

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

NIFC OFFICE ROUTE SLIP

SUBJECT: IQCS Law Enforcement Memorandum			
FROM (NAME AND OFFICE) BUREAU OF INDIAN AFFAIRS-NATIONAL INTERAGENCY FIRE CENTER		PHONE 208/387-5696	DATE ROUTED December 27, 2006
ROUTE TO CODE	RELEASED		COMMENTS
	INITIAL	DATE	
Administration	TAW	1/31	Teresa Ann Wesley, Administrative Assistant
Administration			Deputy Director SURNAME
Administration			Administrative Officer Surname
Chief	JC	1/31	SIGNATURE - Chief, Branch of Fire Management SURNAME
Administration			Teresa Ann Wesley, Administrative Assistant Distribution and Filing

ADDITIONAL COMMENTS

Corrections done
TAW
1/31/07



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 SOUTH DEVELOPMENT AVENUE
BOISE, IDAHO 83705-5354

January 31, 2007

Memorandum

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

From: Director, Branch of Wildland Fire Management *Lyle Carlin*

Subject: Inclusion of BIA Law Enforcement Personnel in IQCS and ROSS

The Department of the Interior has requested the Wildland Fire Management program to facilitate the addition of Bureau of Indian Affairs (BIA) Law Enforcement (LE) personnel into the Incident Qualification and Certification System (IQCS) and Resource Ordering and Status System (ROSS) for the purpose of tracking and dispatching those resources when necessary to support the needs of all-hazard incidents. In times of national emergency such as the Hurricane Katrina it will be beneficial to be able to locate and dispatch LE personnel as needed to support these incidents. To accomplish the entry of these individuals into IQCS and ROSS it will require actions at the Agency level. Request for entry into the IQCS and ROSS will be initiated by LE personnel. We anticipate you will begin to receive request in the first part of 2007. The tasks to be completed are only for BIA LE personnel and do not apply to tribal LE.

What the local unit will be asked to do:

- BIA IQCS account managers will act as the primary contact for LE personnel for the purposes of creation of an IQCS account. Unit Fire Management Officers (FMO's) will provide oversight to the assigned tasks.
 - LE will be provided with a phone list identifying the closest IQCS account manager.
- LE personnel will provide BIA IQCS account managers with a completed form containing personal information needed to create IQCS account.
- BIA IQCS account managers will hire LE into the organization code that corresponds to the account manager's agency. For example if LE contacts the account manager at the 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 Dispatch Unit ID that corresponds with their NWCG Unit ID. For example if the 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 provide the contact phone number of the dispatching center that can provide access to the ROSS. This contact information will be utilized by LE personnel to request ROSS passwords to manage their availability in the system.
- Once a new account is established in IQCS, the account manager will need to award the position, Security Specialist (SEC1), to the responder's competency record. The requirement for SEC1 is a current commissioned LE Officer. Supporting documentation of the commission is the responsibility of the LE organization. If provided with a copy of the commission the account manager should create a qualifications file and keep the hard copy in the file.
- Once the position competency SEC1 is added to the new account holder's record the account manager needs to go to the qualifications card screen in IQCS and add the appropriate certifying official ID, in most cases this will be the Unit FMO, 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 available to be uploaded to ROSS.
- After the initial implementation and load of the new LE personnel it is anticipated that there will be some maintenance of the records required and can be handled on a case by case basis at the local units. Some of the requests may include: printing of qualification card, limited experience entry, and in some cases perhaps entry of training completed.
- Unit FMO or IQCS account manager should communicate to the LE personnel that if they transfer to a different location or are no longer a commissioned LE officer the local fire management should be notified so their account can be set to inactive. This information will also be communicated to the LE person responsible for the implementation this process.

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

cc: Andrew Bellcourt, BIA-NIFC Asst Director-Fire Operations
 Willie Begay, BIA-NIFC Southwest Coordination Center
 Craig Cook, BIA-NIFC Deputy Training Officer



National Fire and Aviation Executive Board

Memorandum

To: Fire Management

From: National Fire and Aviation Executive Board

Date: January 16, 2007

Subject: Integrating All DOI Law Enforcement Personnel into ROSS and IQCS

The National Fire and Aviation Executive Board, in support to the DOI Deputy Assistant Secretary Law Enforcement, Security, and Emergency Management, have agreed to integrate DOI law enforcement personnel into the Incident Qualifications and Certification System (IQCS) and Resource Ordering and Status System (ROSS). This decision is a direct result of the Lessons Learned from involvement of federal personnel in Hurricanes Katrina, Rita and Wilma in 2005.

