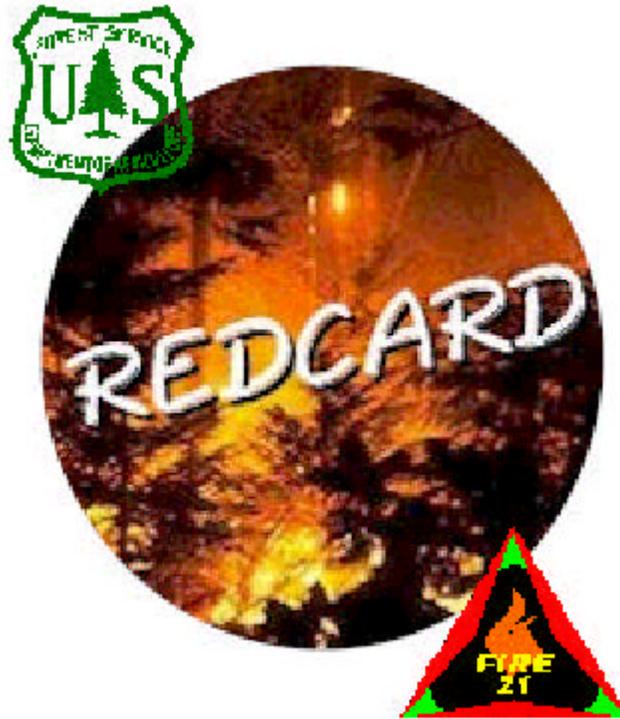


# *REDCARD*

*Version 2.0*



*User's Guide*

# *REDCARD*

## *Version 2.0*

To the Redcard Users:

thanks for your patience!

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# 1 Chapter 1. REDCARD

## 1.1 Overview

Redcard is an automated system for performing the following functions. Each function can be found on the Redcard Main Menu. Figure 1, Overview of Redcard system Options, depicts the major components of the entire Redcard system.

1. **CERTIFY:** Tracking of fire certifications (training, experience, qualifications, task books, target position and fitness) for Forest Service personnel. (Redcard may be used for other agencies, however; the positions and training are based on Forest Service standards). Career development planning with on-line access to prerequisites for fire positions. Un-approval for all certifications entered into the system by a manager.
2. **PRODUCE REDCARDS:** Production of the “Redcard” on specified stock paper directly from the system to a laser printer.
3. **REPORTS:** Comprehensive reports by NWCG unit, FS organization, job/course, or individual.
4. **WORKFORCE ANALYSIS:** Compare needed positions to number of persons qualified to analyze workforce and training needs.
5. **INFORMATION MANAGEMENT:** Update standard codes for training courses, job mnemonics, job prerequisites, etc.

