



**DOI Incident Qualification and  
Certification  
Individual Employee Update  
Calendar Year 20\_\_\_\_**

(Note: this form is to be used only for updating employee records that are already established in the IQCS)

Header Information			
Empl ID (Not your SSN)		Employment Kind (Career, Career Seasonal, Casual Hire, Temporary, Volunteer)	
First Name		Fitness Rating (Arduous, Moderate, Light, None)	
Last Name		Fitness Date (MM/DD/YYYY)	
Middle Initial		Medical Date (Date of Most Recent Medical Exam - MM/DD/YYYY)	
Org Code		Group (IMT Member and Team name)	
Unit ID		IRDP Incident Responder Development Plan (Y/N)	
OPM Job Code (this can be found on the SF 50)		Salary plan/Grade (GS, WG,WL, WS, AD, ES, EM)	

Incident Qualification Card <i>(only the jobs you want on your incident qualifications card)</i>			
Qualified Jobs		Trainee Jobs	
Job Code	Job Code	Job Code	Job Code

JOB CODE = Four digit code for the job performed (ex.: **FFT2** = Firefighter Type 2)

Training administered within IQCS will automatically be applied to the individual's record when the course session is completed

Employee Training Entry (Attach copies of certificates for training)			
Course Code	Date Completed (MM/DD/YY)	Course Code	Date Completed (MM/DD/YY)
<b>EXAMPLE: S190</b>	<b>02/15/XX</b>	<b>REFRESHER</b>	

<b>EMPLOYEE SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR</b> (Please print name and sign)		<b>DATE</b>	

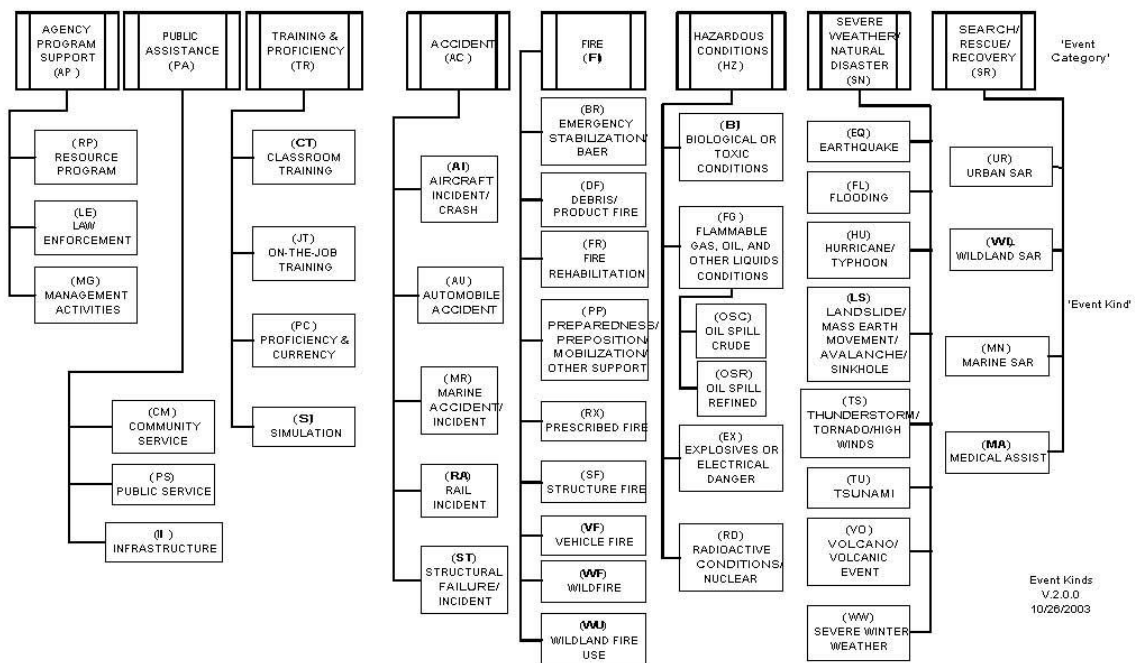
## EMPLOYEE INCIDENT EXPERIENCE

(Only list the incidents that you were on since last update.)

Job (Position) Code	Qualified or Trainee	Incident Performed on Event Kind	Incident Start Date MM/DD/YYYY	State	Operational Periods/Days	Management Type or Complexity Level (See Below)	Fuel Type (See Below)	Fire Size (See Below)	Incident Number	Resource Order or Incident Name
<b>EXAMPLE: DOCL</b>	<b>Q</b>	<b>FL</b>	<b>01/01/XX</b>	<b>CO</b>	<b>14</b>	<b>2</b>	<b>N/A</b>	<b>N/A</b>	<b>P2XXXX/XXXX</b>	<b>Burned Mountain</b>

ICS Management Types	Complexity Levels	Management Type	Fuel Type (select primary carrier)	Fire Sizes (in acres)
<b>TYPE A</b> - national area command team assigned <b>TYPE 1</b> - national type 1 team assigned <b>TYPE 2</b> - regional type 2 team assigned <b>TYPE 3</b> - extended attack with multiple resources <b>TYPE 4</b> - initial attack <b>TYPE 5</b> - initial attack with very few resources	<b>TYPE 1</b> <b>TYPE 2</b> <b>TYPE 3</b> (For Prescribed Fires)	<b>AREA COMMAND</b> <b>TYPE 1</b> <b>TYPE 2</b> <b>TYPE 3</b> <b>TYPE 4</b> <b>TYPE 5</b>	<b>1 - 3</b> grass <b>4 - 7</b> shrub <b>8 - 10</b> timber <b>11 - 13</b> slash	<b>A</b> .1 - .25 <b>B</b> .26 - 9.9 <b>C</b> 10 - 99.9 <b>D</b> 100 - 299.9 <b>E</b> 300 - 999.9 <b>F</b> 1,000 - 4,999.9 <b>G</b> 5,000 +

## IQCS EVENT KIND





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Instructor Experience Entry			
Course Code	Course Start Date (MM/DD/YY)	Instructor Level L=lead U=unit	IQCS Session # (If Applicable) / Course Location (Training Facility Name)/Course Coordinator (if known)

Task Books

Initiated And Completed (1 column per Task Book)		
Job Code, and Initiated Date <b>Example: WF-FFT1 MM/DD/YYYY</b>	Job Code, and Initiated Date	Job Code, and Initiated Date
Final Evaluator <b>Example: Last Name, First Name, Middle Initial</b>	Final Evaluator	Final Evaluator
Title <b>Example: Station Manager</b>	Title	Title
Home Unit <b>Example: NMNPA, Northern Pueblos Agency</b>	Home Unit	Home Unit
Phone Number <b>Example: 801-354-5678</b>	Phone Number	Phone Number
Certifier's IQCS Empl ID (NOT SSN)	Certifier's IQCS Empl ID	Certifier's IQCS Empl ID
Title <b>Example: District FMO</b>	Title	Title
Home Unit <b>Example: ORWSA, Warm Springs Agency</b>	Home Unit	Home Unit
Phone Number <b>Example: 801-456-9875</b>	Phone Number	Phone Number
Certification Date <b>Example: MM/DD/YYYY</b>	Certification Date	Certification Date