Law enforcement programs of the Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), Fish and Wildlife Service (FWS) and National Park Service (NPS) will implement the use of IQCS, ROSS, and the national dispatch system for all law enforcement personnel. The two position classifications applicable to this implementation process are Security Specialist 1 (SEC1) and Security Manager (SECM).

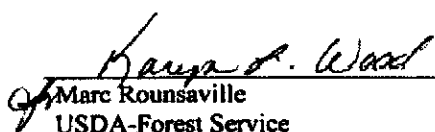
All DOI law enforcement personnel will be entered into IQCS as SEC1s. This position is considered to be a technical specialist, and an individual with a current law enforcement commission is recognized as "qualified." Within each bureau, fire and law enforcement management programs will work together to determine the requirement for documenting a person's current commission status. One method may be to simply place a copy of the person's commission or a letter documenting the commission in their qualifications file. There are no additional training, medical, or physical fitness qualifications required for the position of SEC1.

All Interior law enforcement personnel who are fully qualified as an SECM or trainee SECM should also be entered into IQCS (this is in addition to their entry as an SEC1). The qualification requirement for a SECM is to have successfully completed a performance based taskbook on one or more assignments as a SECM trainee (T). There are no additional training, medical, or physical fitness qualifications required for the position of SECM.


DOI law enforcement personnel should contact their respective agency fire program management officers in order to enter law enforcement personnel information into IQCS and ROSS prior to the 2007 fire season. A memorandum from the Deputy Assistant Secretary, Law Enforcement, Security, and Emergency Management dated June 13, 2006 that provides direction to respective agency law enforcement programs is attached for your information.

We realize this is an additional workload for Wildland fire but believe that it benefits our respective programs and recognizes that we are one of the vital components available to serve the country's needs. We appreciate your support and efforts in this process. If you have questions concerning the direction provided in this memorandum please contact your local Wildland fire agency representative.

Attachments



Marc Rounsaville
USDA-Forest Service
Fire and Aviation Management
Deputy Director



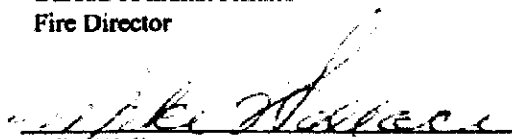
Timothy M. Murphy
Bureau of Land Management
Fire and Aviation
Deputy Director



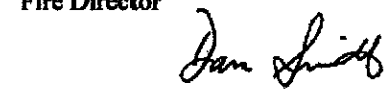
Lyle Carlie
Bureau of Indian Affairs
Fire Director



Brian McManus
U. S. Fish and Wildlife Service
Fire Director



Mike Wallace
National Park Service
Fire Director



Dan Smith
National Association of State Foresters
Fire Director

June 13, 2006

Memorandum

To: Bureau Directors of Law Enforcement

From: Larry R. Parkinson /s/
Deputy Assistant Secretary
Law Enforcement, Security, and Emergency Management

Subject: Implementation of IQCS Input, ROSS Statusing, and Utilization of the National Dispatching System for Interior Law Enforcement Officers

Attached is the completed and approved Implementation Plan containing the following: IQCS Input, ROSS Statusing, and Utilization of the National Dispatching System for Interior law enforcement officers. Bureaus should implement this plan as soon as possible in preparation for the upcoming 2006 hurricane season.

Please meet with your Bureau Fire Program Manager to discuss an appropriate bureau specific communication plan to ensure that both law enforcement and fire personnel understand the process for implementation of this plan.

Also, please keep OLESEM informed of your progress in implementing IQCS Input and ROSS statusing for your bureau law enforcement officers.

Mark Harvey, OLESEM, Law Enforcement Division, has been asked to coordinate the implementation process for Interior. You may contact him if you have any questions or need additional information or assistance at the bureau level. He may be contacted by e-mail at mark_harvey@ios.doi.gov or by phone at (202) 208-4090.

