QUICK REFERENCE FOR IQCS

Draft, March 8, 2005

GENERAL SEQUENCE FOR UPDATING IQCS

Note: These instructions assume you will be verifying qualifications by justifying Competencies, rather than justifying positions in the Incident Qualification Screen.

1. Get reference materials:

* Print copies of the **Quick Navigator** from the **Training Manual**, on the web site.
* Click on **Dispatcher Docs** from the web site to print copies of **Course Tables, Organization Codes, and Position Codes.**
* Have a current copy of the 5109.17, and the IQCS Training Manual available. (For other than Forest Service, use 310-1.)

Note: You will need to enter all your dispatch Unit ID's for all your responders. Refer to the IQCS web page for instructions.

2. Print a list of the responders associated with your host unit ID's (Page 3). Compare this with your list of folks that should be in IQCS. Search for those folks that don't show up, and if that fails, have the Help Desk search for them and restore them to your organization. You can then update their personal and job information (page 4).If they don't exist, you'll have to create them (Page 11). If they are no longer with you, make them INACTIVE (Page 9).

3. Enter all the **Incidents** in your dispatch area of influence, possibly for the last couple of years (Page 17).

4. To update an individual responder:

* Go into the **Incident Qualification Card** screen and turn off (unclick) all the **Administrative Actions.** This will allow the program to determine qualifications according to attained competencies. (Page ***) *Note that you must **Save,** exit the screen, and re-enter the same screen in order for the update to be reflected in the other screens.*

* Print a **Master Record** for the individual, (to determine any errors which occurred in the upload to IQCS process) (Page 19).
* Print a **Responder to Role Matching** report. This will indicate what "competencies" are attained or missing for the individual (Page 21).
* Enter all the **Training** for the responder (Page 22). You **no longer** need to enter them in the **Competencies** screen as well.
* Enter all the **Task Books** for the responder (Page 24).
* Go into **Incident Qualifications Card**, and certify positions that are accurately showing as qualified (Page 29).
* Enter all the **Experience** for the responder (Page 31).
* Run the Responder to Role Matching report again. Obtain documentation and correct any **Competencies** for the responder that you can (page 35). **Note:**

To do this correctly, you should go back to the earliest qualification leading to the current qualifications. FFT2, or EDRC, for example.

* Continue to run the **Responder to Role Matching** and **Master Record** reports as needed. Correct the information in the **Competencies** screen (**Training** and **Task Book** screens, as appropriate), until the data accurately reflects the responder's qualifications.
* Last step is to verify all the information in **Incident Qualifications Card**, and print off a **Master Record** and clean **Responder to Role Matching** report for the responder's folder.
* CELEBRATE!

General information to be aware of:

* **Completed training must appear in two places: Training History, and Competencies. This will happen automatically when the Enterprise Learning portion is fully functional. Until then, any training that was not automatically uploaded from another qualification system must be entered manually in both places.**

* **Only training entered in Training History will show up on the Master Record.**

* **Only training entered in Competencies will show up on the Responder to Role Matching report.**

* **If training only shows in the training history, it will not count toward qualifying a person for a position.**

* **Training that has actually occurred is entered in both places. Training that is just a competency because of grandfathering or equivalency courses, does not get entered in the training history. The same is true of Task Books.**

* **If a Task Book is entered under "Task Books", it will also show up under "Competencies" (unlike training). The only time you will have to enter it under Competencies, is when a responder was qualified prior to the requirement for Task Books, and they don't actually have one.**

LOG ON TO IQCS:

http://iqcs.nwcg.gov/

1. Click on Login

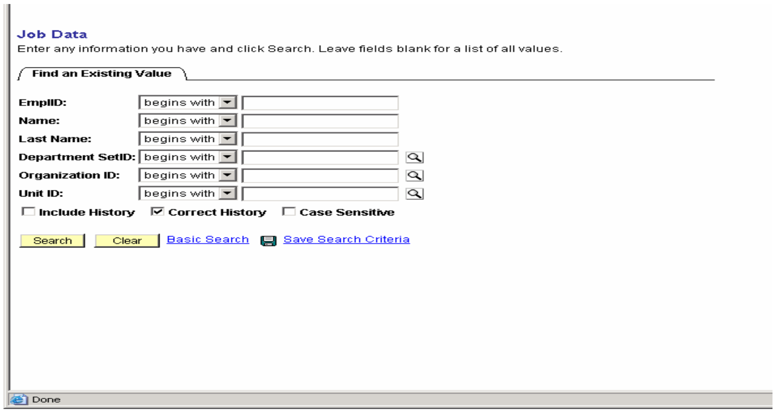
2. Enter your user ID & Password and click on **Sign In** button

3. This will bring you to the IQCS menu.

Note: If you type in your password incorrectly more than twice, you may get logged out, and will have to call the Help Desk for a new one.

To Print a List of Your Responders

Navigate to: ***Workforce Administration>Job Information>Job Data***

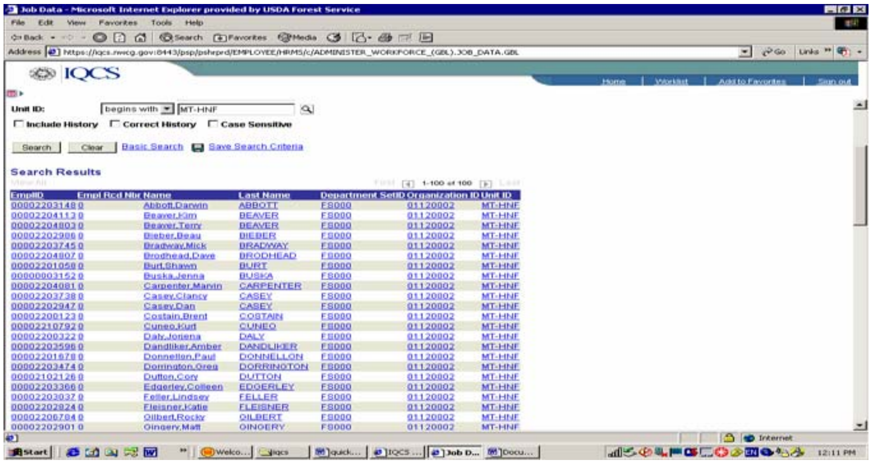


1. Type in the **Unit ID** (ex. – MT-HNF), and **Organization ID** (01120002) for your organization. This will allow you to pull a list by District, for example. The search function will only pull up 300 responders at a time, so it's recommended to break them out.

Note: If you use the *between* function, (A – H, for example), it won't include the A or H, so it's difficult to get a complete list.

2. Click on the **Search** button.

3. In your **Search Results,** click on the **Last Name** column header, to put the list in alphabetical order,



3. Print the list from the Internet Explorer menu bar. Repeat for each unit in your organization.

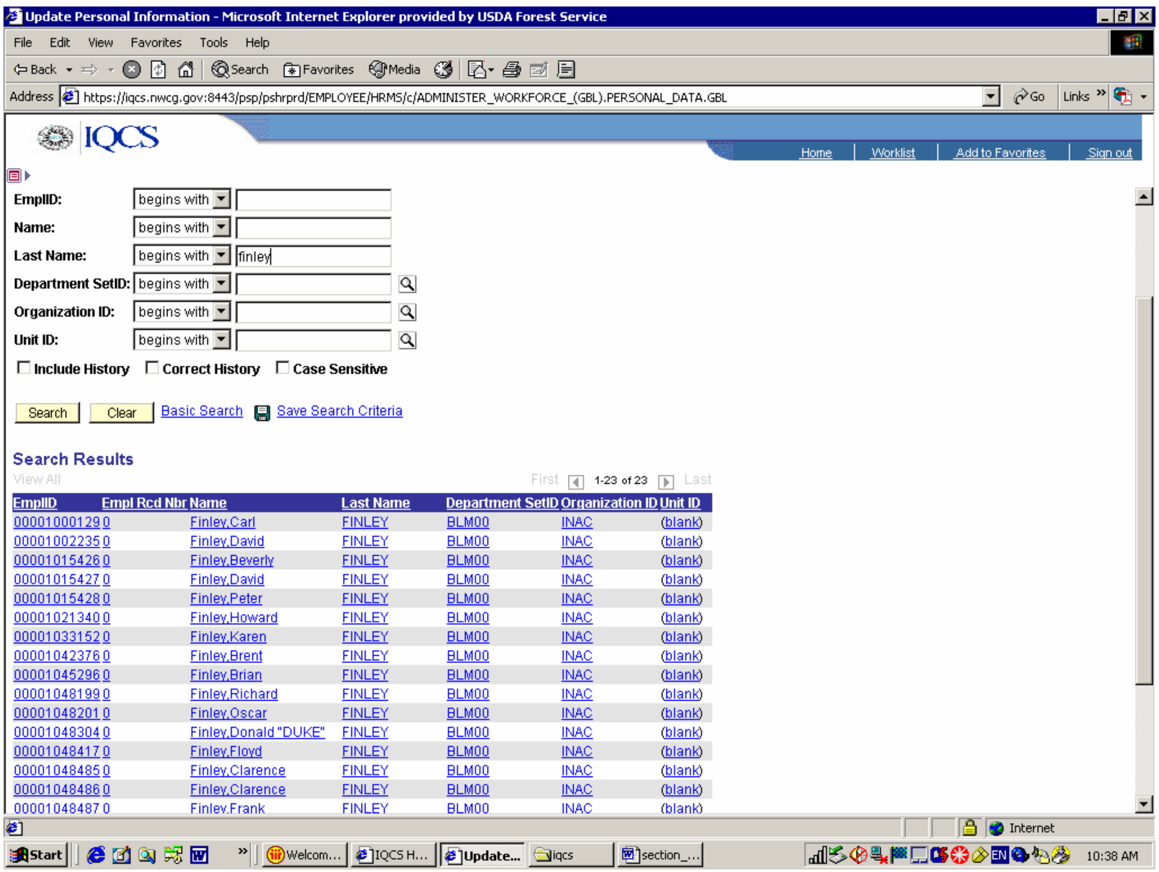
To Update information for Responders Restored or Transferred to Your Area

TO UPDATE PERSONAL INFORMATION:

Navigate to: ***Workforce Administration > Personal Information > Biographical > Update Personal Information***

Note – before updating Personal Data, discuss with your supervisor which fields should be updated and which can be left blank. It may not be necessary or even desirable to enter all the fields.

1. From the **Update Personal Information** search screen, search for the employee by entering information In the **Unit ID, Last Name, or EmplID boxes** as appropriate**.**



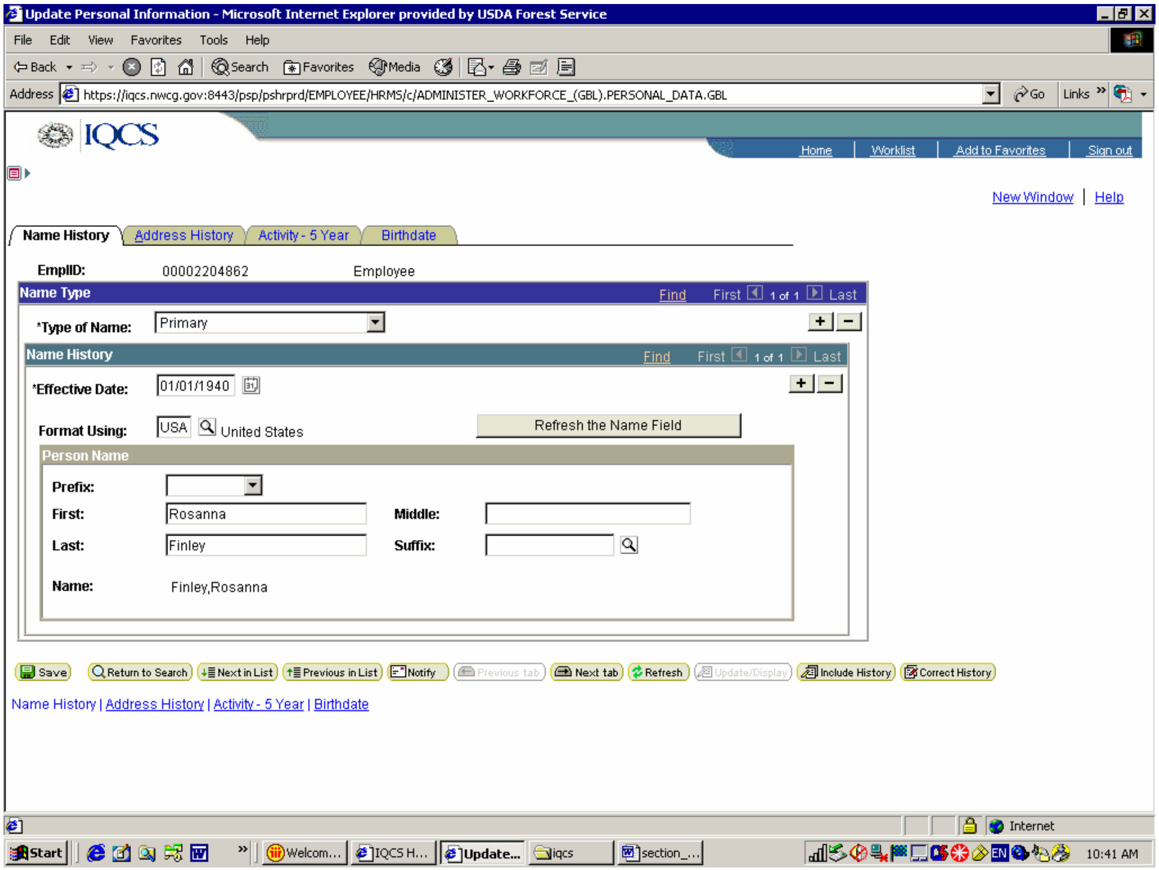
EmplID	Empl Rcd Nbr	Name	Last Name	Department SetID	Organization ID	Unit ID
00001000129	0	Finley,Carl	FINLEY	BLM00	INAC	(blank)
00001002235	0	Finley,David	FINLEY	BLM00	INAC	(blank)
00001015426	0	Finley,Beverly	FINLEY	BLM00	INAC	(blank)
00001015427	0	Finley,David	FINLEY	BLM00	INAC	(blank)
00001015428	0	Finley,Peter	FINLEY	BLM00	INAC	(blank)
00001021340	0	Finley,Howard	FINLEY	BLM00	INAC	(blank)
00001033152	0	Finley,Karen	FINLEY	BLM00	INAC	(blank)
00001042376	0	Finley,Brent	FINLEY	BLM00	INAC	(blank)
00001045296	0	Finley,Brian	FINLEY	BLM00	INAC	(blank)
00001048199	0	Finley,Richard	FINLEY	BLM00	INAC	(blank)
00001048201	0	Finley,Oscar	FINLEY	BLM00	INAC	(blank)
00001048304	0	Finley,Donald "DUKE"	FINLEY	BLM00	INAC	(blank)
00001048417	0	Finley,Floyd	FINLEY	BLM00	INAC	(blank)
00001048485	0	Finley,Clarence	FINLEY	BLM00	INAC	(blank)
00001048486	0	Finley,Clarence	FINLEY	BLM00	INAC	(blank)
00001048487	0	Finley,Frank	FINLEY	BLM00	INAC	(blank)

2. Click on the yellow **Search** button and select the employee.

3. You can also bring up a list of responders by **Organization ID** (District, for example, as described in the **Print a List of Responders** section earlier in the document.

Note that in all the tabs, you should use the + button to update information so historical data is maintained.

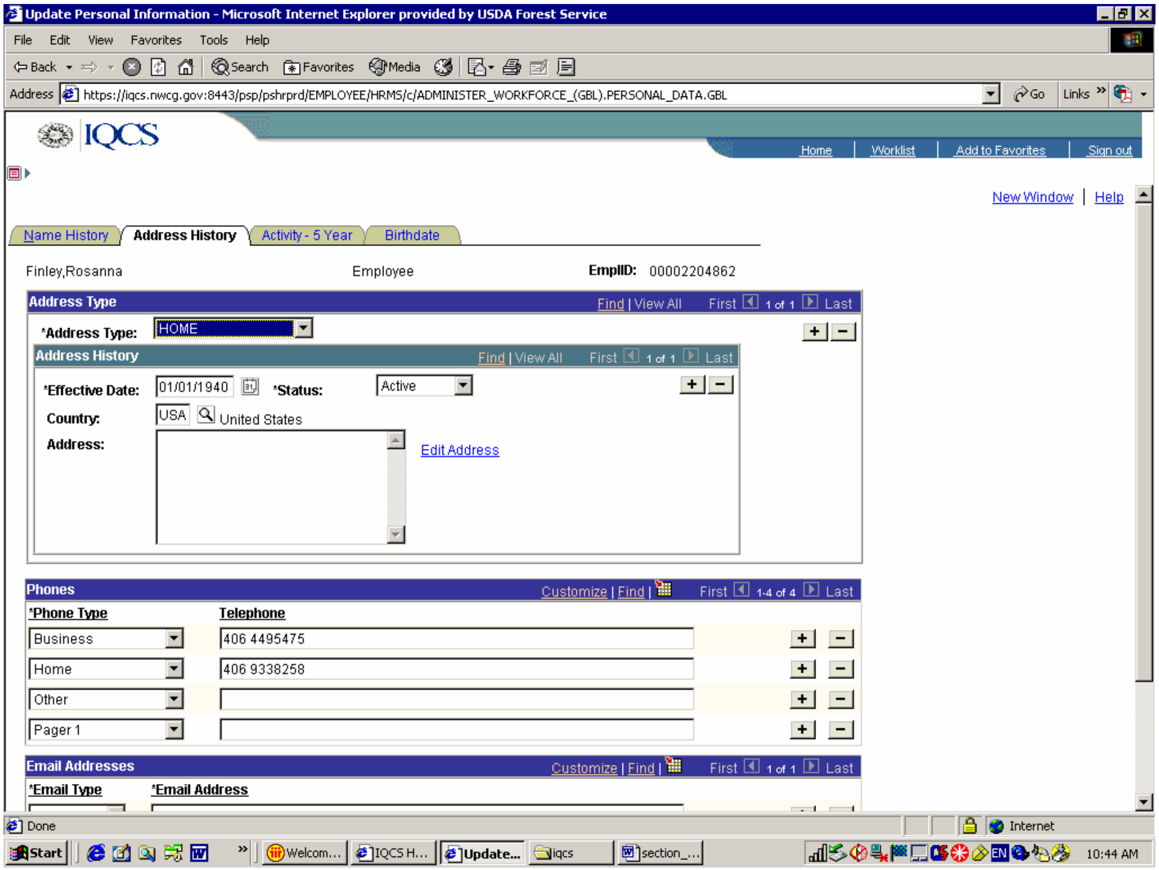
Name History Tab



1. In the **Type of Name** field, you can select either **Primary** or **Preferred.**

2. Select the appropriate **Effective Date** using the calendar button, and edit the **Person Name** fields.

Address History Tab



1. Click on the **+** button to add new Home, Business, or Mail **Address Types**.

2. Continue to use the **+** buttons to update information in the **Address History**, **Phones**, and **Email Addresses** fields.

