

CHARTER
Bureau of Land Management
National Interagency Fire Center
Incident Qualification and Certification Advisory Committee

I. BACKGROUND

The *Interagency Standards for Fire and Fire Aviation Operations* (Red Book) states that:

"Each unit with fire management responsibilities will establish an Incident Qualification Card qualification and certification process, which may include a qualification and certification committee. These qualification and certification committees provide management oversight and review of the wildland and prescribed fire positions under their jurisdiction."

"... In accordance with Homeland Security Presidential Directive-5, federal departments and agencies are expected to provide their full and prompt support, cooperation, available resources, consistent with their own responsibilities for protecting national security. Personnel assigned to all-hazard incidents may only perform duties within agency policy, training, and capability."

II. NAME

The name of the committee is the NIFC BLM Incident Qualification and Certification Advisory Committee (IQCAC).

III. AUTHORITY

This IQCAC is formed under the authority of the Assistant Director, Fire and Aviation, Bureau of Land Management.

IV. PURPOSE

This IQCAC has the following distinct purposes as they pertain to NIFC BLM employees:

- Establish and maintain standard operating procedures for IQCAC processes and documentation;
- Ensure that an appropriate number of trained primary and alternate IQCS Account Managers are identified and available for NIFC BLM employees;
- Ensures that all proposed qualification and certification actions comply with agency and interagency policy, and documentation is complete and accurate; and
- Makes recommendations to the appropriate Fire and Aviation (FA) Division Chief/Office Manager who is responsible for final certification.

V. MEMBERSHIP

The committee will be made up of a representative from each division/office and one non-voting member who will act as an IQCS Account Manager liaison. All committee members will be current NIFC BLM employees. The actual members will be identified in the BLM Fire and Aviation Directorate Incident Qualification and Certification Advisory Committee Operating Plan.

There will be a Chair and a vice-Chair. The Chair will serve a two-year term, after which the vice-Chair will usually rotate into the Chair position. However, this progression from vice-Chair to Chair will be optional. The vice-Chair will serve as the note taker for committee meetings. These positions will be elected by the majority vote of the committee.

VI. AUTHORITY OF THE CHAIR

The Chair is authorized to:

- Convene meetings and schedule agenda items.
- Access or request access to NIFC BLM employee Red Card qualifications and training records.
- Make recommendations to NIFC BLM division chiefs/office managers about employee training needs.
- Attend geographic and national level training meetings and inform committee members of geographic and national level opportunities including the priority trainee program.
- Take training and qualification issues forward to other training groups as appropriate.

VII. MEETINGS

At least one annual meeting will be held to prepare/update the committee's Operating Plan, review NIFC BLM employee Red Card qualifications and training records, and review training nominations for 300-level and above training courses. Conference calls or impromptu meetings may also be held as needed. Business may be transacted via email.

VIII. REPORTS AND MINUTES

Annual reports will be written when requested by the Assistant Director, Fire and Aviation or designee. Meeting minutes will be recorded or hand written by the vice-Chair. The distribution and retention of all meeting minutes will be the responsibility of the committee Chair. The Chair shall ensure that information on committee activities gets disseminated appropriately to committee representatives who are responsible for briefing ~~division chiefs/office managers.~~



John F. Ruhs, Assistant Director, Fire and Aviation

27 February 2019

Date