Attachment

OS/OLES:MHarvey:ccj:06/05/06:202-208-4090

Implementation of IQCS Input, ROSS Statusing, and Utilization of the National Dispatching System for Interior Law Enforcement Officers

(1) Background

During Hurricanes Katrina, Rita and Wilma, a significant number of Department of the Interior law enforcement officers (LEOs) were dispatched on a variety of assignments including bureau-directed missions to affected parks, refuges and tribal lands, ESF-4 security missions, ESF-9 search and rescue missions and ESF-13 public safety missions. Some LEOs also were dispatched on wildland fire security missions outside of the hurricane responses.

No centralized system of dispatching and tracking Interior law enforcement personnel was in use during these incidents. Consequently it was difficult to determine, in a timely manner and with reasonable accuracy, the availability of LEOs for assignment, or to effectively track LEOs who had been dispatched on assignment.

Lessons Learned from the hurricane response identified the need to (1) classify law enforcement resources, (2) determine their availability status, and (3) dispatch and track those resources in a timely and effective manner. The Incident Qualifications and Certification System (IQCS), Resource Ordering and Status System (ROSS), and the national dispatch system utilized by the wildland fire community meet those needs.

Effective immediately, the law enforcement programs of the Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), Fish and Wildlife Service (FWS) and National Park Service (NPS) will implement the use of IQCS, ROSS, and the national dispatch system for all law enforcement personnel.

(2) IQCS

The Incident Qualifications and Certifications System (IQCS) is an information system that tracks training and qualifications of wildland fire fighters and all-risk responders. Once information about a person's training and qualifications are input into IQCS, the system can then generate an Incident Qualification Card (also known as a "redcard") which documents the person's certification (either fully qualified or trainee) for a particular position. Positions are classified by kind and type.

The two position classifications applicable to this implementation process are Security Specialist 1 (SEC1) and Security Manager (SECM). All DOI law enforcement personnel will be entered into IQCS as SEC1s. This position is considered to be a technical specialist. The only qualification required is that a person has a current law enforcement commission (which for the NPS includes both Class 1 and Class 2 commissions). There are no additional training, medical, or physical fitness qualifications required for the position of SEC1.

Each bureau fire and law enforcement management programs will work together to determine the requirement for documenting a person's current commission status. This could be done, for example, by placing a copy of the person's commission or a letter documenting the commission in their qualifications file.

Any Interior law enforcement personnel who is fully qualified or trainee SECMs also should be entered into IQCS. (This is in addition to their entry as an SEC1). The qualification requirement for a SECM is to have successfully completed a performance based taskbook on one or more assignments as a SECM trainee (T). There are no additional training, medical, or physical fitness qualifications required for the position of SECM.

Fully qualified, law enforcement commissioned SECMs are in short supply. All LEOs with an interest are encouraged to obtain (with supervisory approval and commitment to serving the required training assignments) an SECM Taskbook and complete the required training assignments to become fully qualified SECMs.

As of March 31, 2006, the following numbers of Interior law enforcement personnel have been entered into ROSS as SEC1s.

BIA	- 9
BLM	- 125
FWS	- 192
NPS	- 551
Total	- 877

This leaves approximately 3,000 LEOs department-wide to input into IQCS (and into ROSS). Once the initial input of Interior law enforcement personnel is completed, they will need to update their IQCS information annually with any changes in their training, incident experience, or qualifications.

(3) ROSS

The Resource Ordering and Status System (ROSS) is a computer software system that automates the resource ordering, status, and reporting process. It tracks all tactical, logistical, services, and support resources (including personnel) mobilized by the national dispatch system. While ROSS was developed to assist with wildland fire dispatching and has been primarily used for that purpose, it is designed as an all-resources dispatching system that can be utilized for all incidents (all-risk).

Once entered into IQCS, the information about a person's qualifications and certification (their redcard) is uploaded into ROSS. When in ROSS, a person's availability for assignment can be shown, and when dispatched the person can be tracked throughout their period of assignment until demobilized. Currently, availability status is shown as "not available" or "available" locally, regionally, or nationally.