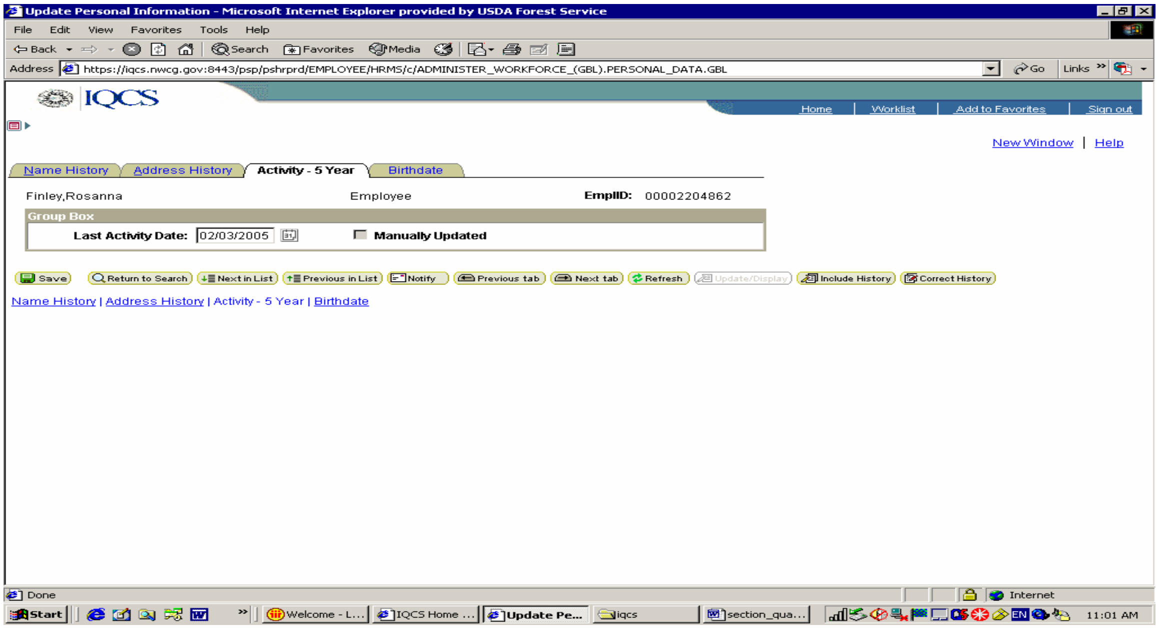
3. Be sure to select the appropriate new **Effective Dates**, and accept the **Status** as **Active**.

4. If there is historical address data, click on the **Correct History** button, and select **View All** from the **Address History** header. For information that is no longer current, change the **Status** to **Inactive**, and change the **Effective Date** to reflect the current status.

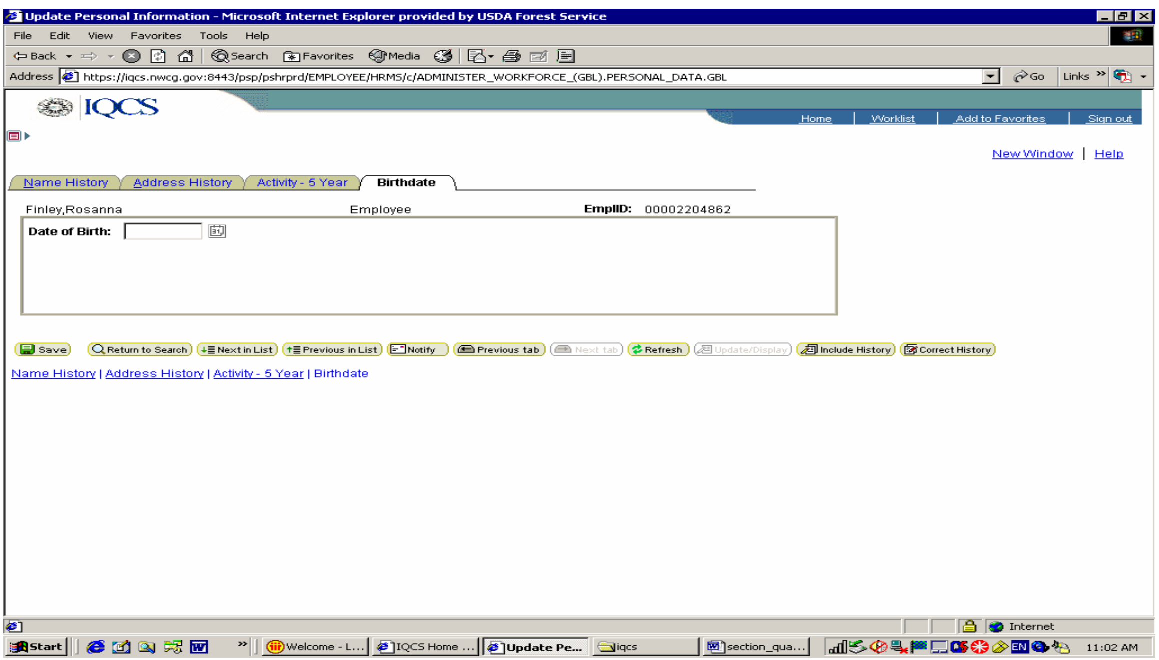
5. Click on the **Save** button.

Activity 5 – Year Tab

Note – The **Last Activity Date** field should change to today's date automatically.



Birthdate Tab



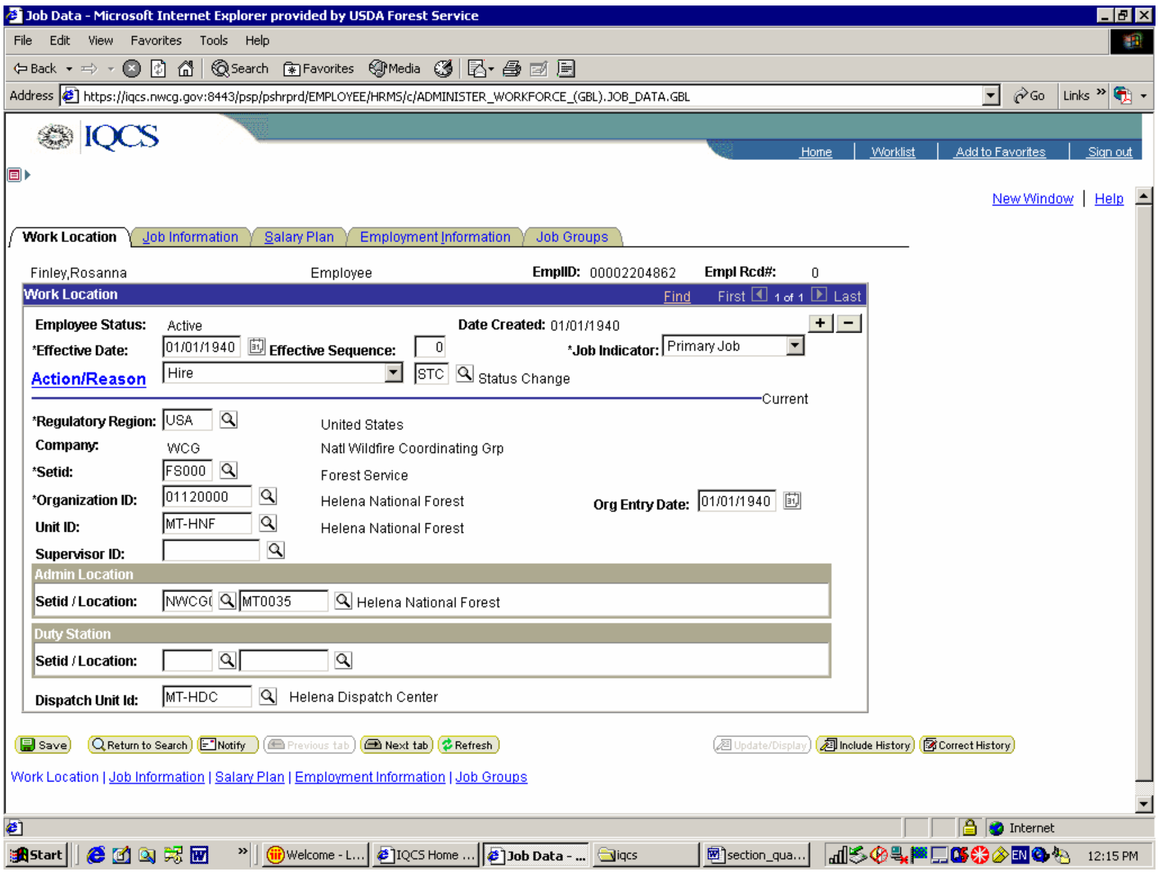
1. Use the calendar button to select the **Date of Birth**, and click on the **Save** button.

TO UPDATE JOB INFORMATION:

Navigate to: ***Workforce Administration > Job Information > Job Data***

Note – before updating Job Data, discuss with your supervisor which fields should be updated and which can be left blank. It may not be necessary or even desirable to enter all the fields.

1. From the **Update Job Information** search screen, search for the employee by entering information In the **Unit ID, Last Name, or EmplID boxes as appropriate. (See screen capture in #1 above, page 4).**



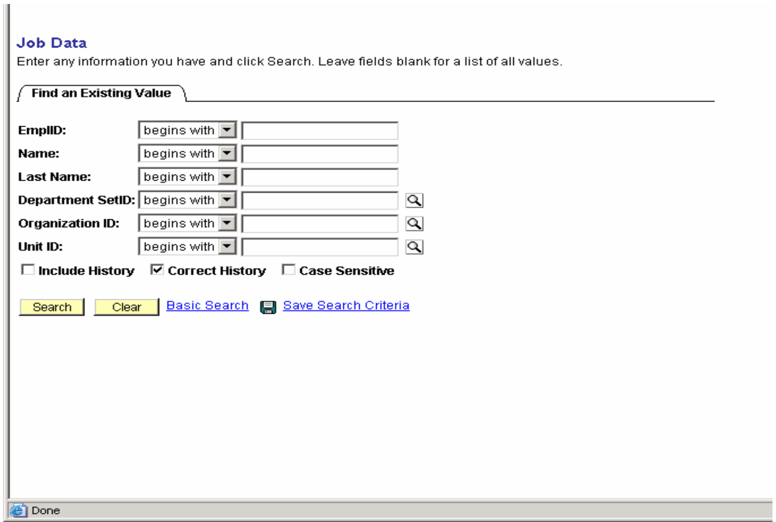
2. See **To Add a New Account** on page 11 of this document. Note that some of the tabs in the Job Data screen correspond to the tabs in the **Hire Employee** screen shown on page 11. Refer to the instructions starting on page 14 to update information in the **Work Location**, **Job Information**, **Salary Plan**, **Employment Information** and **Job Groups** as appropriate.

3. Update **Effective Date** and **Status** as appropriate.

Important note – Unlike adding a new account, you should use the + buttons to add new rows of data, and preserve historical data.

To Make an Employee Inactive

Navigate to ***Workforce Administration>Job Information>Job Data***



1. Click the ***Correct History*** button, as shown above.

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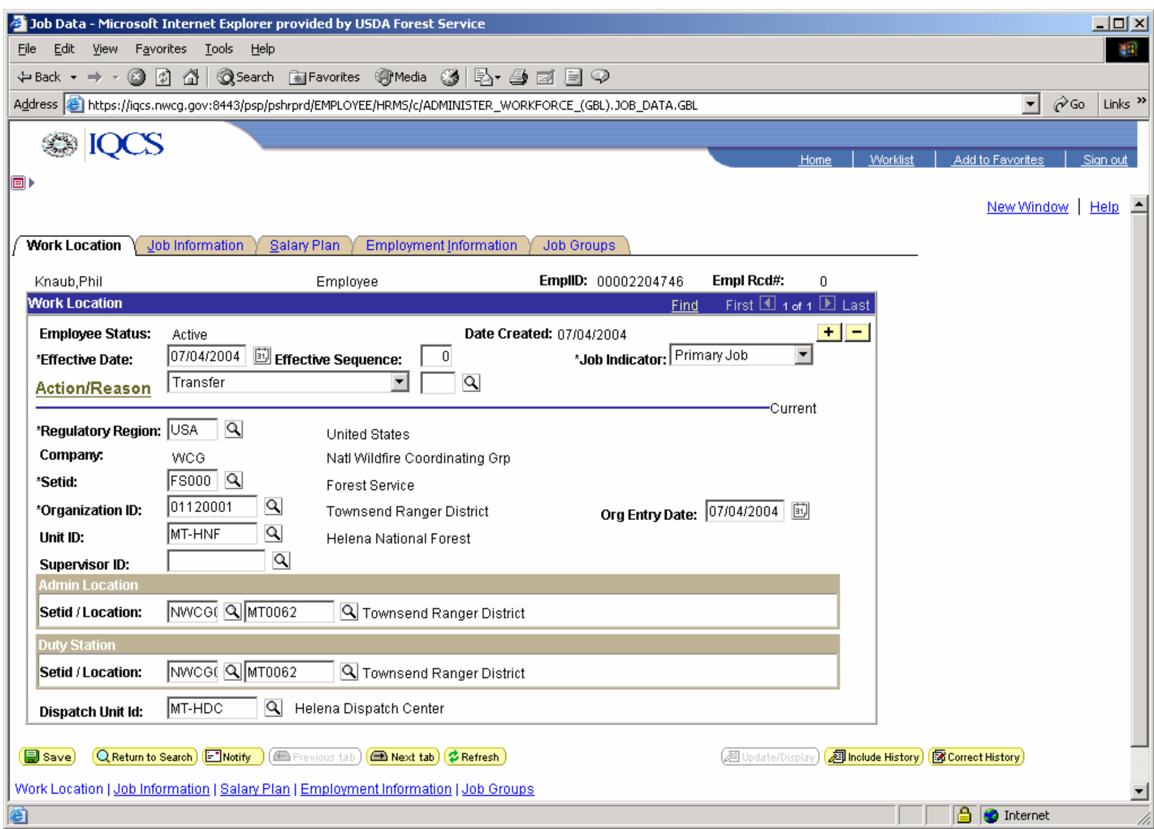
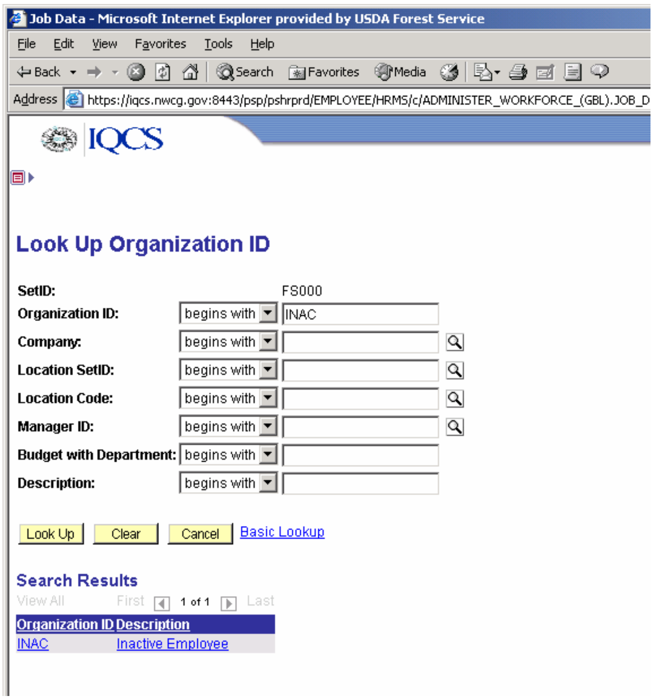
2. Type in the ***Employee ID*** (or some other search criteria), and click on the search button, and the following screen will be displayed. (Minimize the menu on the left of the screen).



3. Click on the ***Search*** button next to ***Organization ID***, and the ***Look Up Organization ID*** screen will be displayed.
4. Type in ***INAC*** next to ***Organization ID***, and click on the yellow ***Look Up*** button, as shown below.

5. Click to select **INAC** in the ***Search Results***, under ***Organization Description*** at the bottom of the screen.