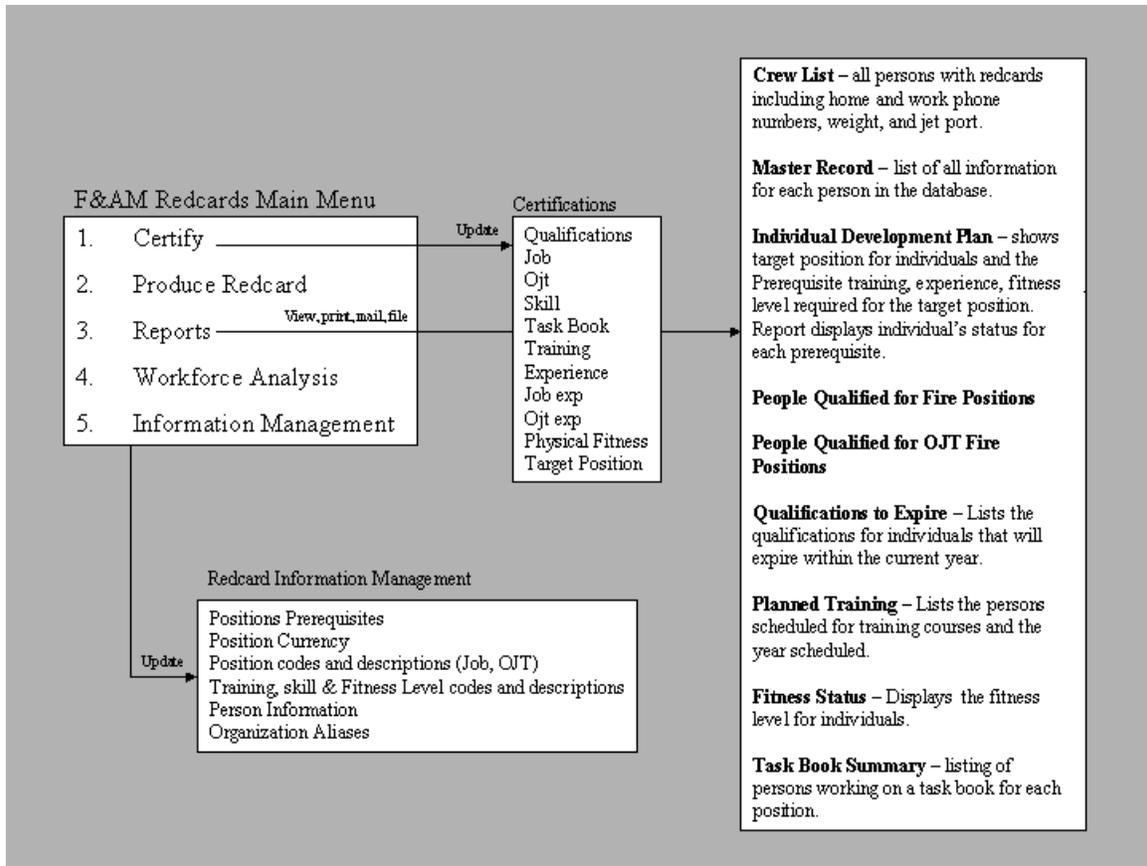


Figure 1. Overview of Redcard System Options

## **1.2 Role Based Access to Redcard**

The word “role” in the context of “Role Based Access” is synonymous with categories of work performed. After installing the Redcard system, it is necessary for the fire organization to discuss the functions Redcard will perform and assign Redcard roles to individuals based on those functions.

The Redcard system has the following roles defined:

### **RC INFO MGMT (Redcard Information Management)**

Person(s) with this role perform data administration for standard information contained within the Redcard system such as local course codes. With this role, a person could also update, insert, delete, and select person and organization information. Sensitive information accessed by this role includes social security number. This role is highly sensitive and should be granted to a minimum of people.

#### *Specific functions performed by RC INFO MGMT*

- Enter Forest Service and other agency persons into the database.
- Enter Forest Service and other agency organizations into the database.
- Enter addresses and organization aliases.
- Produce Redcards
- Maintain local course and skill codes and accompanying information.
- Produce miscellaneous reports for dispatch, training, and qualifications analysis.

### **RC APPROVAL (Redcard Approve Certifications)**

Person(s) with this role can approve and unapprove certifications for individuals including training, experience, qualifications, target position, task books and fitness.

#### *Specific functions performed by RC APPROVAL*

- Approve qualifications, training, fitness level, task books and target position.
- Perform training needs analysis.

## RC CERTIFY

Person(s) with this role can update, insert, delete, and select on certifications for any individual including qualifications, training, experience, target position, task books and fitness. This role cannot approve new certifications or changes to existing certifications.

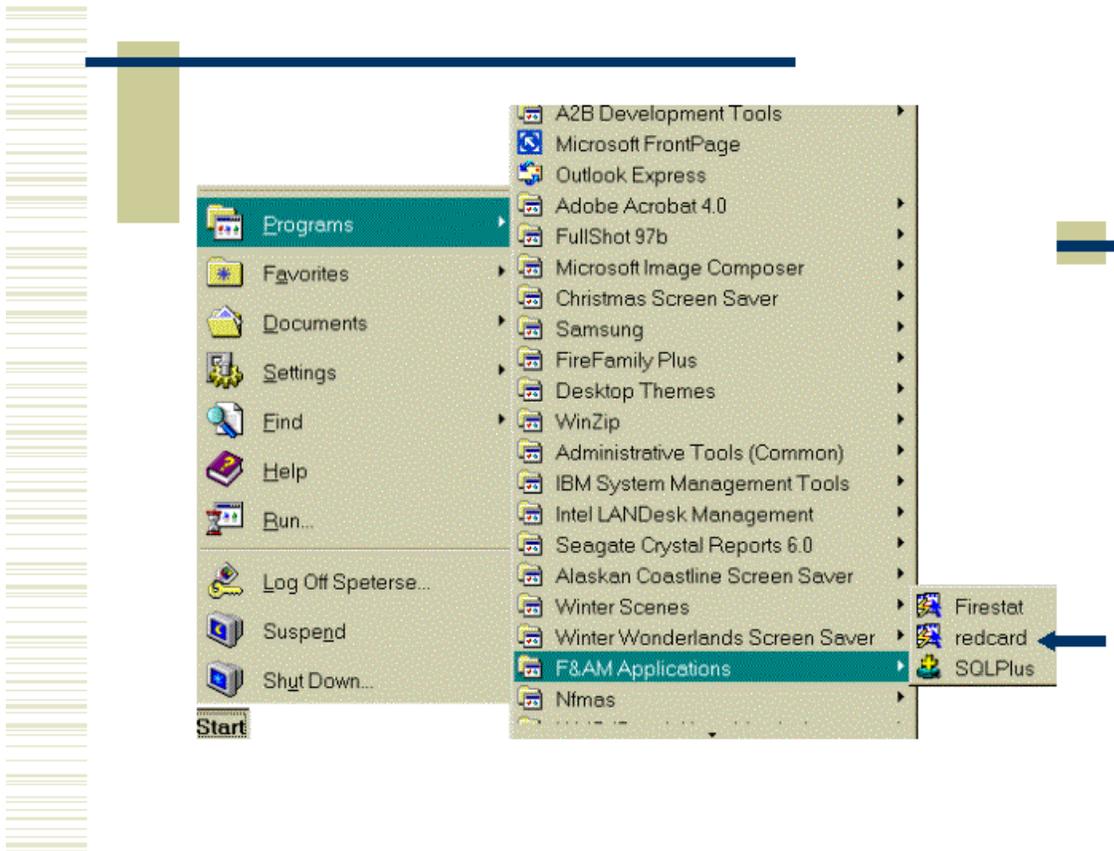
### *Specific functions performed by RC CERTIFY*

