration Time:	15.0	Course Offering:	As Req.			
Course Units:						
Course Management:	NWCGTC	NWCG Training Committee				

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The [Field Manager's Course Guide \(FMCG\)](#) is the system of record for the NWCG listing in the Course Table. IQCS receives guidance from the [Operation and Training Committee \(OTC\)](#) and the IQCS Change Management Board (CMB) regarding requests to add courses. Information on the Course Table is brought forward to the Course Session.

INSTRUCTIONS – VIEWING COURSE TABLE

1. Navigate to **Training Administration > Define Course Details > Courses**.
2. Click **Search** to see a list of the courses or enter the course code in the Course Code field.
3. Select the **Course Code** link for the desired course.
4. The Course screen will display. Each tab on the Course Table is self-explanatory as to the information it provides about the course.

CONTROL TABLES RELATED REPORTS

The following reports may assist a user in understanding the IQCS control tables. For a full list of reports available in IQCS and directions on how to run reports, or specifics on a report, please refer to the Reports Module.

Reports > Training > Admin	Report Number
Course Awarding Comps	C118
Course Equivalentents	C119

Reports > Positions	Report Number
Agency Hierarchy	C87
Position Qualification Criteria	C94