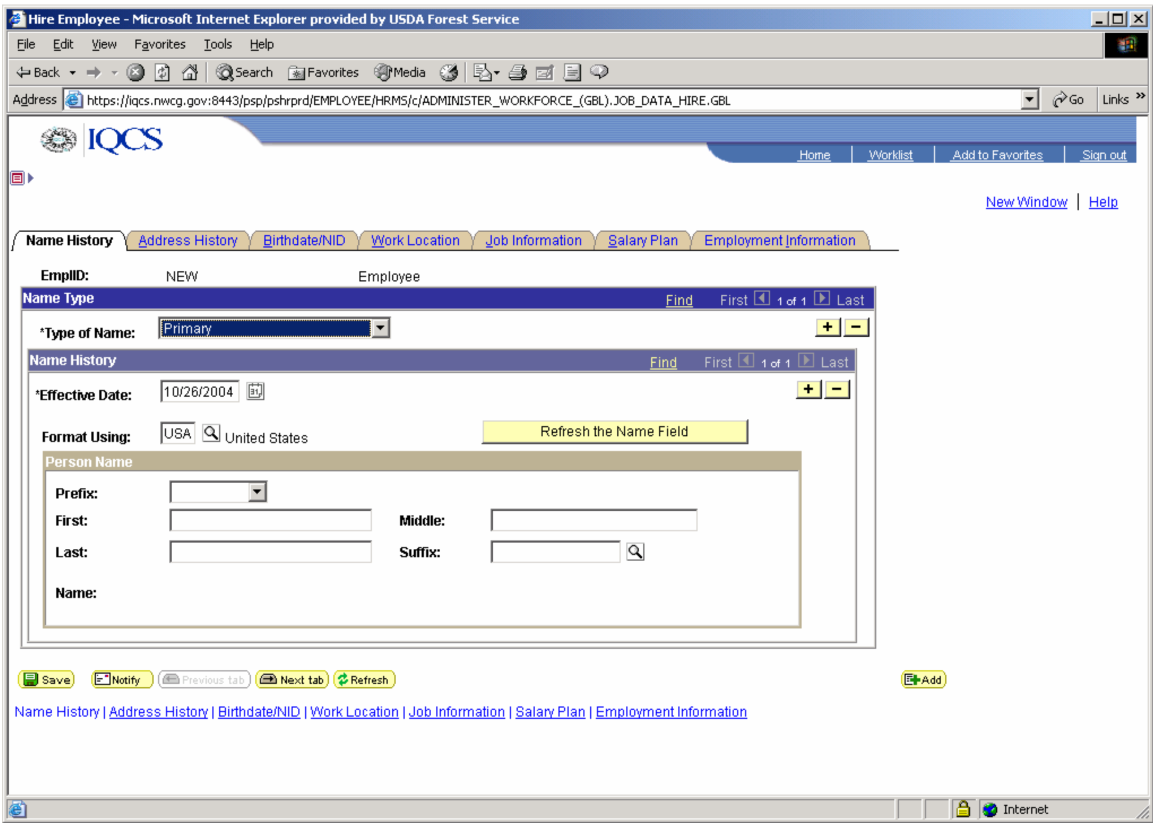


6. When you have returned to the ***Job Data*** screen, click on the yellow ***Save*** button on the bottom of the screen.

<u>To Add a New Account</u>

Navigate to ***Workforce Administration>Increase Workforce>Hire Employee***

Note – before entering new account data, discuss with your supervisor which fields should be updated and which can be left blank. It may not be necessary or even desirable to enter all the fields.

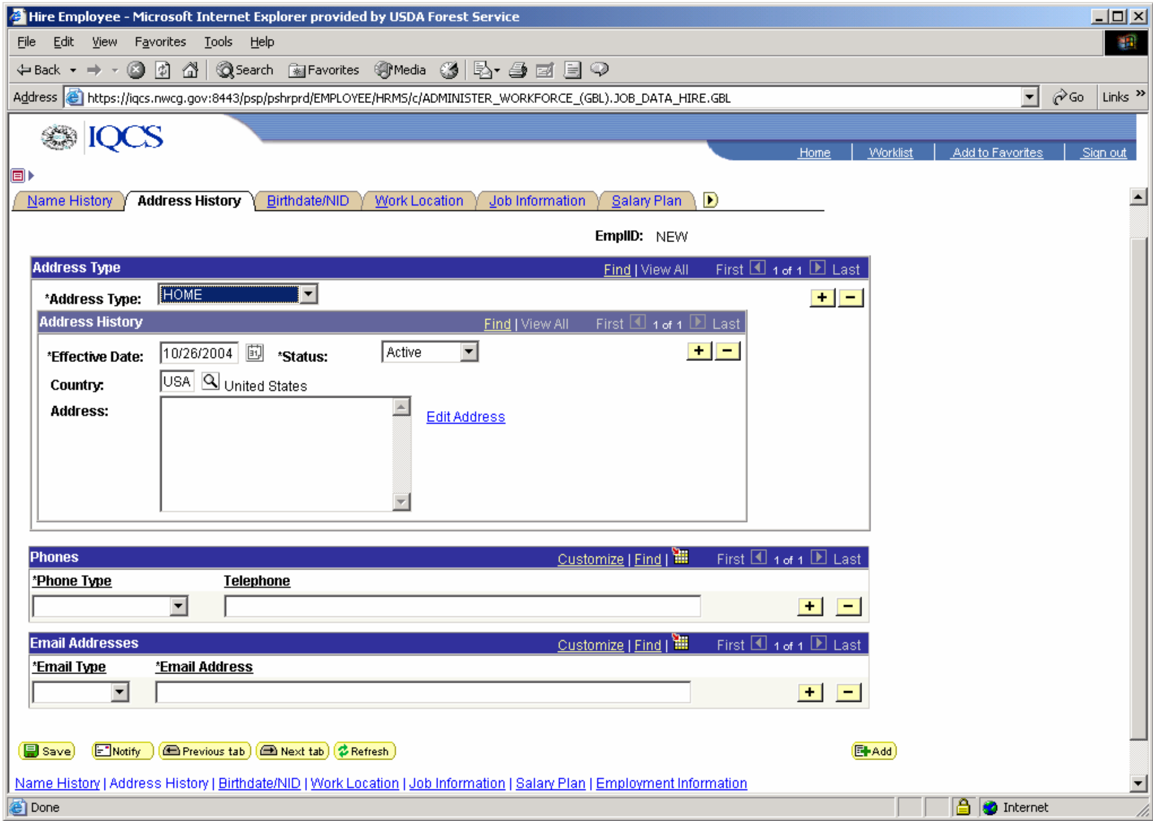


Note – It's a good idea to minimize the navigation window.

Name History tab

1. Accept all defaults except fields described below. (You can ignore **Prefix**:)
2. Type in the **First**, **Middle** (if available) and **Last Name** of the employee.
3. Click on the yellow **REFRESH THE NAME FIELD** bar.
4. Do not click the Save button until all tabs are complete.

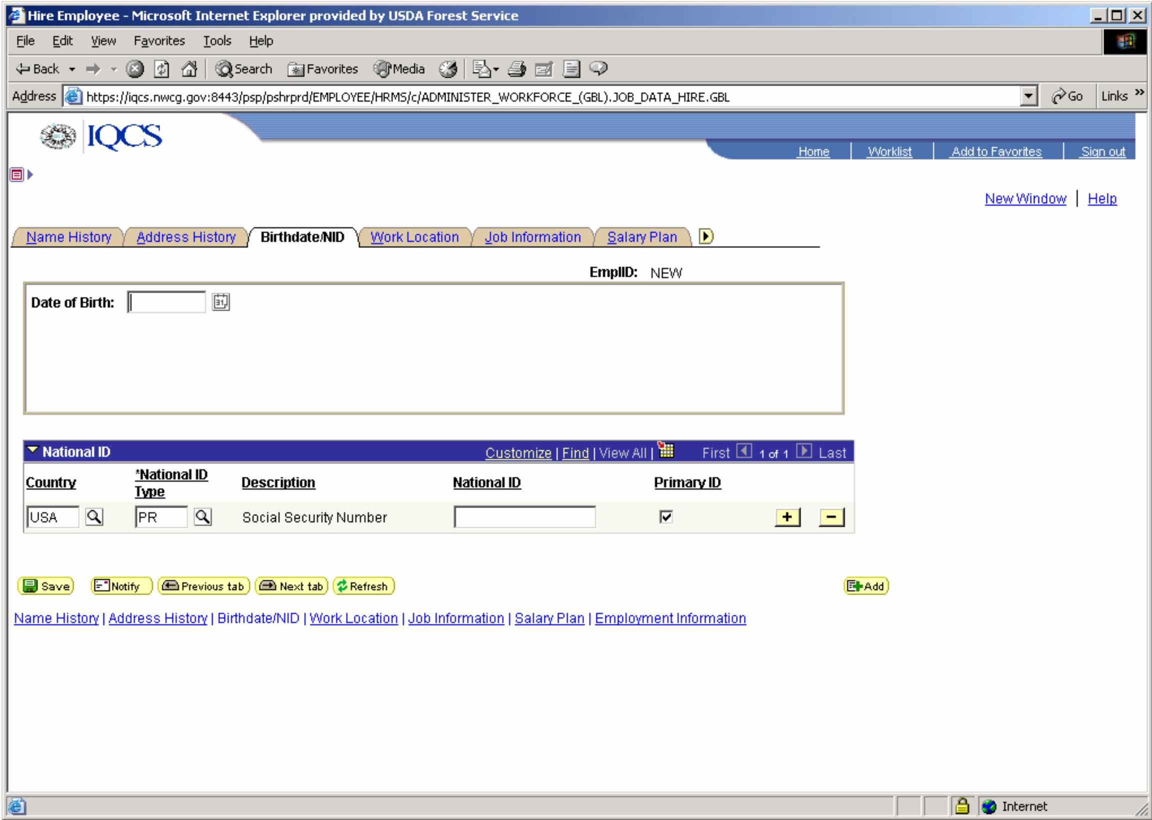
Address History tab



1. Skip the address information.

2. Fill in the phone information section. Select **Phone Type** (**Business**, for employees, and **Home** or **Cell** for AD's), and type in the phone number, including the area code.

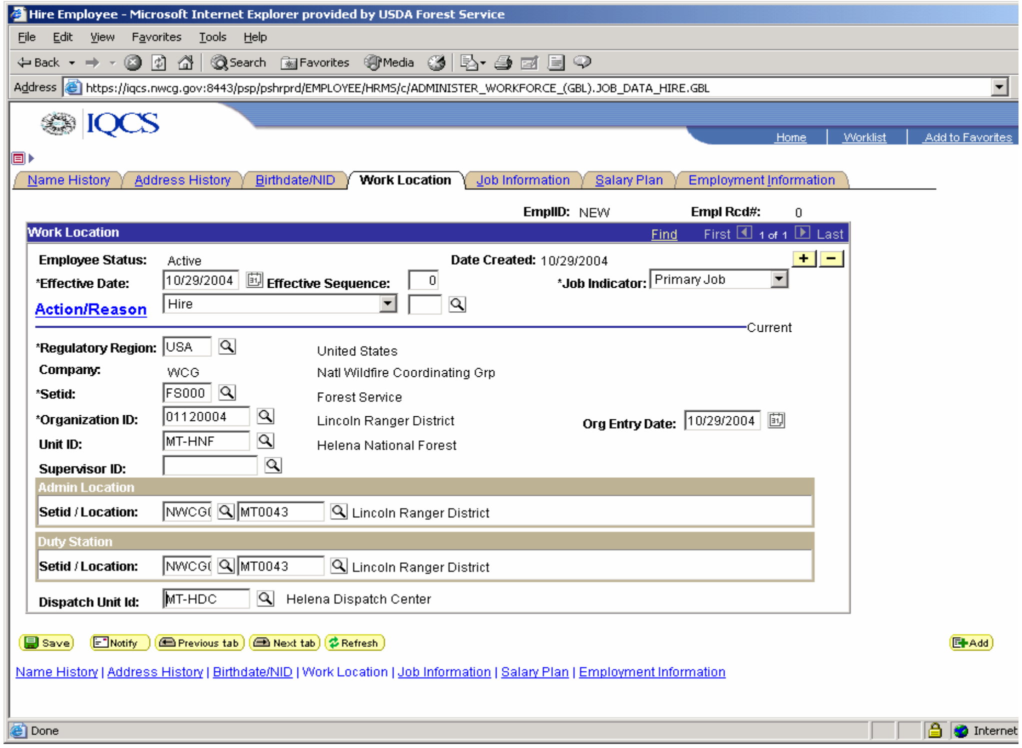
Birthdate/NID Tab



1. Click on the calendar button to select **Date of Birth**. Use **01/01/1980**, if the birthdate is unknown. It can be changed later.

2. Accept all other defaults, and enter the Social Security number under **National ID**.

Work Location Tab



1. Accept the default value for **Effective Date**.

2. Consult your Supervisor before selecting an **Action/Reason. Hire** is generally correct for new employees.

3. Accept all the defaults except the following:

4. **Setid** - Use the search button to select (**FS0000**, for example).

5. **Organization ID** - Use the search button to select the appropriate District (Helena National Forest for SO employees, and AD's, for example).

6. **Unit ID** - Use the search button to select (Helena National Forest, for ex).

7. Under **Admin Location, Setid** - use the search button to select.

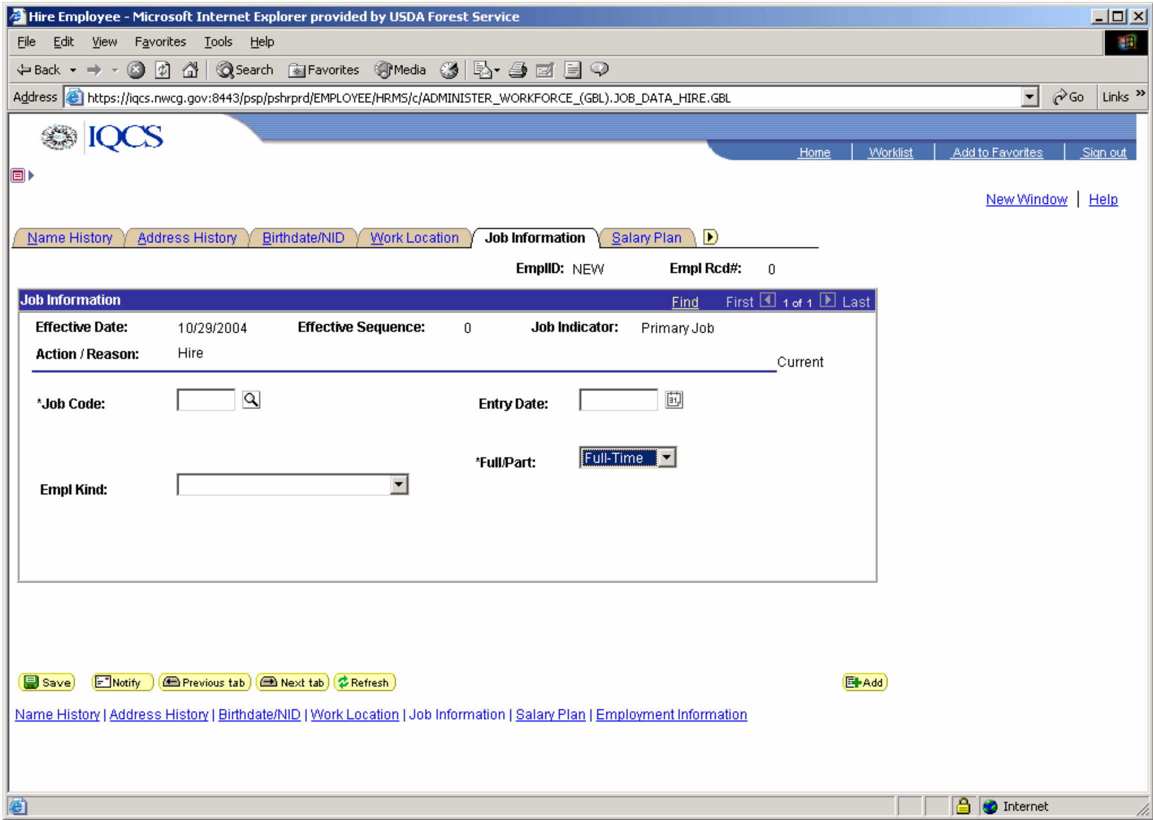
8. Under **Admin Location**, **Location**, click on the search button. In the **Location** Code box, type in **MT**, and click the yellow **Look Up** button. Select the appropriate District, (or Helena National Forest for SO employees, for ex).

9. Fill in the **Duty Station** information to match the **Admin Location** (unless the person is on detail to another location).

10. For **Dispatch Unit ID**, click on the search button. Type MT-HDC in the **Unit ID** box, and click the yellow **Look Up** button. Select **MT-HDC**.