DOI will be working with the ROSS Project Team to add additional availability categories by type of incident such as wildland fire, ESF-4, ESF-13, or bureau-directed assignments. Additional categories will better help Interior track the availability of their law enforcement personnel, however, this additional capability will require changes to ROSS which will occur after June 1.

An advantage of ROSS is that the system allows persons to self-status themselves (with supervisory direction as to their availability for assignment) by accessing a website on the internet. The process is simple and takes only a few minutes to accomplish. ROSS accounts will be set up for each LEO

when they are entered into the system. (The exception is BIA where LEOs may not have access to the internet due to *Cobell v. Norton*. Alternate arrangements will be needed for those persons not having access to the internet. For example, LEOs could notify their fire dispatch center personnel who can access ROSS and make changes in availability status).

Those persons who are already entered into IQCS and ROSS for the purpose of wildland fire response should continue to status themselves as available or unavailable in accordance with supervisory direction.

For those persons who are being entered into the system who will not be available for wildland fire responses at any time should status themselves as unavailable. It is extremely important however that when those persons are contacted for mobilization to a non-wildland fire assignment (such as ESF-4, ESF-13, or bureau-directed incident) they status themselves in ROSS as available nationally so that a resource order can be generated to dispatch them to the incident.

(4) National Dispatch System

The national dispatch system is composed of the National Interagency Coordination Center (NICC), 11 interagency Geographic Area Coordination Centers (GACCs) and approximately 400 agency and interagency dispatch centers across the country.

Interior law enforcement personnel already in ROSS are routinely ordered and dispatched through the national dispatch system for wildland fire or ESF-4 incidents. LEOs ordered for other incidents including ESF-13 and bureau-directed assignments have not been ordered through the national dispatch system primarily because most LEOs department-wide were not in ROSS. Once all Interior law enforcement personnel have been entered into ROSS, the national dispatch system will have the capability to order and dispatch LEOs to all types of incidents. The national dispatch system will then be used routinely for dispatching to ESF-13 assignments.

Bureaus may continue to order and dispatch their law enforcement personnel to bureau-directed assignments using other than the national dispatch system. They are requested to follow up any such dispatches with a resource order submitted through the national dispatch system. This will enable all Interior LEOs to be tracked through one common data base which will provide a clear operational picture of the status and commitments of Interior law enforcement personnel department-wide. The ability to maintain this situational awareness is extremely important for decision-making regarding the prioritization and allotment of Interior LEOs to various assignments during periods of critical resource shortages.

(5) Implementation Process

OLES

OLES met with the National Interagency Fire Center (NIFC) Fire Directors from the BIA, BLM, FWS and NPS, and with the NICC Manager. They are in support of this effort to enter all Interior law enforcement personnel into IQCS and ROSS, and to utilize the national dispatch system for the dispatch of all Interior LEOs to wildland fire and all-risk incidents. The following general implementation process was developed in collaboration with the Fire Directors and NICC Manager.

Bureaus

- (Step 1) Initiation of the process should start with contact and coordination among the bureaus' law enforcement and wildland fire program managers or bureau NIFC Fire Directors. Together they will develop a specific implementation plan for their respective bureaus. Following is the contact information for each bureau fire program manager and NIFC Fire Director.
- BIA Lyle Carlile, Chief – Branch of Wildland Fire Management
and NIFC Fire Director. 208-387-5581
- BLM Thomas Dyer, Acting Director – Office of Fire and Aviation
Management 208-387-5447
Tim Murphy, Deputy Director – Office of Fire and Aviation
Management and NIFC Fire Director. 208-387-5446
- FWS Brian McManus, Acting Director – Branch of Fire Management
and NIFC Fire Director 208-387-5596
- NPS Mike Wallace, Acting Chief – Fire and Aviation Division
and NIFC Fire Director. 208-387-5225
- (Step 2) Each bureau should identify a local host fire program management office to prepare and process IQCS and ROSS inputs, and to assign ROSS accounts for each bureau LEO. They should also identify a host dispatch center to handle dispatching for each bureau LEO.
- (Step 3) Once the host fire program management office and dispatch center have been identified, the fire program manager will develop a message to program personnel describing the implementation process. This will ensure that all personnel are fully aware of the process and are prepared to assist bureau LEOs as needed.
- (Step 4) The law enforcement program manager will develop a notification message to bureau LEOs instructing them on the implementation process.

