United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
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TAKE PRIDE IN AMERICA

October 5, 2012

Memorandum

To: All Regional Directors, All Regions
                Attention: Regional Fire Management Officers
                               Eastern Oklahoma Inter-Regional Coordinator

From: Director, Branch of Wildland Fire Management

Subject: Inclusion of BIA All-Hazards Responders in IQCS and ROSS

The Department of the Interior Office of Emergency Management (OEM) has completed their work on the DOI All-Hazards Positions and Qualifications Guide which outlines the qualification standards for all DOI employees participating in all-hazards incident response activities. From a qualifications standpoint, all-hazards incidents are generally regarded as non-wildfire events such as hurricanes, tornadoes, floods, oil spills and hazmat, and other natural or man-made disasters. The all-hazards positions and their qualification requirements, as outlined in the DOI All-Hazards Positions and Qualifications Guide, now exist in the Incident Qualification and Certification System (IQCS) and may be applied to all-hazards responders. All-hazards responders, like wildfire responders, will be dispatched utilizing the Resource Ordering and Status System (ROSS).

The desired end state is for all BIA and Tribal employees that are qualified and **available** for assignment to all-hazards incidents be included in the IQCS and ROSS for the purpose of tracking qualifications and dispatching. In times of national emergency such as Deepwater Horizon it will be beneficial to be able to locate and dispatch all-hazards personnel as needed to support these incidents.

The entry of all-hazards responders into IQCS and ROSS will require the assistance of our Fire Management Officers (FMOs) and IQCS/ROSS Account Managers. We expect the account managers and FMOs to assist by providing guidance to all-hazard responders regarding the functions of the IQCS and ROSS systems. Requests for entry into the IQCS and ROSS will be initiated by all-hazards personnel.

What the local IQCS Account Manager/FMO will be asked to do:

- Bureau of Indian Affairs (BIA) IQCS account managers will act as the primary contact for all-hazards personnel for the purposes of creating an IQCS account. Unit FMO's will provide oversight to the assigned tasks.

- o A phone list identifying IQCS account manager by Agency will be provided upon request to the BIA Emergency Coordinators by the BIA IQCS agency lead.

- BIA IQCS account managers will create, i.e., "hire" all-hazards responders into the organization code that corresponds to the account manager's agency. For example if an all-hazards responder works at Crow Agency, the account manager will utilize the organization code and Unit ID associated with Crow Agency i.e., CCC52100 and MT-CRA.

- BIA IQCS account managers will enter a Dispatch Unit ID that corresponds with their NWCG Unit ID. For example, if an account is created at Crow Agency, MT-CRA, the account manager would set the Dispatch Unit ID to MT-CRAC, Crow Agency Dispatch Center.

- BIA IQCS account manager or Unit FMO will assist the new all- hazards personnel by providing upon request the contact phone number of the dispatching center that can provide access to the ROSS. This contact information will be utilized by all-hazards personnel to request ROSS passwords to manage their availability in the system or to provide the contact needed to request assistance to set their availability. Depending on the frequency of call outs this might be best handled by requesting dispatchers, who have access to the ROSS system, to set responders availability status rather than have individual responders maintain a password to "self status" in ROSS.

- IQCS account managers will input training, associated with all-hazards positions, using the established methods and documentation, including course completion certificates, class rosters, or other suitable documentation.

- Account managers shall not certify position task books until they have received a certification notification from the Division of Emergency Management.

- Once a position is certified and the associated position competency is awarded to the new account holder's record the account manager will need to go to the qualifications card screen in IQCS and add the appropriate certifying official ID. Initially the certifying official for All-Hazard responders will be determined by the Division of Emergency Management. For responders that also hold NWCG Wildland Fire qualification(s) the certifying official does not need to be changed in IQCS. The IQCS account manager will verify the responder's qualifications and check the boxes, print to card, certify, and send to ROSS, then **SAVE,** this will ensure the new responders will show as qualified and their information will be uploaded to ROSS.

- After the initial implementation and load of new all hazards personnel, it is anticipated that on-going record maintenance will be required which can be handled on a case by case basis at the local units. Some of the requests may include: printing of qualification card, experience entry, and entry of training completed.

Responsibilities of All-Hazards Individuals

- Individuals are responsible for reviewing the guidance provided in the DOI All-Hazards Positions and Qualifications Guide prior to starting the process of earning position qualifications. Individuals should contact their Emergency Management Coordinator to discuss their desire to participate as an all-hazard responder and then initiate contact with their respective IQCS account manager so they can be added to the qualifications application.

- Personnel seeking all-hazards qualifications will provide BIA IQCS account managers with the completed IQCS - Add a New Employee Form, Attachment 01, containing the personal information needed to create an IQCS account. This form will include the supervisor's signature authorizing the employees to participate in all-hazards incident management.

Role of the Divison of Emergency Management in Certification of Qualifications.

- Initially all requests for all-hazards certification of qualification will be sent to the Division of Emergency Management in Washington D.C. Certification of qualification requests should be made by the IQCS account manager. The Division of Emergency Management contact is Patrick Vacha at 703-390-6715. As the program evolves, the vision is to form Regional Qualification Review Boards that will manage the certification process for All-Hazard positions. Until Qualifications Review Boards are formed and functioning, all requests for certification will be forwarded to the Division of Emergency Management for a qualifications determination. The Division of Emergency Management will review the qualifications documents provided and communicate a certification determination to the account manager.

- Account managers shall not certify position task books until they have received a certification notification from the Division of Emergency Management. For additional information regarding the certification process for All-Hazard position(s), including those responders that are seeking historic recognition of past experience in All-Hazard position(s), please refer to the DOI All-Hazards Positions and Qualifications Guide, page xiii-xiv. This document can be found at **www.doi.gov/emergency/all-hazards-responders.cfm.**

Remember participation as an all-hazards responder does not obligate one to be available for dispatch at all times. It is understood that availability is subject to many factors e.g., local workload, personal commitments, and supervisory approval.

If you have any questions or need additional information, contact Mr. Craig Cook, Deputy Training Officer at 208-387-5965.

cc: Dylan Romero, BIA-NFIC Assistant Director-Fire Operations
        Patrick Vacha, BIA-Office of Justice Services

ATTACHMENT 01
Incident Qualification and Certification System
Add New Employee
(Note: this to be used only for adding an employee into IQCS that is not in the system)

IQCS "Name" should be the entered as it appears on government-issued I.D.			
First and Middle name if listed on ID		Last Name	
Address History			
Address Type (Home, Business)		Address	
Phone Type (Business, Cellular, Home)		Phone Number	
Email Type (Business, Home, Other)		Email Address	
Birth Date/National ID			
* Date of Birth		* Social Security Number	
Work Location			
Organization ID (e.g. KKK00441, CCC52100)		Unit ID (e.g. MT-CRA,)	
Job Information			
Job Series (aka OPM Job Code) (found on the SF-50, i.e. 0462, 0401)		Entry Date	
Regular/Temporary		Full/Part Time	
Employment Kind (Career, Career Seasonal, Casual Hire, Temporary, Volunteer)			
Salary Plan			
Salary Plan (GS, WG,WL, WS, AD, ES, EM)		Grade	

* Date of Birth and National ID (Social Security Number) are hidden after the data has been entered into IQCS.