11 Accept all other defaults.

Job Information Tab

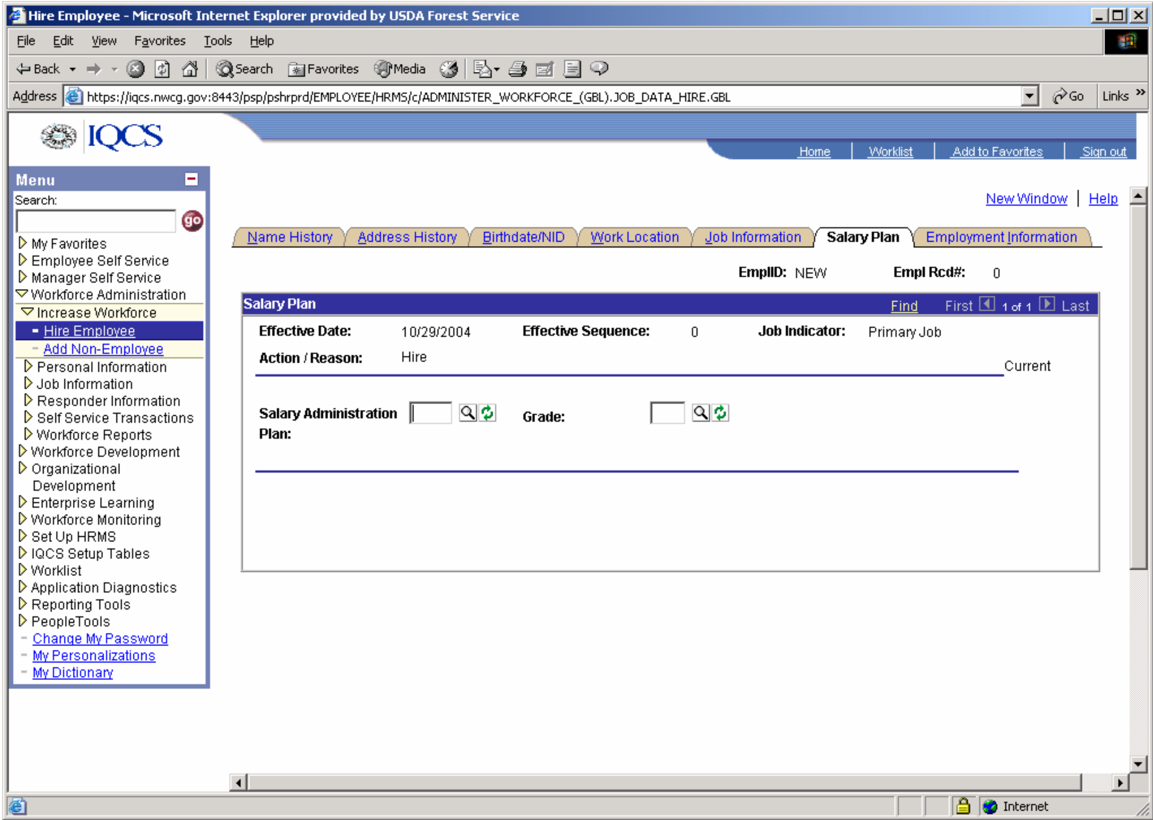


1. This information must come from the Personnel Office. Only the **Job Code** and **Full/P*art*** are required fields.

2. **Full/Part** will generally be **0462A** for Forestry Tech, but consult with your supervisor.

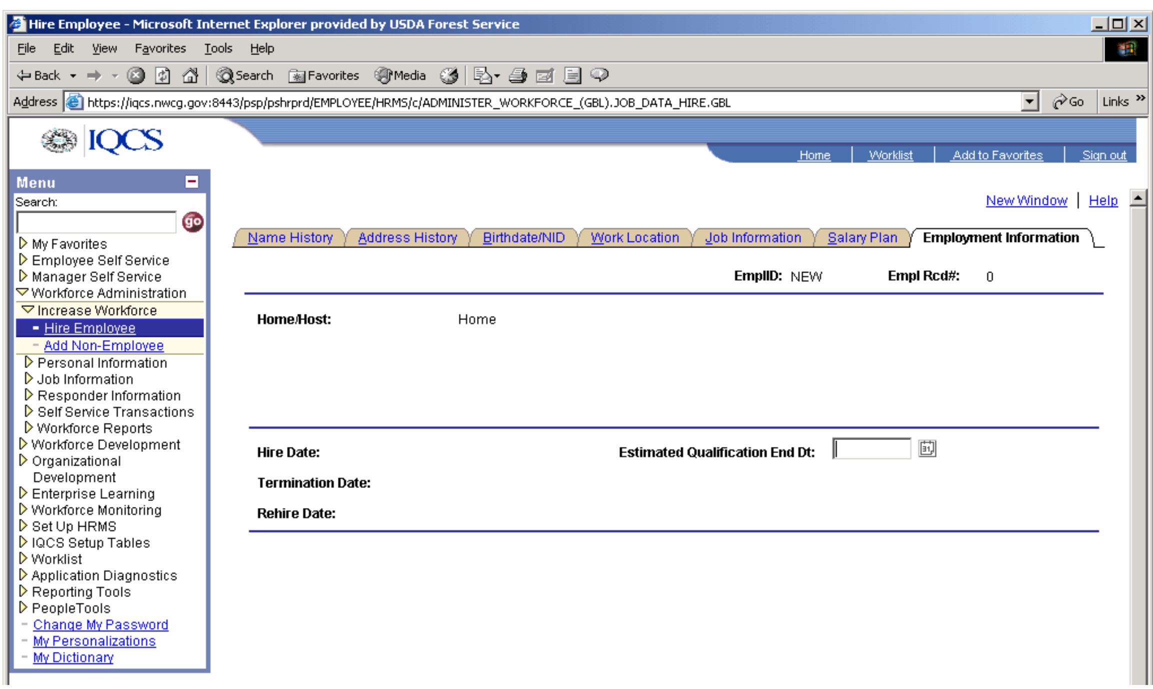
3. Select **Full-Time** or **Part-Time** as appropriate.

Salary Plan Tab



1. It is not required to change any of these fields. Accept the defaults.

Employment Information Tab



1. It is not required to change any of these fields. Accept the defaults. Click on the **Save** button when <u>completely</u> finished.

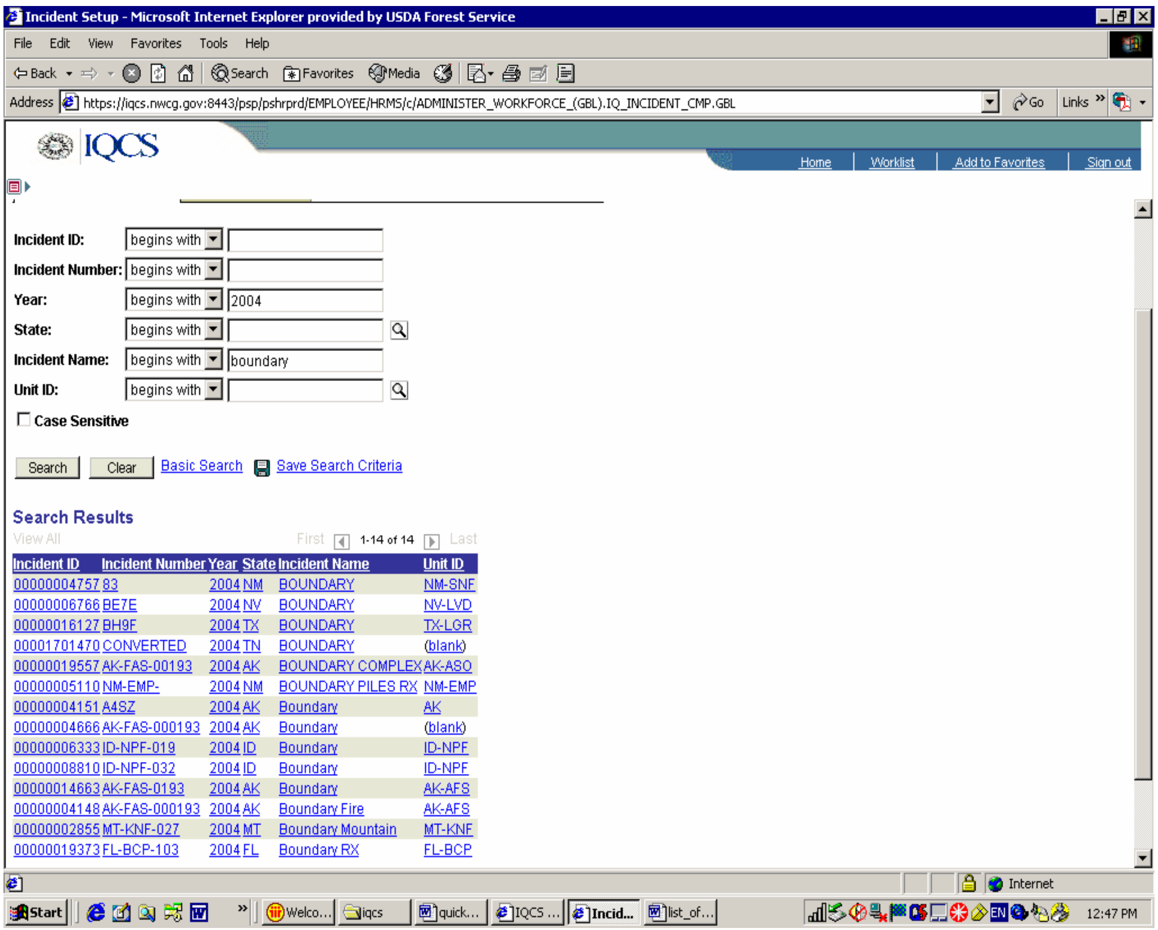
To Find or Create Incidents

Navigate to: ***Workforce Administration > Responder Information > Incident Setup***

Note: Keep in mind, that although each Dispatch Center should enter their own incidents, it is possible, or even likely that someone else entered some of your incidents. It could have been entered several times, or not at all.

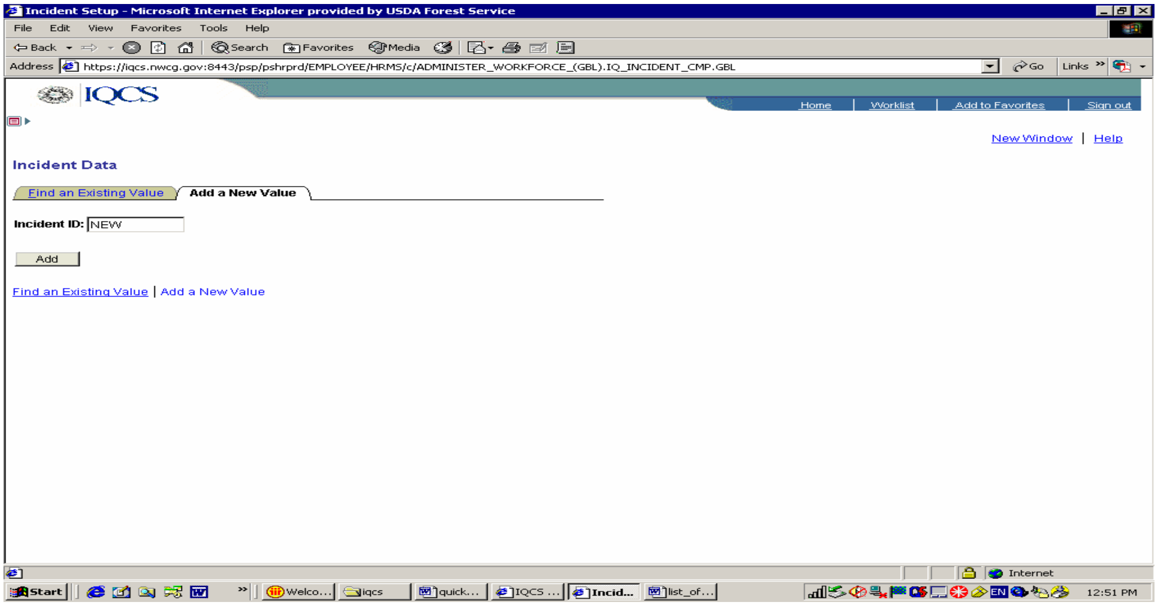
1. Search thoroughly for your incident. Keep the search simple, and remember that if someone else entered your incident it could be mis-spelled, or lack a **Unit ID.**

2. It is usually safe to search by **Year, State,** and/or **Incident Name.** In the example below, I search for the Boundary Fire. Click the **Search** button.

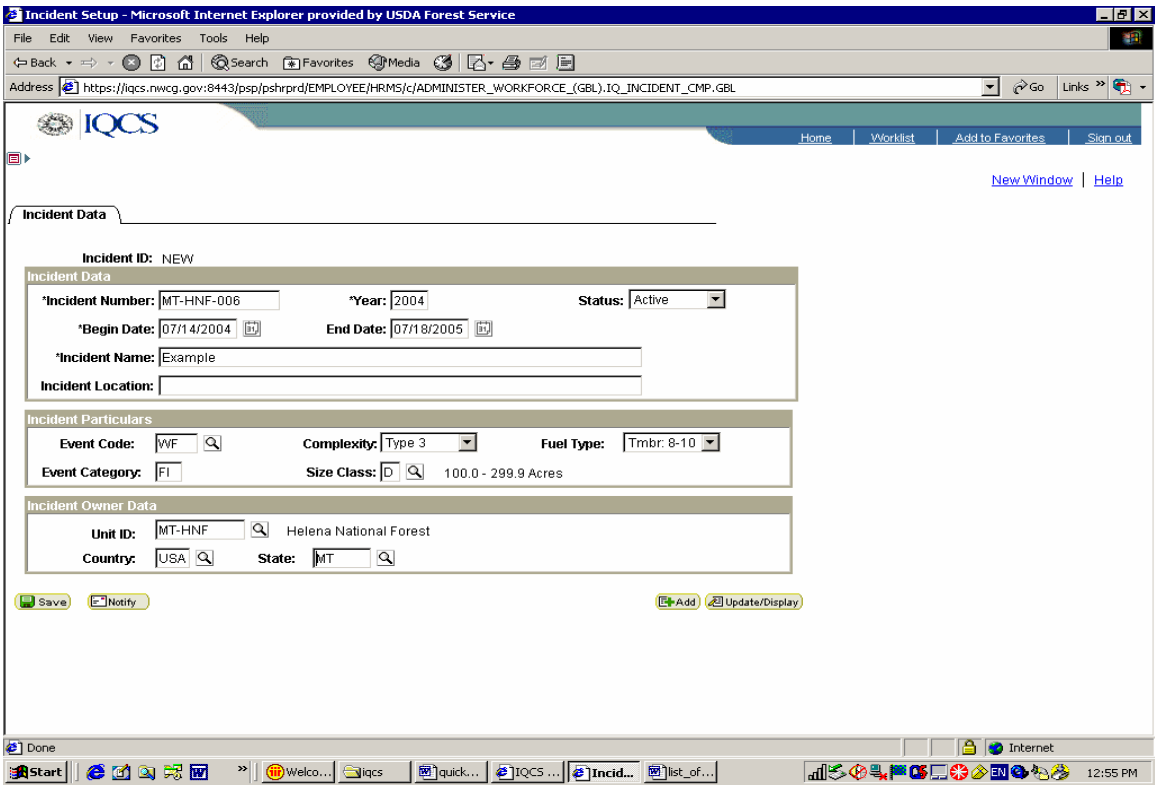


2. Select the incident you want from the list.

3. If your incident needs to be created, click on the **Add a New Value** tab.



4. Click on the gray **Add** button, and the following screen will appear:



Note: Although it is each center's responsibility to enter their own incidents, it is possible for them to be entered by someone else, and possibly several times. So search thoroughly, and if several are found, try to select the one with the most accurate information.

5. Fill in as much information as you can, using the search functions and calendars, when applicable. Click on the **Save** button.

Note: You may want to create a generic Misc AB Incident, or Prescribed Fire incident for each year, instead of entering all your incidents. Consider including your agency in the Incident Name. (HNF Misc AB).

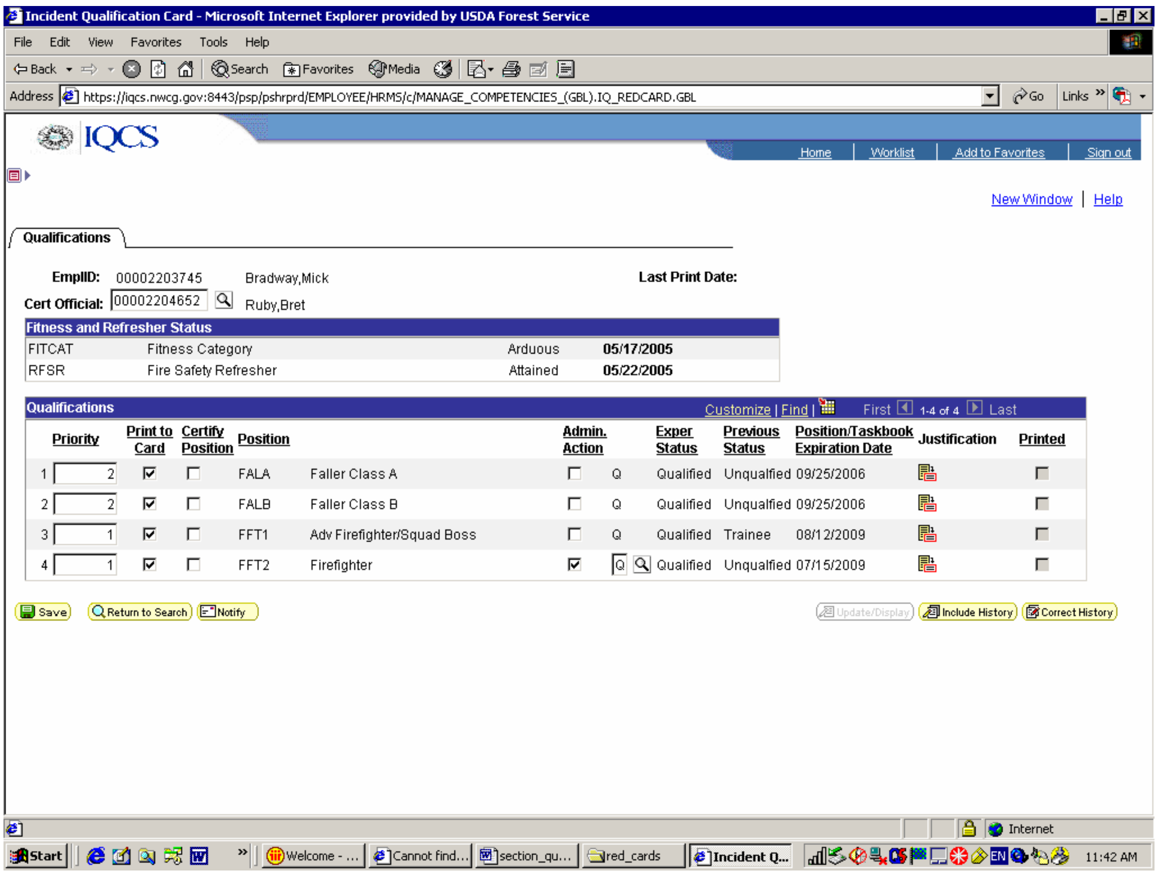
[Turn Off Admin Actions]

Note: This entire section is new

Navigate to: ***Workforce Development > Competency Management > Incident Qualification Card > Incident Qualification Card.***

1. From the search screen, enter the appropriate **Unit ID, Last Name**, or **Empl ID** and click on the **Search** button to select the responder. This will take you to the **Qualifications** screen.