NIFC Fire Directors

The BIA, BLM, FWS and NPS Fire Directors will jointly develop an informational message describing how the dispatching process works. The message will be included in the bureau law enforcement program notifications (see Step 4 above) sent to each LEO entered into IQCS and ROSS.

The development of a communications plan incorporating the elements described above was identified by the NIFC Fire Directors as a critical requirement to accomplish the implementation process.

Local Bureau Units

Once bureau LEOs have been assigned to a host fire management program office, the majority of the work to accomplish the implementation process will occur at the local unit level. The goal is to complete the process by June 1. That realistically may not occur due to the ongoing workload of local unit fire program management personnel. They are asked, however, to work as expeditiously as their workload allows to complete implementation as soon as possible.

When assigned to a host dispatch center, each bureau LEO will need to provide the center with all of their pertinent contact information. Each LEO will be assigned a five character locator code that identifies their home unit for dispatch purposes. It is in effect their dispatching "address." Every LEO will need to know their locator code. The code is composed of two characters identifying the State location of the LEO's home unit followed by three characters identifying the home unit itself. Following are examples of locator codes for each bureau:

(BIA) AZ-SCA = Arizona, San Carlos Agency

(BLM) NM-ABD = New Mexico, Albuquerque Field Office (previously called District Office)

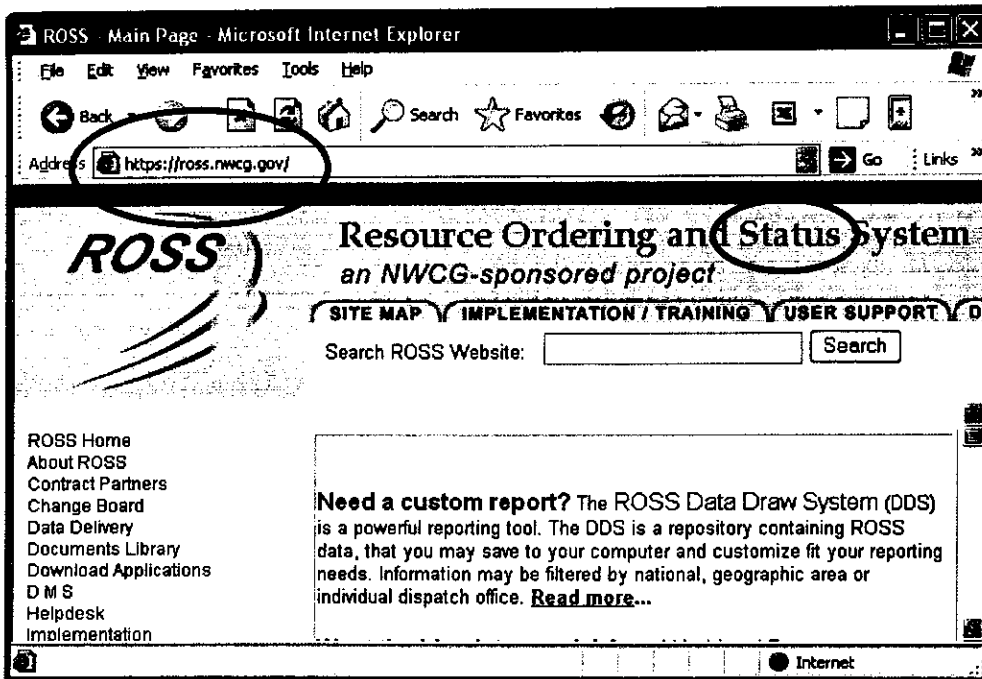
(FWS) TX-BFR = Texas, Buffalo Lake National Wildlife Refuge