2. Unclick all the **Admin Action** check boxes.



3. Click on the yellow **Save** button.

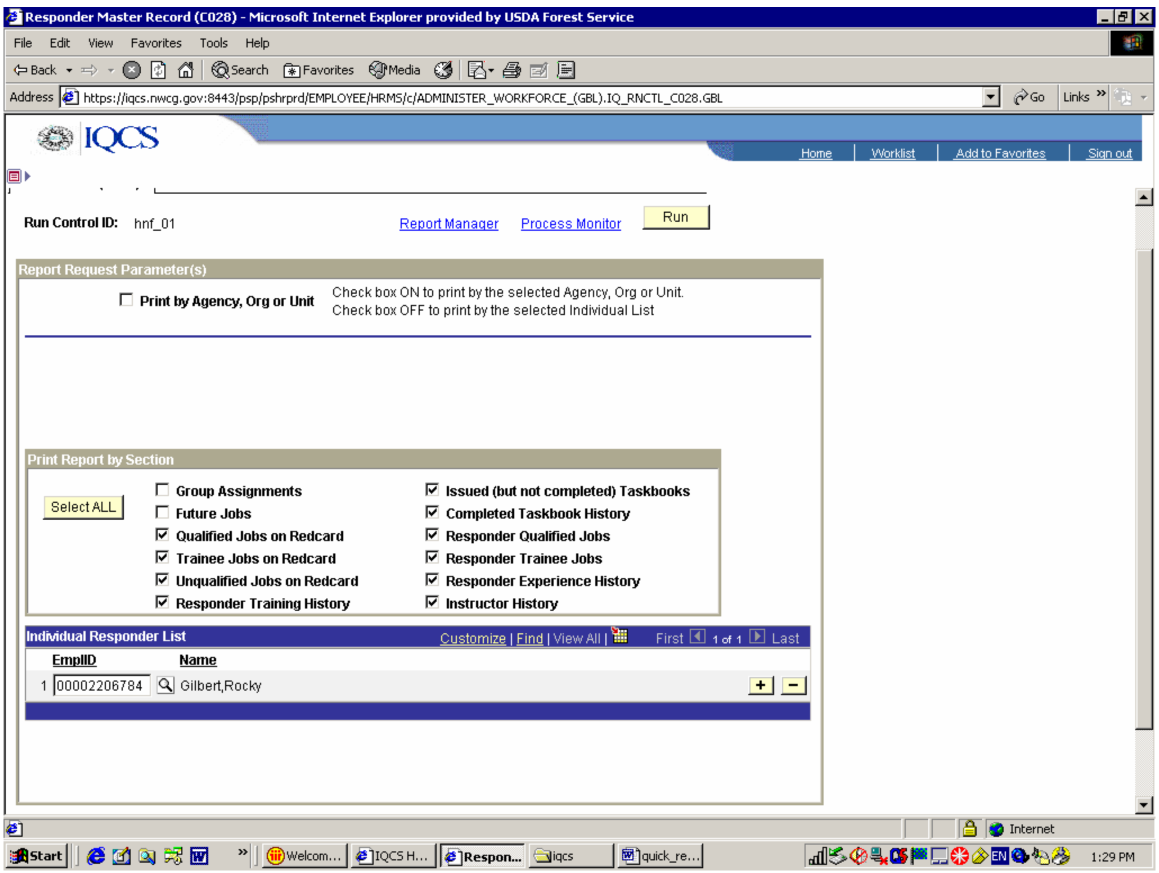
4. Go completely out of this screen by navigating to any other search screen in the **Menu.**

5. Go back into the **Incident Qualification Card** screen. ***This is what updates the other screens.*** You can now exit the **Incident Qualification Card** screen.

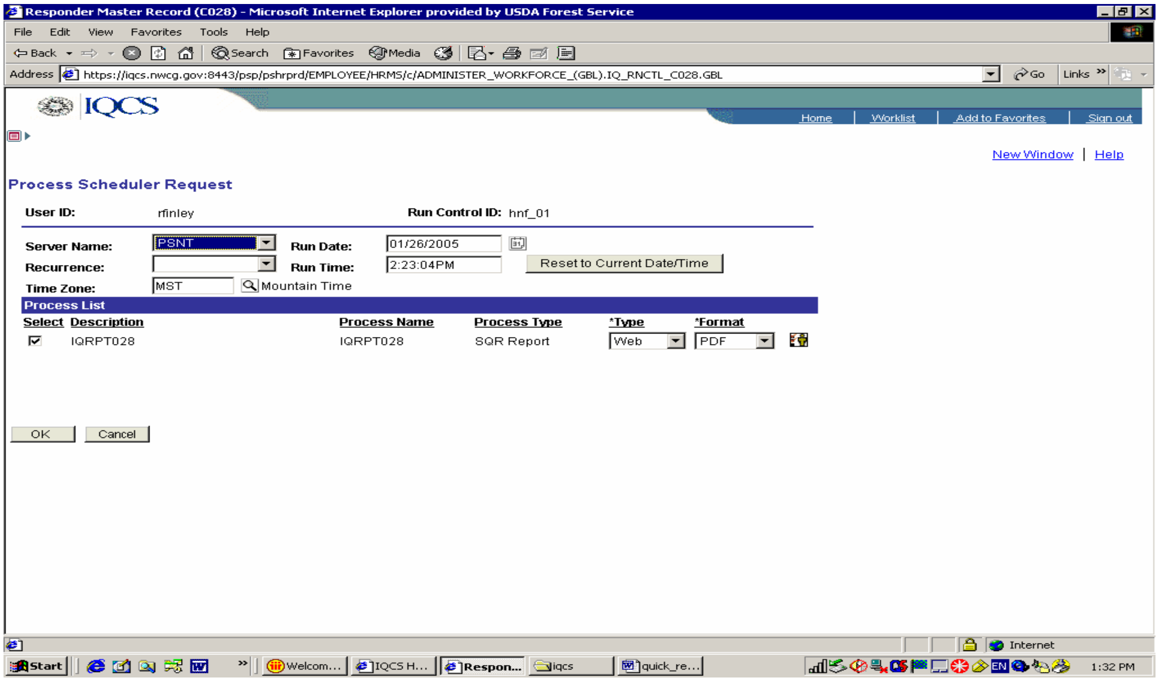
TO PRINT INDIVIDUAL MASTER RECORD

Navigate to: **Workforce Administration > Responder Information > Reports > Responder Master Record**

1. Click on the **Add a New value** tab. If you already have a **Run Control Id,** you can just search for it and use it over and over again**.**
2. Type in a new **Run Control ID** of your choice. (ex. master_jones),
3. Click on the ADD button. This will take you to the **Report Request Parameters** screen.



4. Note that there is no apparent option to select an ***individual*** master record. To get this option, click in the **Print by Agency, Org or Unit** box twice.
5. Click on the desired report elements.
6. Search for the individual by Employee ID or Name.
7. Click to select the employee.
8. Click on the **Run** option near the top of the screen. This will take you to the **Process Scheduler Request Screen.**



10. Accept the default **Run Time. Type** should be **web**, **Format** should be **PDF,** and **Server Name** should be **PNST.** Click **OK.** This will start the report and return you to the **Report Requests Parameter's** screen (reference snapshot above).
11. Click on the blue **Process Monitor** button to check the status of your report. This will take you to the **View Process Request** screen.
12. When it displays **Success,** click on the blue **details** hyperlink.
13. At the Process Detail window, click on the blue **View Log/Trace** hyperlink.
14. In the **View Log/Trace** window, click on the PDF file in the **Name** field. Your report will open in PDF format, to be saved or printed.

IF YOU GET AN ERROR MESSAGE, DO THE FOLLOWING:

1. In your browser, click on **Tools,** and select **Internet Options.**
2. Select the **Advanced** tab.
3. Pull the scroll bar all the way to the bottom. Be sure the following check boxes are clicked **on:**

   Use SSL 2.0, and **Use SSL 3.0**

4. Be sure the check box is clicked **OFF** for **Do not save encrypted pages to disc.** Click on **Apply** and **OK.**

To Print a Competency Report

Navigate to: ***Workforce Development > Competency Management > Reports > Competencies > Responder to Role Match Report***

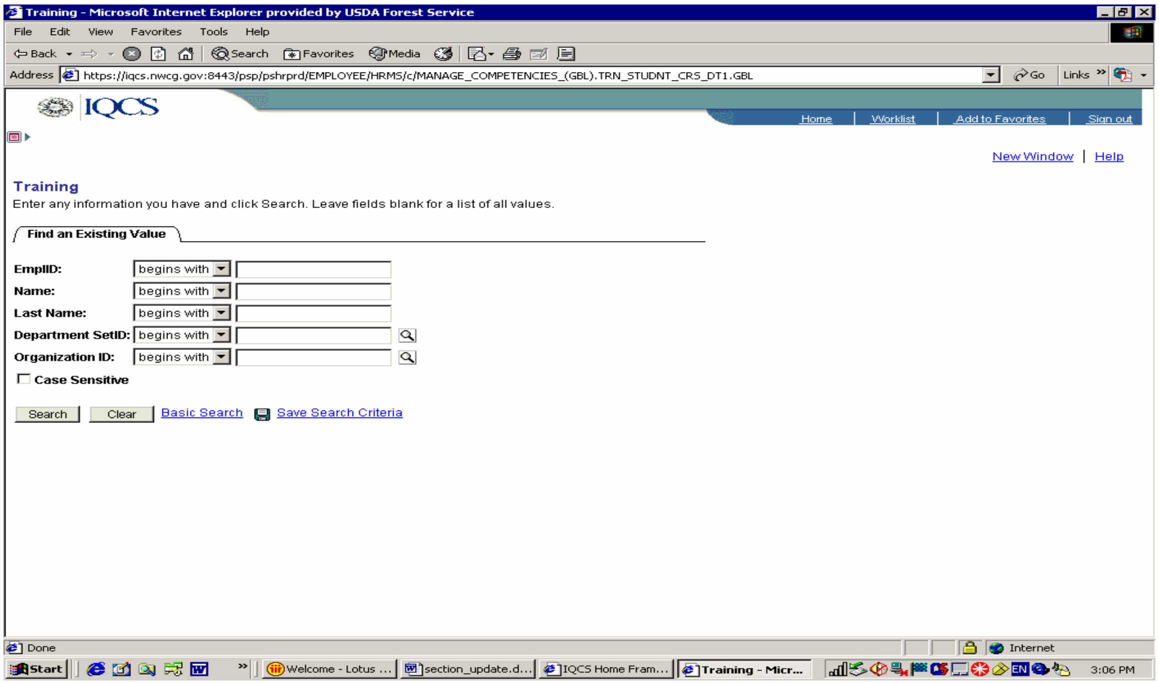
Note: For more detail and screen captures refer to Print Master Record above.

1. Click on the **Add a New value** tab. If you already have a **Run Control Id,** you can just search for it and use it over and over again**.**
2. From the **Report Request Parameters** screen, search and select the responder.
3. Click on the **Run** option near the top of the screen. This will take you to the **Process Scheduler Request Screen.**
4. Accept the default **Run Time. Type** should be **web**, **Format** should be ***PDF,*** and **Server Name** should be **PNST*.*** Click **OK.** This will start the report and return you to the **Report Requests Parameter's** screen. (reference snapshot above).
5. Click on the blue **Process Monitor** button to check the status of your report. This will take you to the **View Process Request** screen.
6. When it displays **Success,** click on the blue ***details*** hyperlink.
7. At the Process Detail window, click on the blue **View Log/Trace** hyperlink.
8. In the **View Log/Trace** window, click on the PDF file in the **Name** field. Your report will open in PDF format, to be saved or printed.

To Enter Training For a Responder

Note: **You no longer need to enter training in both Training (history), and Competencies. Training competencies will be updated automatically when entered in Training (history).**

Navigate to: ***Workforce Development > Competency Management > Track Person Competencies > Training***



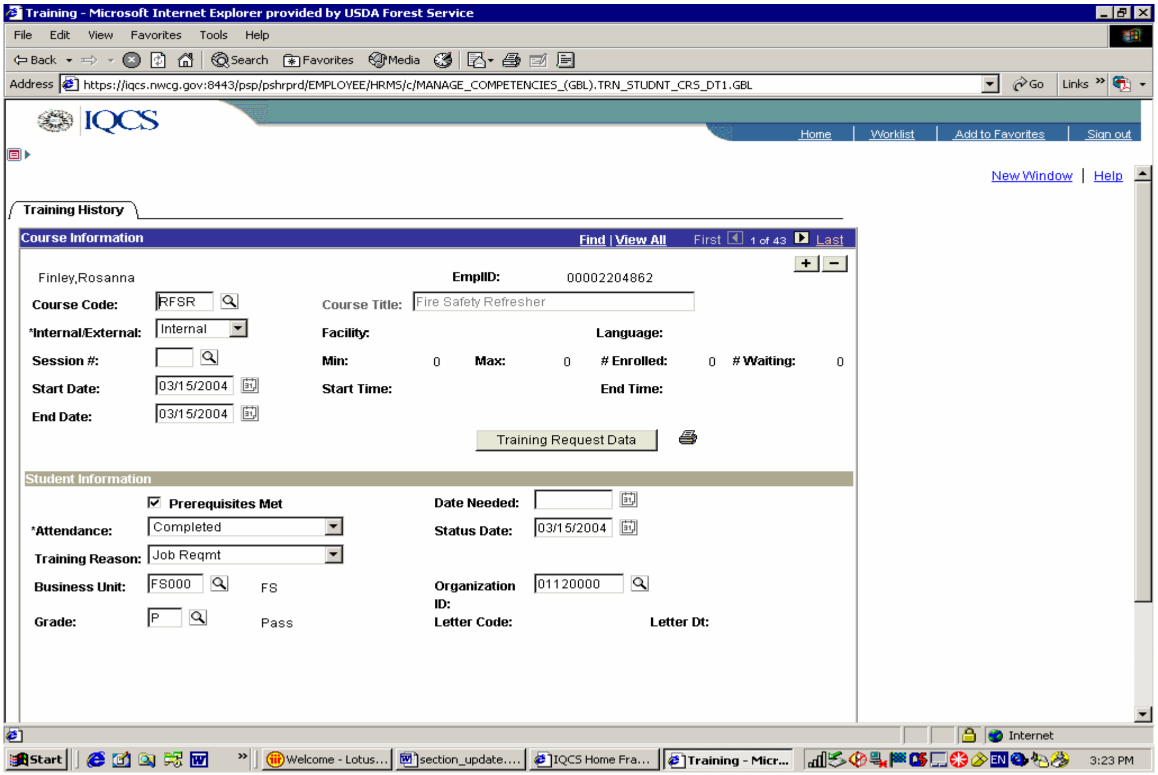
1. From the **Training** search screen, search for the employee by entering information in the **Unit ID, Last Name, or EmplID boxes as appropriate.**

2. Click on the yellow **Search** button and select the employee.

3. You can also bring up a list of responders by **Organization ID** (District, for example, as described in the **Print a List of Responders** section earlier in the document.

4. From the **Training History** screen you can enter additional training by clicking on the gray plus sign in the top right corner of the screen.

5. Complete both the **Course Information** and **Student Information** portions of the screen.



4. In the Course Information portion, enter the **Course Code** and click on the search button. Select the appropriate code. (refer to **course Tables** printed from the home page).

5. Accept the default for the **Internal/External** field. Select a **Start Date** and **End Date**.

6. If the responder completed the training successfully, be sure to click on the **Prerequisites Met** check box.

7. In the **Attendance** box, select **Completed**, or whatever is appropriate. This will allow you to select an appropriate **Grade.**

8. Fill in other information as desired. Click the **Save** button.

Note: There is no condensed list of training completed in this screen. However the *Responder Master Record* reflects the training entered in this screen. You can see all the training entries in detail in the Training screen by clicking on the *View All* button at the top of the screen.

Training entered in this screen will automatically appear in the *Competencies* Screen.

Entering Task Books

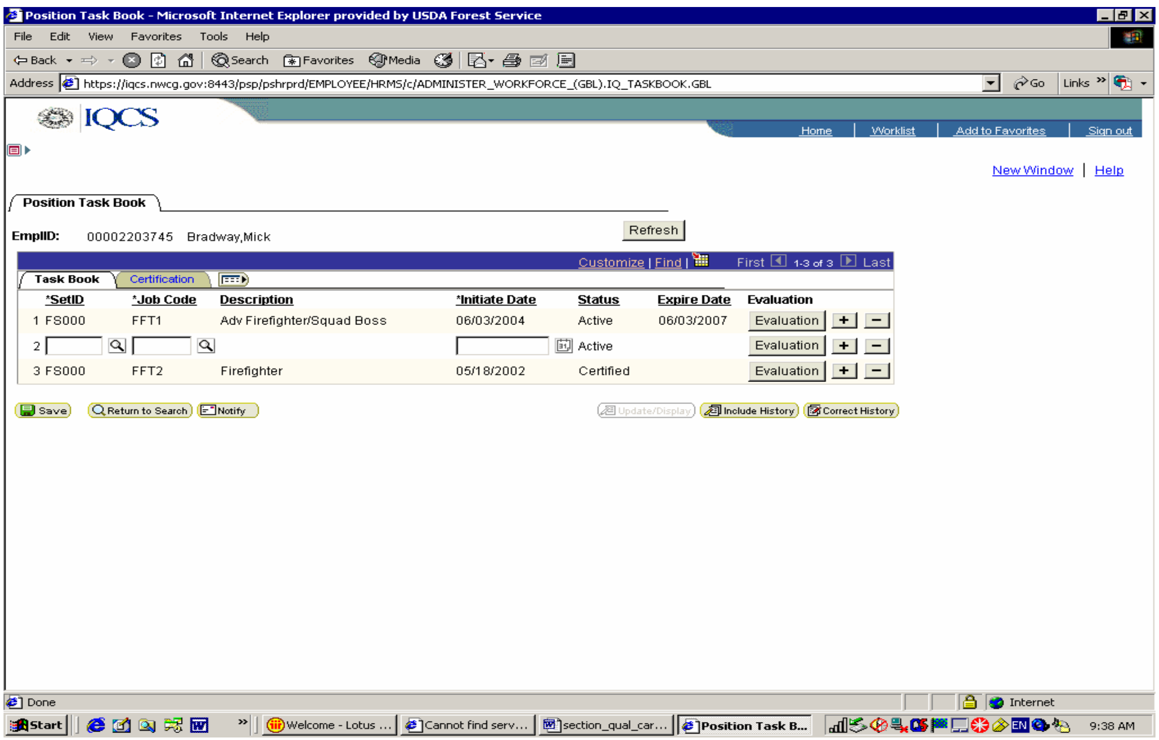
Note: Position Task Books entered here will automatically load into the Competencies screen, including the certification, if applicable.

Be sure to enter information correctly – Task book information in this screen cannot be edited or deleted.

Navigate to: ***Workforce Administration > Responder Information > Position Task Book.***

Task Book Inititation

1. From the search screen, type in the **Employee ID**, click **Search**, and select the responder. (For more information on the search function, see page 3). The following screen will appear:



2. Click on the **+** button, and a new line of data will open. Search for the appropriate **SetID** and **Job Code** using the search buttons.

3. Select the date the Task Book was initiated by using the calendar button.

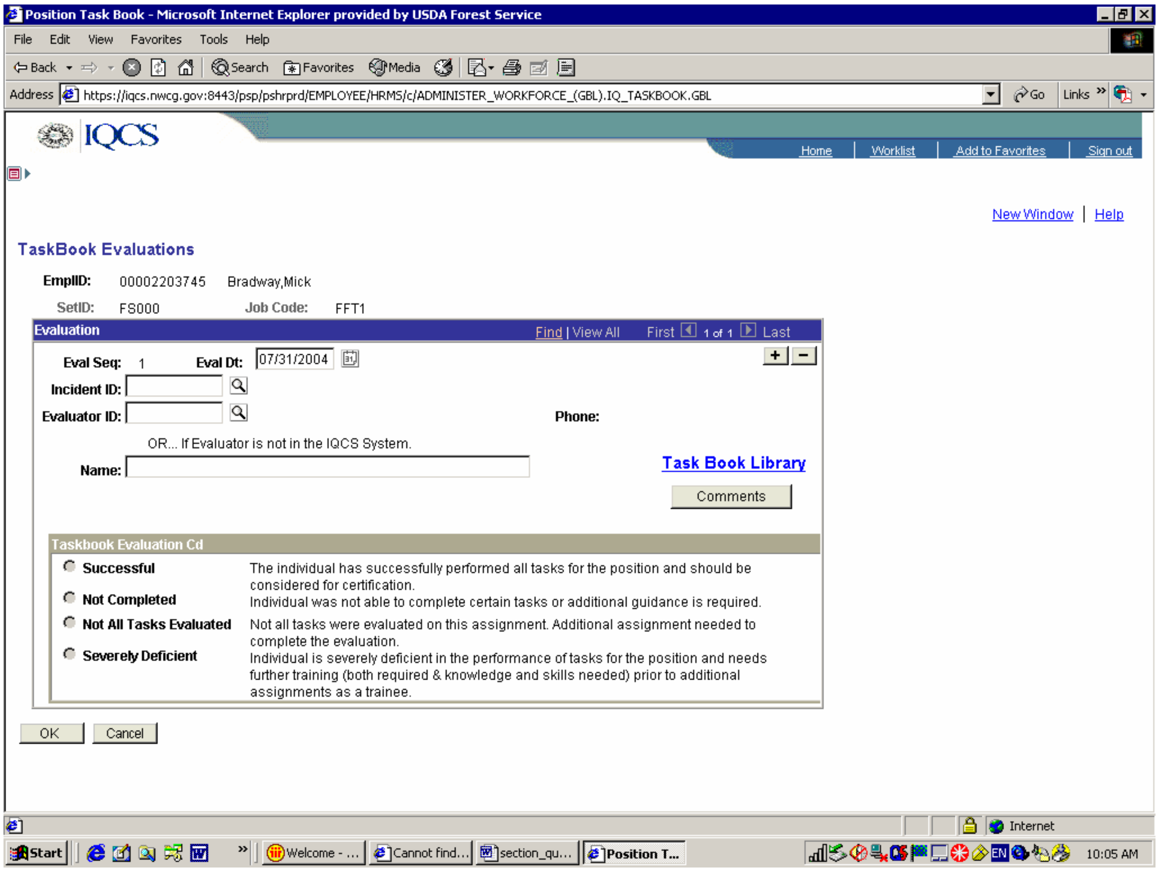
Entering the Evaluation Record

1. You must enter information from the Evaluation Record in the responder's Task Book. Use the evaluation which recommends the responder be certified.

2. Go to the **Incident Setup** screen to search for or create the incident, if it doesn't already exist. See "**To Find or Create Incidents**" on page 17.

3. When the incident has been created, go to the **Experience by Employee** screen to enter the certifying experience for the employee, If it hasn't already been entered. You can check by clicking on the **Experience Summary** Tab. See **"To Add Incident Experience"** on page 31.

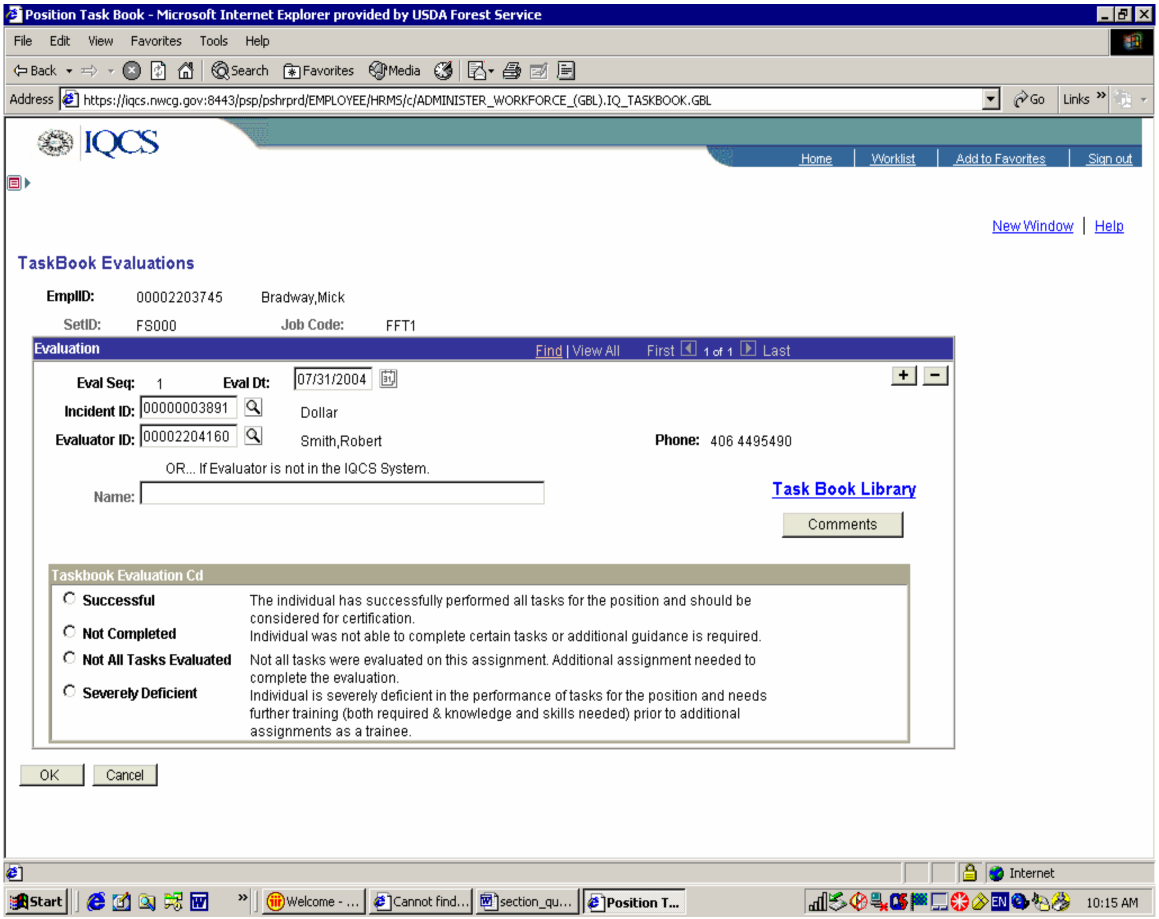
4. Go back into the **Position Task Book** screen and click on the Evaluation button. The following screen will appear.



5. Select the evaluation date using the **Calendar** button.

6. Use the search button to look up the **Incident ID.** If you have entered the experience, chances are that IQCS will find the incident for you automatically.

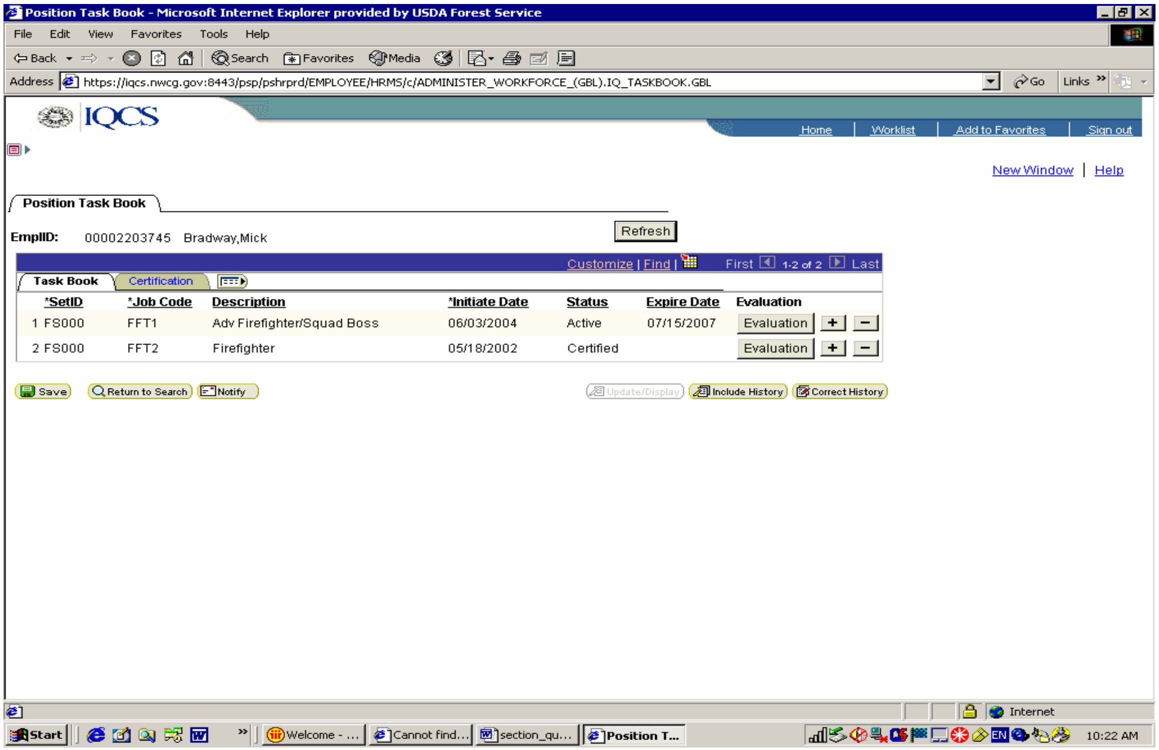
7. If a responder automatically uploaded from Red Card with an initiated, but not completed Task Book, the **Incident ID** search button will bring up **Conversion**, as an option. This will work if you don't have documentation of the responder's experience from the past.



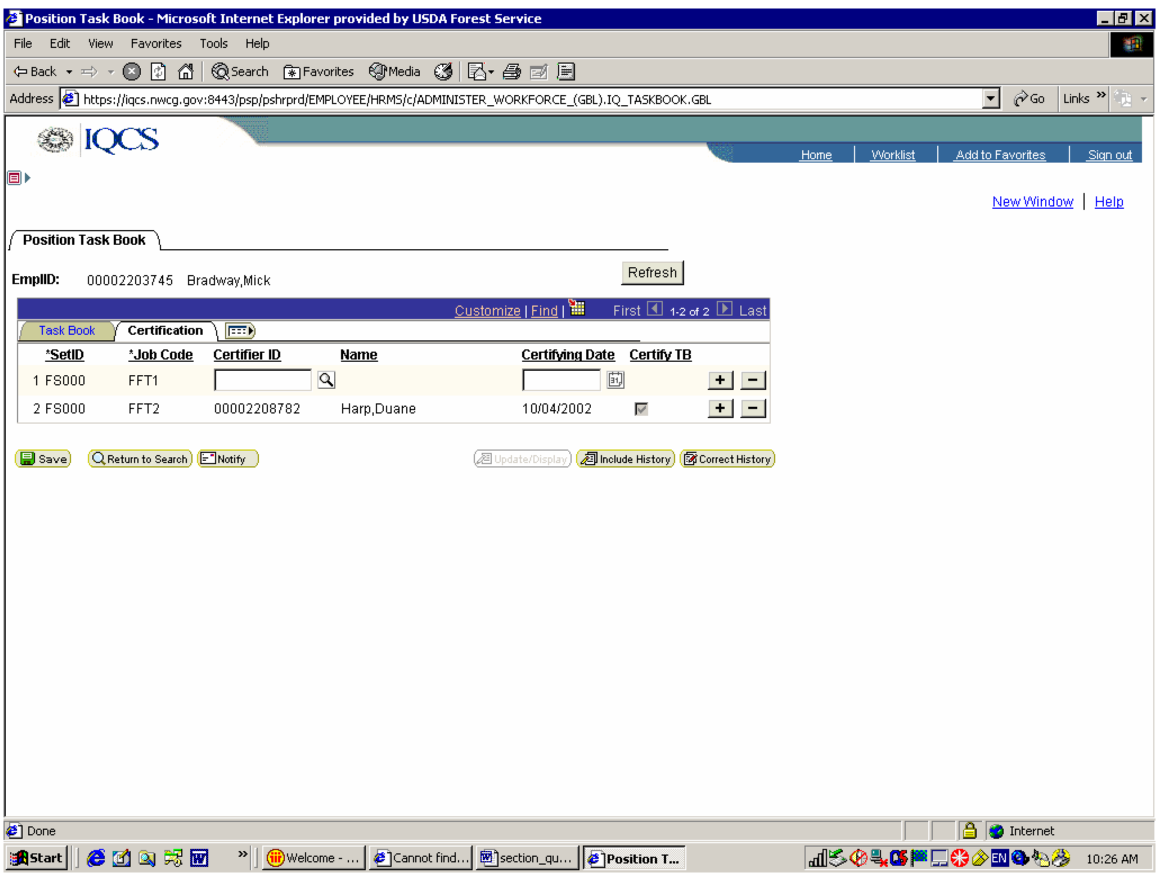
8. Search for the **Evaluator ID,** or type it in the **Name** field if the individual is not in IQCS. You can enter documentation by clicking on the yellow **Comments** button.

9. Select the appropriate radio button. If **Successful,** you will now be able to enter the final certification information. Click on the **OK** button to save your information. You may have to click on the **OK** button twice, to return to the **Position Task Book** screen.