(NPS) CA-YNP = California, Yosemite National Park

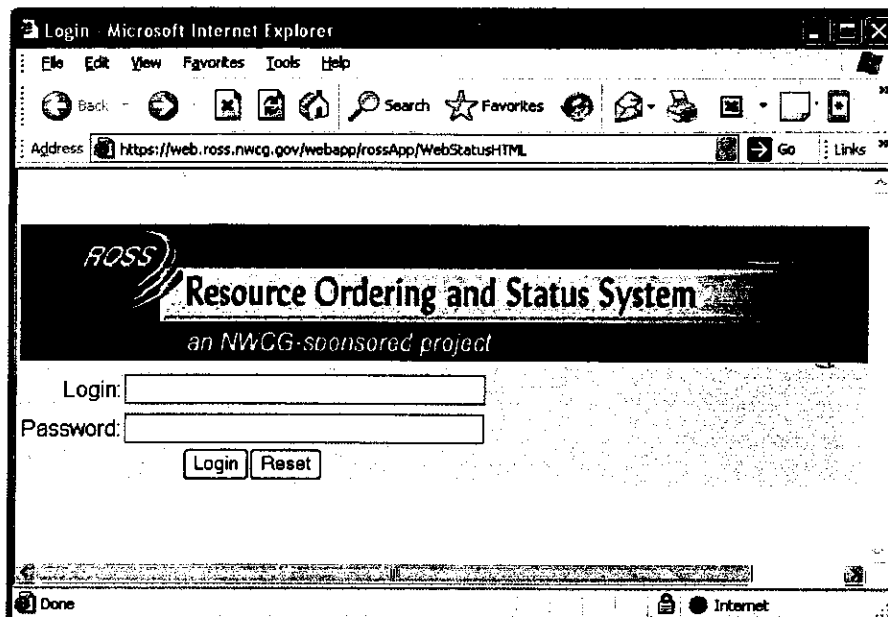
Note that the last character of the locator code identifies the type of home unit (agency, district, refuge or park) which also indicates the agency (BIA, BLM, FWS, or NPS).

ROSS Self Status Instructions:

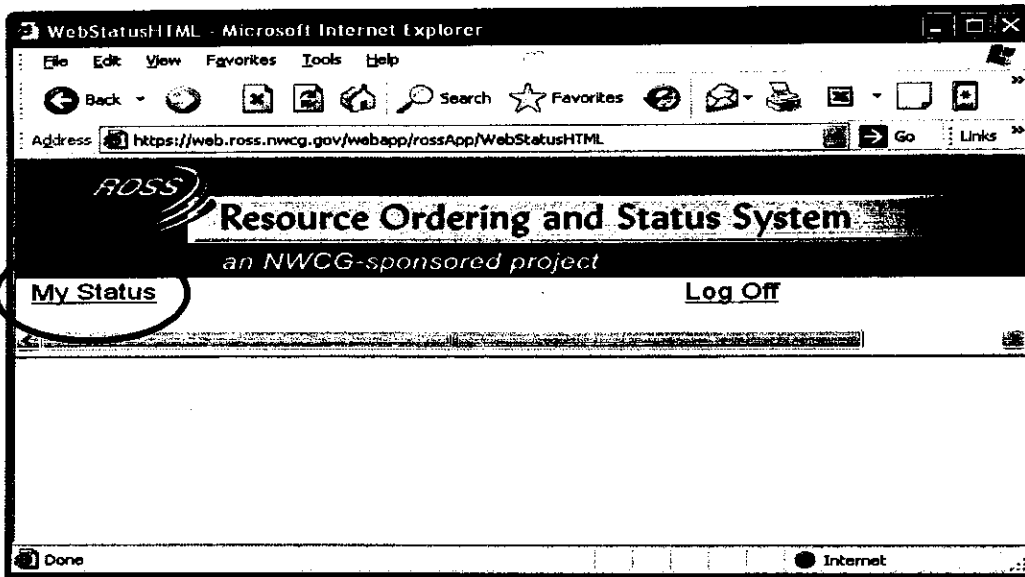
1. Go to <http://ross.nwcg.gov> and click on the word "Status" to open up the ROSS Self Status website.



2. **Log-In Screen:** You will need to contact your local dispatch office to set up your "Login" and "Password."



3. My Status: Once logged-in click on "My Status" to bring up the "Manage Personal Overhead Status" screen.



4. Manage Personal Overhead Status: From this screen you can verify your Qualifications, Set Resource Status, Unavailability Reason (if applicable) and Availability Area.