Final Agency Certification

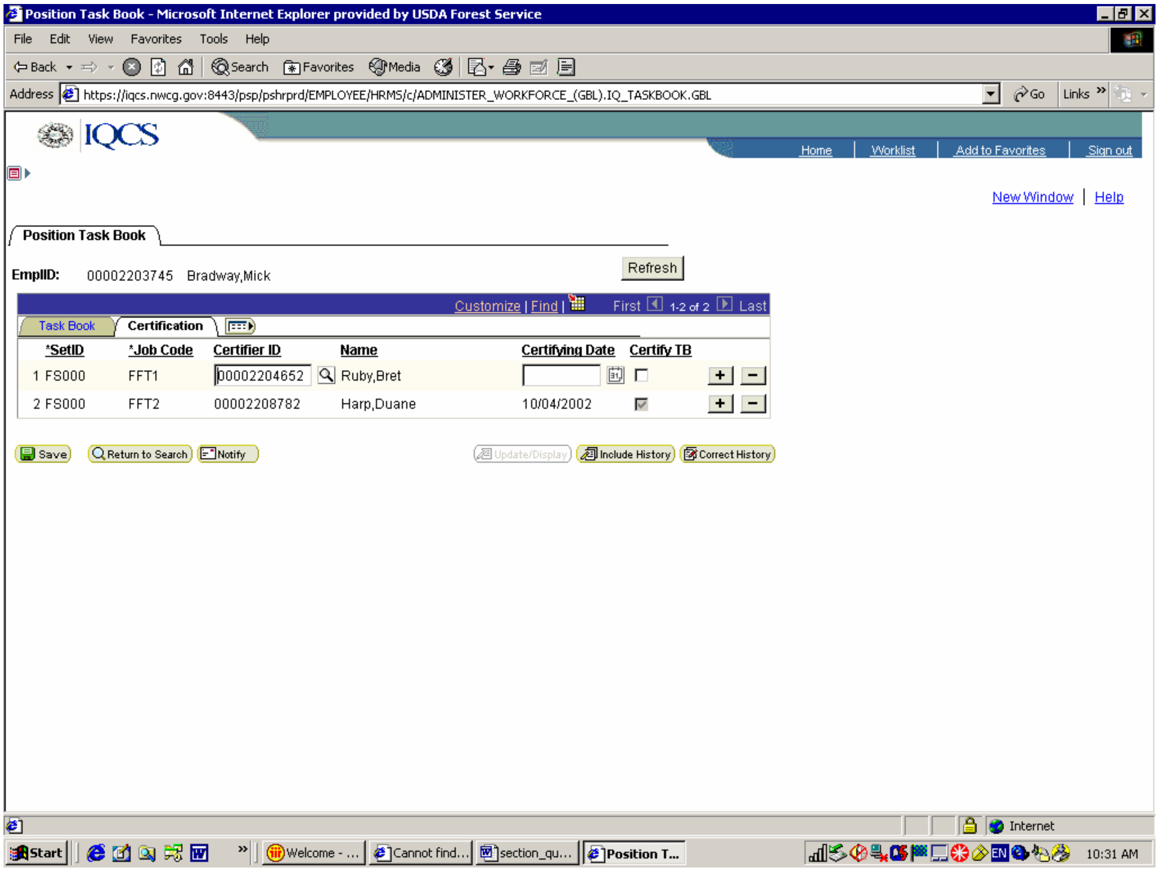


1. Click on the **Refresh** button, and then select the **Certifications** tab. This will take you to the following screen:



2. Note that a line of date has opened up for the appropriate **Job Code**; in this case FFT1.

3. Use the search button to select the agency certifier from the **Agency Certification** box on the inside front cover of the Task Book. Note that once you select an appropriate agency certifier, the check box in the **Certify TB** is available to select.



4. Use the calendar button to select the certification date, and click the **Certify TB** check box. Click on the **Save** button.

5. The Task Book has also been automatically entered in the **Competencies** screen.

Troubleshooting

Situation: An FFT2 was qualified before the requirement to complete L-180. All his information was uploaded from Red Card. If you try to enter the task book information received after the upload, the system won't allow it if he hasn't had L-180.

Note that during the upload process, the system will automatically show him or her fully qualified, with a justification documenting that L-180 wasn't required.

It's not possible to enter task book information for someone who was qualified prior to a class requirement, if they haven't had the class.

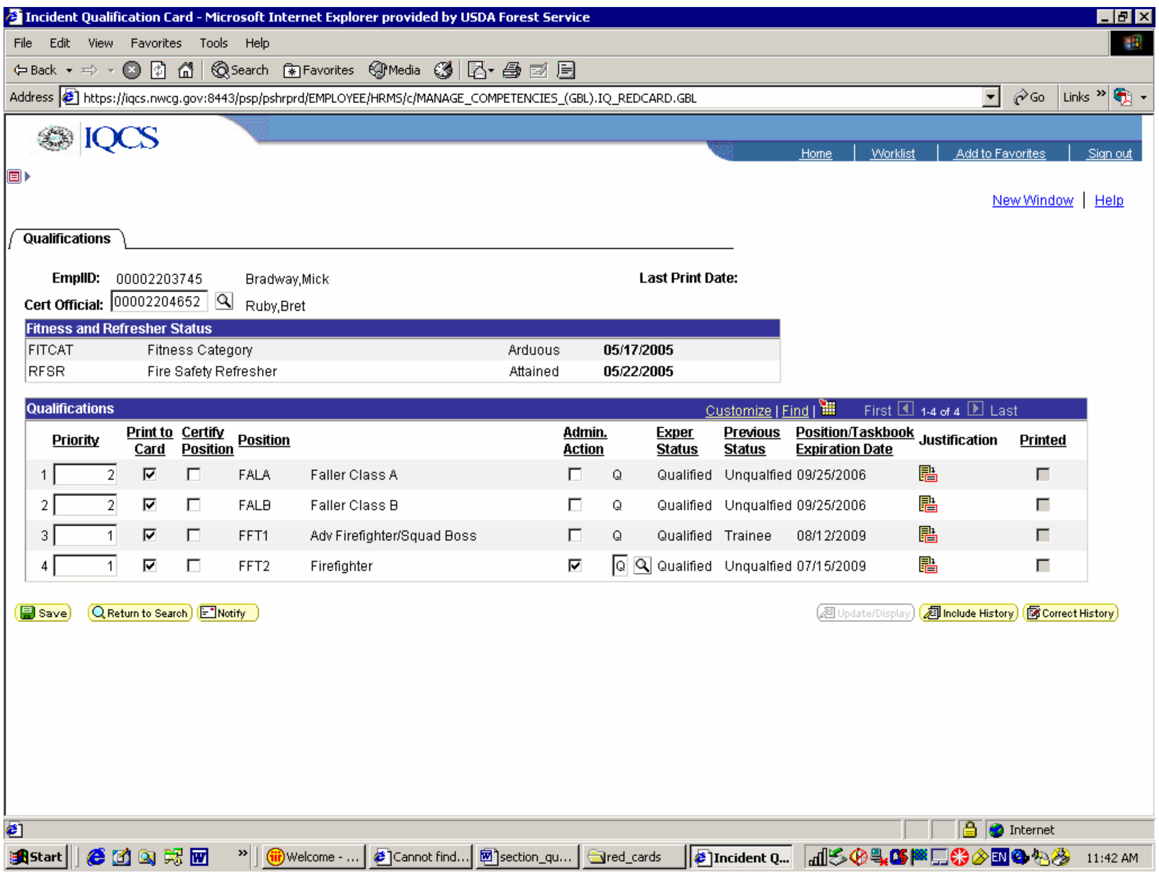
Incident Qualification Card

Navigate to: ***Workforce Development > Competency Management > Incident Qualification Card > Incident Qualification Card.***

Note: Changes in the Incident Qualification Card screen will not be reflected in the other screens until you *Save, Exit, and re-enter the Incident Qualification Card screen.*

1. From the search screen, enter the appropriate information and click on the **Search** button to select the responder. This will take you to the **Qualifications** screen.

2. In this screen you can certify positions**,** select which positions will print on the Qualification Card, select a **Priority** for the position, take Administrative Action, if necessary, and enter justifications.



3. You can certify a position (if their **Exper Status** is showing **Qualified**), by clicking on the **Certify Position** checkbox. If the responder is not determined to be qualified, the check box will not be available.

4. Check or uncheck in the **Print to Card** check box as appropriate.

5. When you are satisfied that all the correct positions are certified, you can type in a **Priority** number, as appropriate.

6. If the **Qualification Card** screen does not accurately reflect the responder's qualifications, you will need to run another **Responder to Role Matching** report to see which competencies are lacking. For a DIVS, for example, you will need to show all the competencies and prerequisites from FFT2 on.

Note: It is possible at this point to click on the Admin Action check box to over-ride the system and show a responder as qualified by entering a justification by the Certifying Official. However it is far preferable to track down missing pre-requisite documentation and use the Training, Task Book, and Competency screens so the Incident Qualification Card screen will reflect the responder's qualifications accurately.

You can also use the Admin Action checkbox in the Qualification Card screen to change a qualification from Qualified to Unqualified.

If a responder is still showing as a trainee when the data should reflect fully qualified, go to the IQCS home page and click on *Migrated Trainee Positions* hyperlink for a solution.

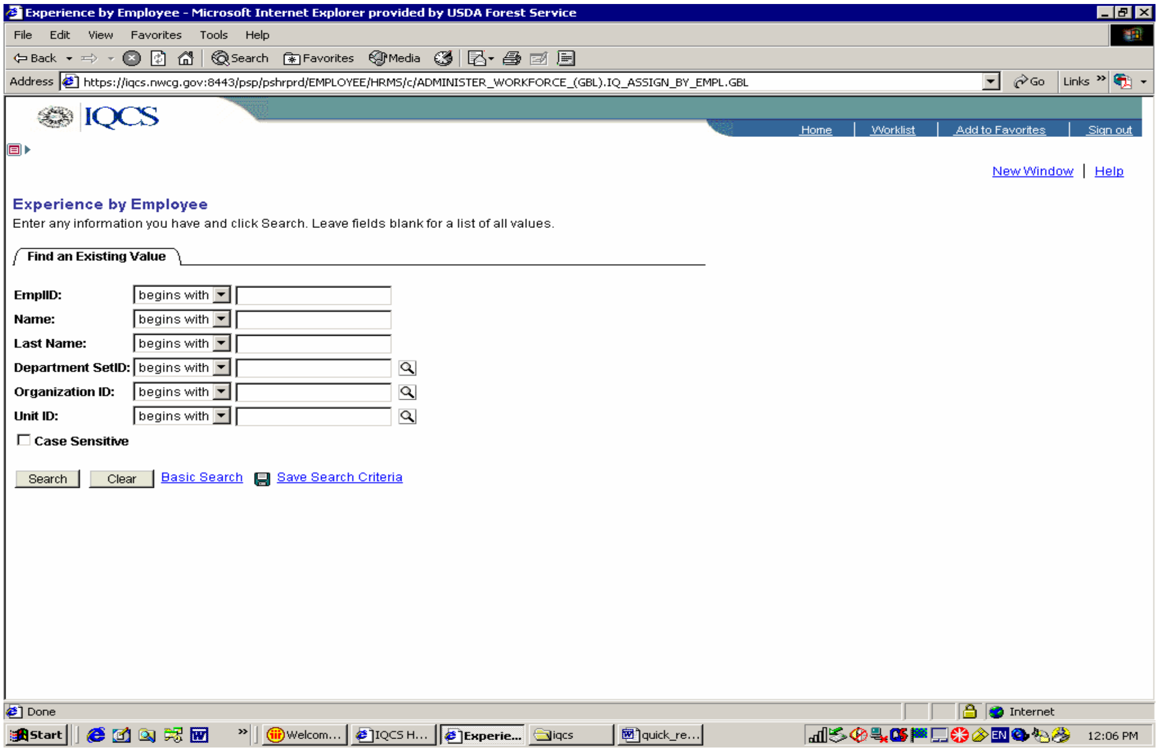
TO ADD INCIDENT EXPERIENCE

Experience by Employee

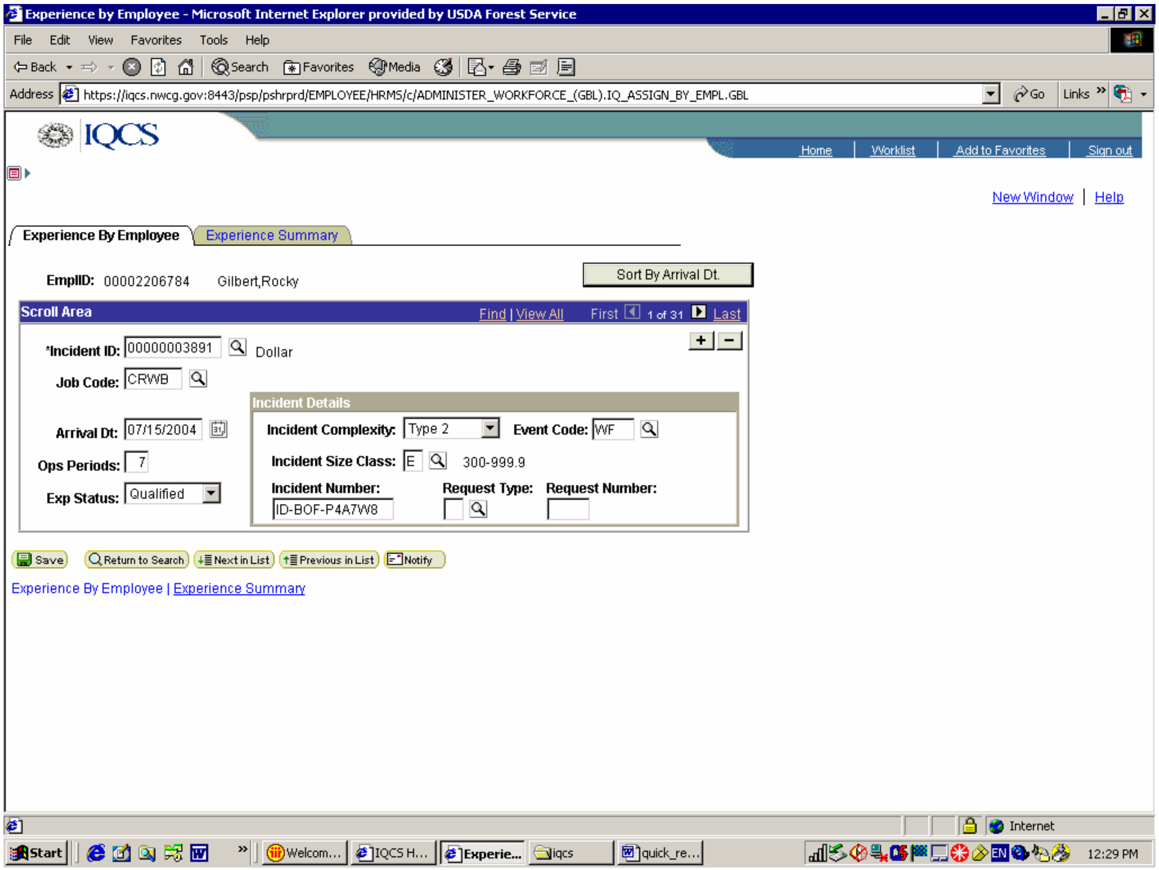
Navigate to ***Workforce Administration>Responder Information>Experience By Employee.*** To add multiple incident experiences for a single responder.

Note that you will not be able to enter experience for a position qualification that is not already certified in IQCS. You may need to correct this before continuing.

1. This will take you to the ***Experience by Responder*** search screen.



1. Search for the employee by entering information In the **Unit ID, Last Name, or EmplID boxes as appropriate.**
2. Click on the yellow **Search** button and select the employee.
3. You can also bring up a list of responders by **Organization ID** (District, for example, as described in the **Print a List of Responders** section earlier in the document.
4. From the **Experience by Employee** tab, use the search button to search for the **Incident ID.**



8. Type in the **Job Code** that the individual performed (Example: DIVS), and click the **Search** button to select it.

9. Click on the calendar to select the **Arrival Date**.

10. Type in the # of **Operational Periods** performed in this position.

11. Use the down arrow to select **Experience Status** (Qualified or Trainee).

12. When complete, select the yellow **Save** button

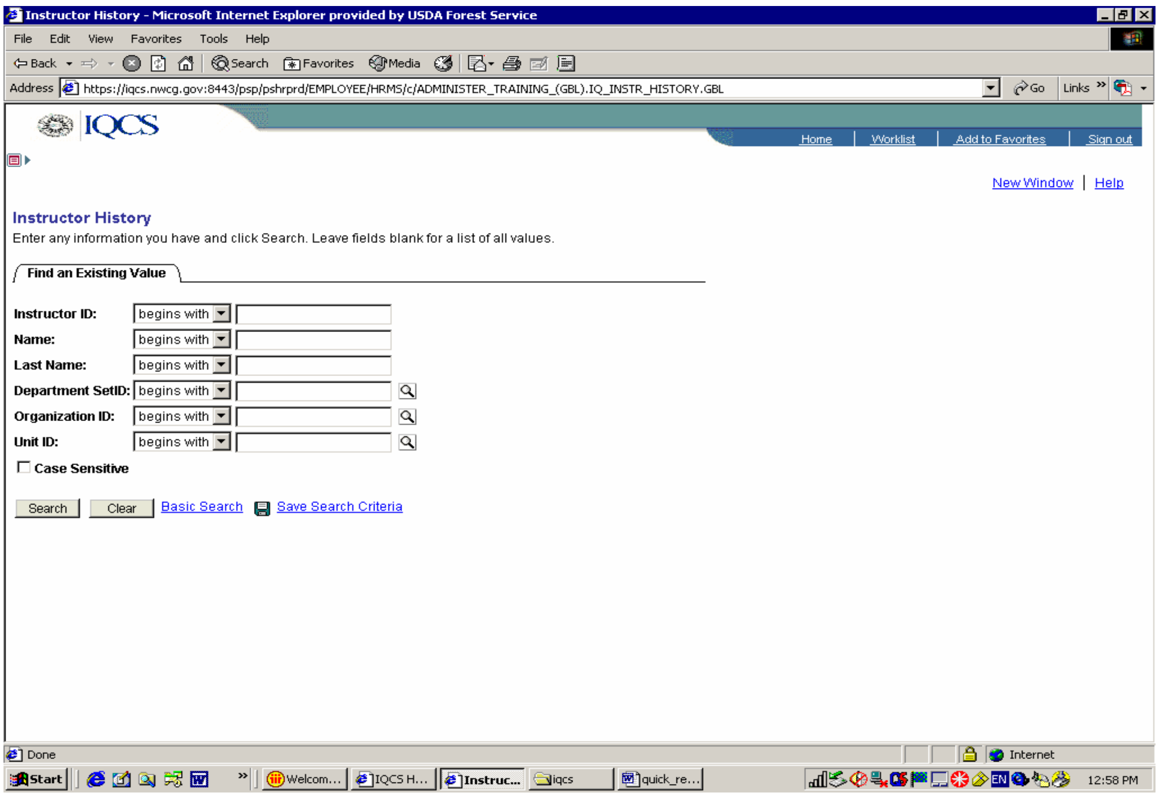
To select another responder, select the yellow **Return to Search** button.