- **Set Resource Status:** Available or Unavailable
- **Unavailability Reason:** At Incident, Day Off, Removed, Inactive, Management, N/A, Out of Service, Personal, Rest or Transferred
- **Availability Area:** Local, GACC, or National
 - Local means you are available for dispatch only within your home unit.
 - GACC means you are available for dispatch anywhere in your geographic area.
 - National means you are available for dispatch anywhere in the country

Manage Personal Overhead Status

Logged in as:

[Save](#) [Undo](#) [Change Password](#) [New Remark](#)

Name	Incident	NONE
Organization	Request #	
Home Dispatch Supervisor	Location	
Supervisor's E-mail	Status	Available
Supervisor's Phone	Set Resource Status	<input type="text"/>
	Unavailability Reason	<input type="text"/>
	Availability Area	Local <input type="text"/>
Qualifications	Remarks	No remarks are available

[Save](#) [Undo](#) [Change Password](#) [New Remark](#)

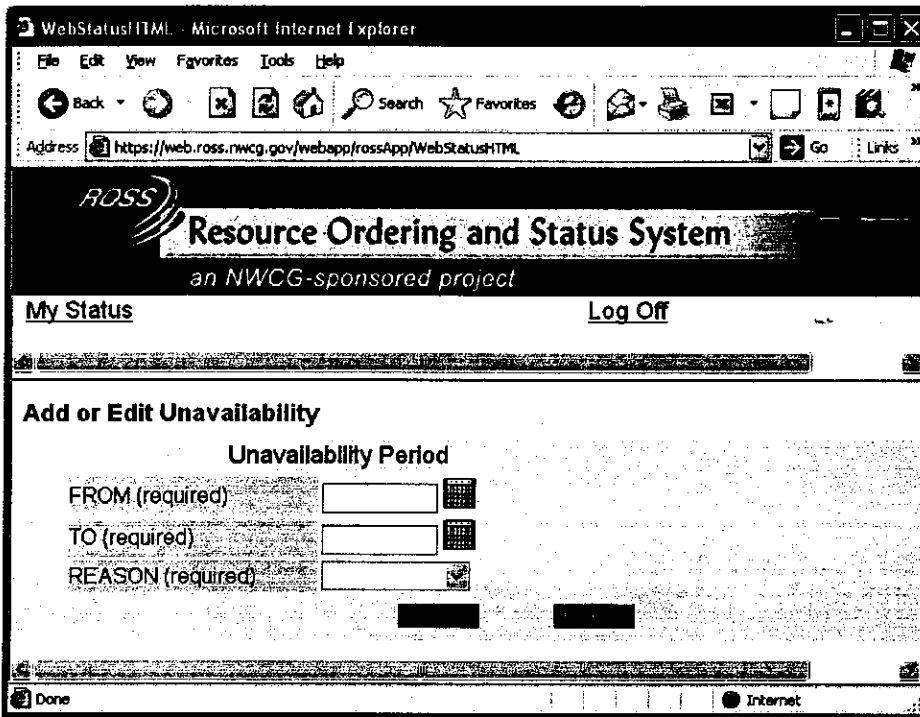
SAVE YOUR WORK WHEN YOU ARE DONE!

5. Contact Information: Select the preferred method for dispatch to contact you when you are listed as Available. If the phone numbers listed are incorrect or you want to add more contact numbers click on "Add" or "Edit."

Contact Information			Delete	Add	Edit
	TYPE	ENTRY			
<input checked="" type="radio"/>	Cell				Primary
<input type="radio"/>	Home Phone				Primary
<input type="radio"/>	Office Phone				Primary
			Delete	Add	Edit

6. Unavailability Periods: You can also set your profile to have unavailable periods, if you know about them in advance. Click "Add" to create an unavailable period. Use the calendar to create an unavailable period, when the time period expires, your status will automatically return to what it was before the unavailable period.

Unavailability Periods				Delete	Add	Edit
	FROM	TO	REASON			
				Delete	Add	Edit



**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)

Name History			
First Name		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		Unit ID	
Job Information			
OPM Job Code (this can be found on the SF 50)		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. IQCS has been approved following privacy act standards to collect this information.