To Enter Instructor Experience

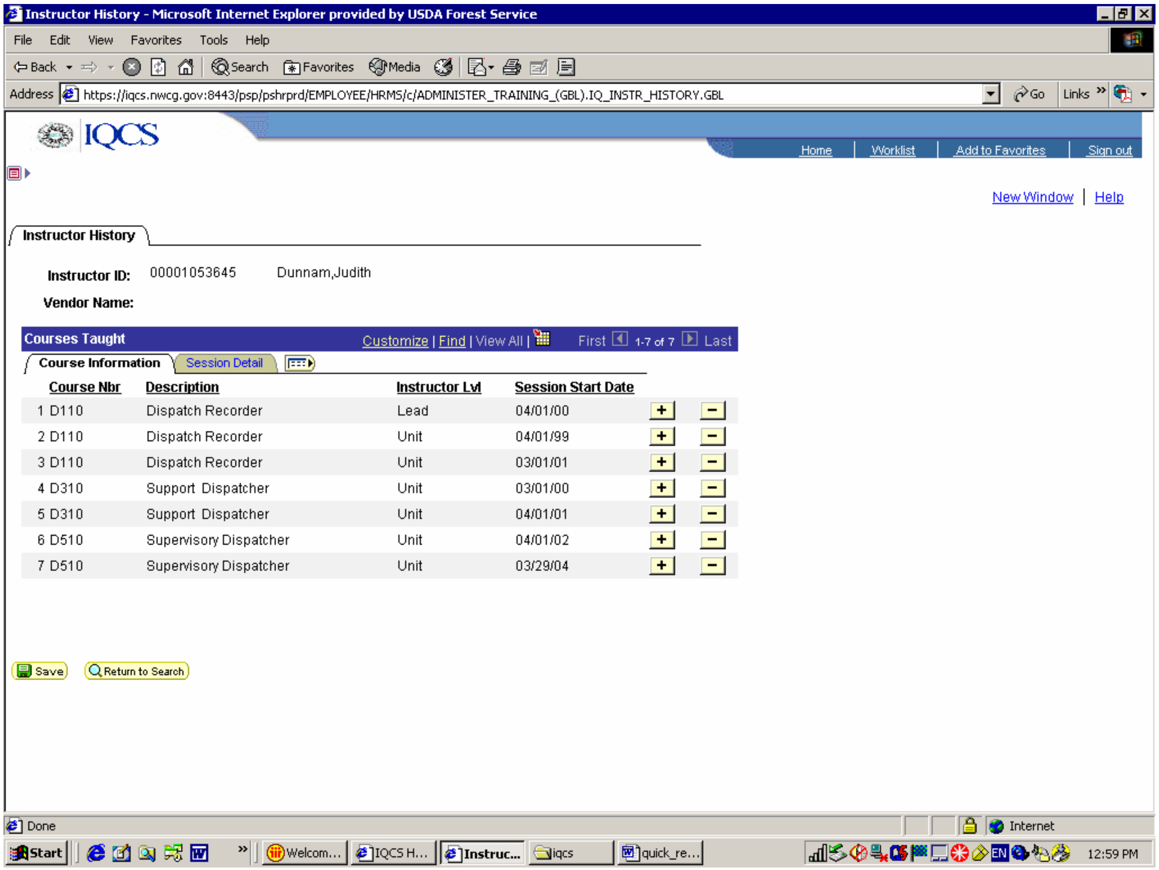
Navigate to: ***Enterprise Learning > Define Training Resources > Reports > Instructor History***

This will take you to the **Instructor** screen:

1. Enter in the Instructor's **Last Name** and click on the yellow search button. Leave fields blank for a list of all values.



2. This will take you to the **Instructor History** screen.



3. To add instructor history, click on the yellow + sign. Select the correct course numbers.

4. Select the **Instructor Level** (Lead or Unit).

5. Select the start date from the calendar button.

6. Click on the yellow ***Save*** button.

To Enter Competency for a Responder

All competencies must appear in the **Competency** screen for a responder to show a qualification for a position.

Note: Faller competencies must always be entered in the Competency screen. The certification is not entered under Training. However, experience must also be current in order for the responder to be Qualified.

Task Books entered in the Task Book screen will automatically show up in the Competency screen.

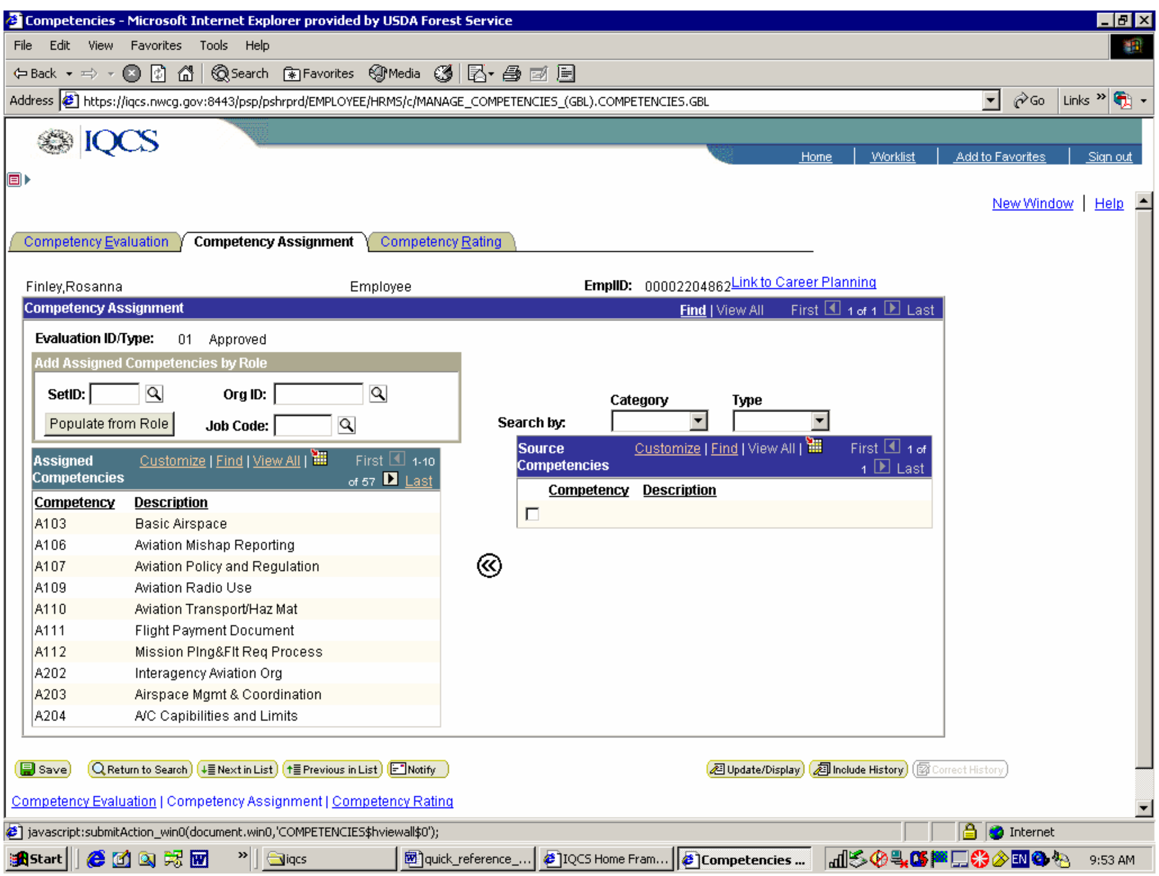
The only time you would enter a Task Book in the Competency screen, is if the Certifying Official determines that the responder has the Competency, even though the Task Book was not completed. For example, the responder was qualified before the requirement for a Task Book.

Navigate to: ***Workforce Development > Competency Management > Track Person Competencies > Competencies***

Note: This example is for a position competency, but will also apply to training, Task Books, pre-requisite positions, fitness, and refresher Competencies.

1. Enter the **Employee ID** and click on **Search**.

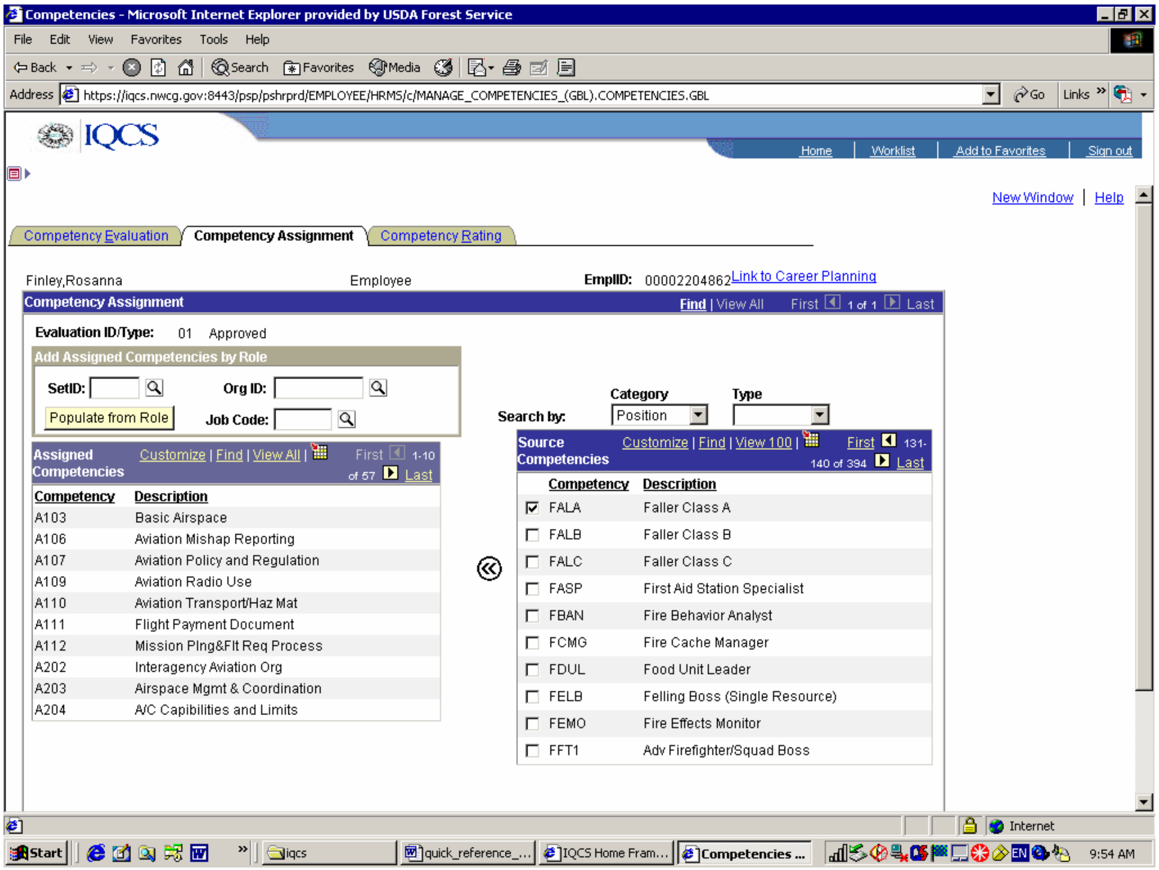
2. Click on the **Competency Assignment** tab.



3. Select **View All** in the **Currently Assigned Competencies** box. (Note that it will only show the 1st 100)

4. On the right side of the page, under **Category**, select **Position** from the Drop Down list. (or select training, task book, etc, as appropriate).

5. Click on the **Find** button, and type FALA in the search string window.

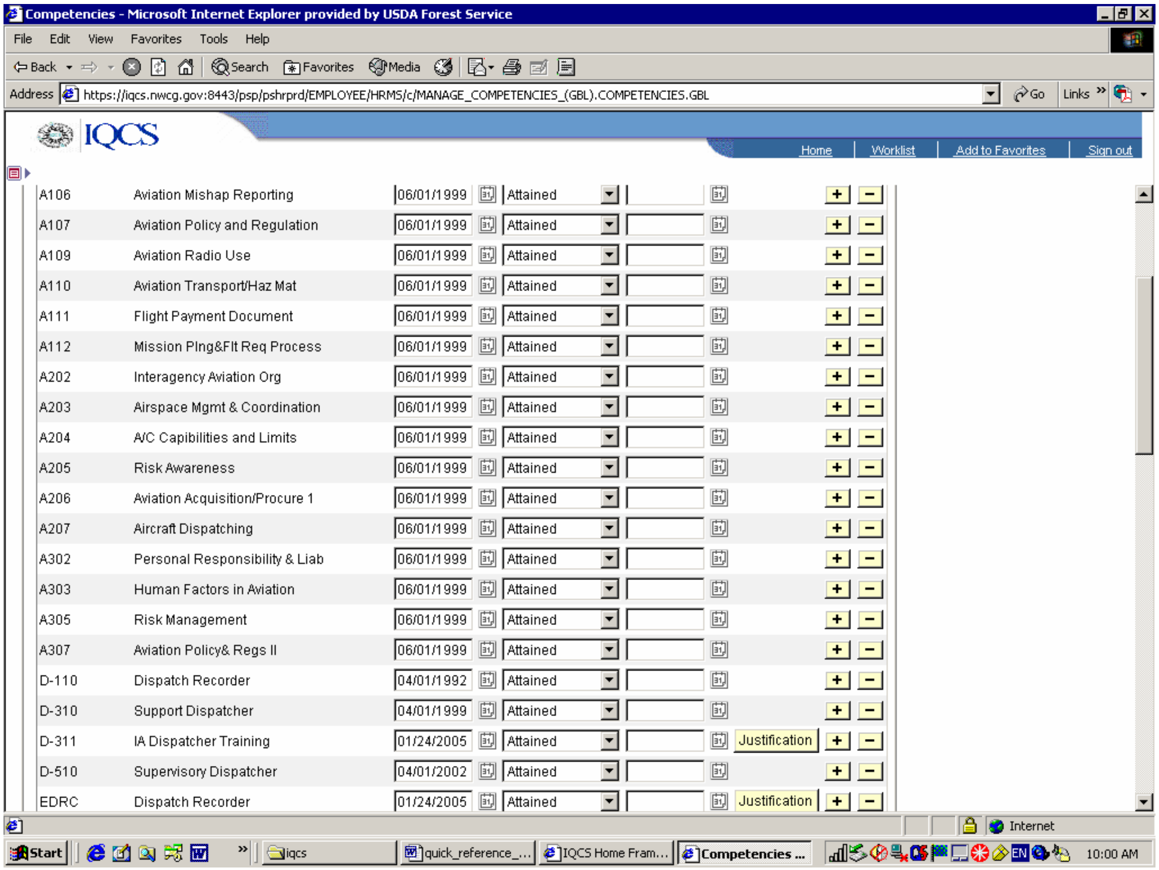


6. Click on the little check box, and click on the double arrows to move the competency to the **Assigned Competencies** box.

7. Click on the **Competency Rating** tab.

8. In the **Proficiency** window, select **Attained.** Click on the yellow justification button, select a certifying official, and **Save.**

Note: Always do only one proficiency at a time.



A106	Aviation Mishap Reporting	06/01/1999	Attained	
A107	Aviation Policy and Regulation	06/01/1999	Attained	
A109	Aviation Radio Use	06/01/1999	Attained	
A110	Aviation Transport/Haz Mat	06/01/1999	Attained	
A111	Flight Payment Document	06/01/1999	Attained	
A112	Mission Plng&Flt Req Process	06/01/1999	Attained	
A202	Interagency Aviation Org	06/01/1999	Attained	
A203	Airspace Mgmt & Coordination	06/01/1999	Attained	
A204	A/C Capibilities and Limits	06/01/1999	Attained	
A205	Risk Awareness	06/01/1999	Attained	
A206	Aviation Acquisition/Procure 1	06/01/1999	Attained	
A207	Aircraft Dispatching	06/01/1999	Attained	
A302	Personal Responsibility & Liab	06/01/1999	Attained	
A303	Human Factors in Aviation	06/01/1999	Attained	
A305	Risk Management	06/01/1999	Attained	
A307	Aviation Policy& Regs II	06/01/1999	Attained	
D-110	Dispatch Recorder	04/01/1992	Attained	
D-310	Support Dispatcher	04/01/1999	Attained	
D-311	IA Dispatcher Training	01/24/2005	Attained	Justification
D-510	Supervisory Dispatcher	04/01/2002	Attained	
EDRC	Dispatch Recorder	01/24/2005	Attained	Justification

Other Reports

To find out the required Competencies for a given position

Workforce Development > Competency Management > Track Person Competencies > Competencies

1. Type in **FS000** for 5109.17 requirements or **NWCG0** for NWCG requirements in the **Setid** box.

2. Type in **FALA** (or whatever) in the **Job Code** box, and click on the **Search** button.

3. Information about the positions and it's requirement can be found within the 3 tabs.

You can also go to: Set up HRMS > Foundation Tables > Job Attributes > Responder Position Table

1. Type in the appropriate **Setid** and **Job Code**, and click the **Search** button.

2. Look under the appropriate tabs for information related to the position. Note that required training is not listed.

View Responder's Current History/Competencies

Workforce Development > Competency Management > Incident Qualifications Card > Responder Summery History

1. Enter the **Employee Id**, and click on the **Search** Button.

2. Select the appropriate tab, to view the desired information.