- Record fire job, ojt and special skill qualifications. Record fire experience.
- Record training needs and completed training.
- Record fitness level.
- Record task books initiated and completed.
- Record target position.
- Produce miscellaneous reports for dispatch, training, and qualification analysis.
- Perform training needs analysis.

## RC MANAGER

This role is given to the person(s) in charge of maintaining the Redcard application. Select, insert, update and delete access is granted on all Redcard tables to persons with this role.

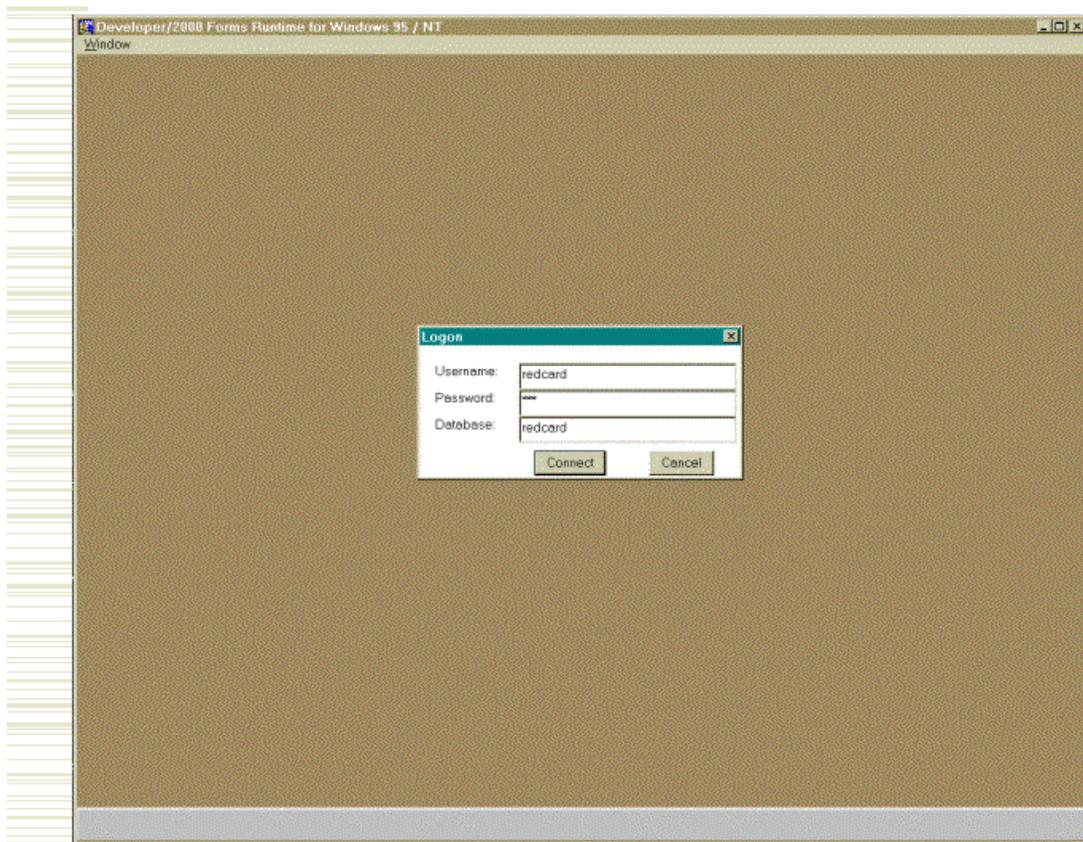
### 1.3 Accessing REDCARD



From the desktop, click on Start -> Programs -> F&AM Applications -> Redcard.

A short cut can easily be created to by pass the Start menu. For directions see the appendix.

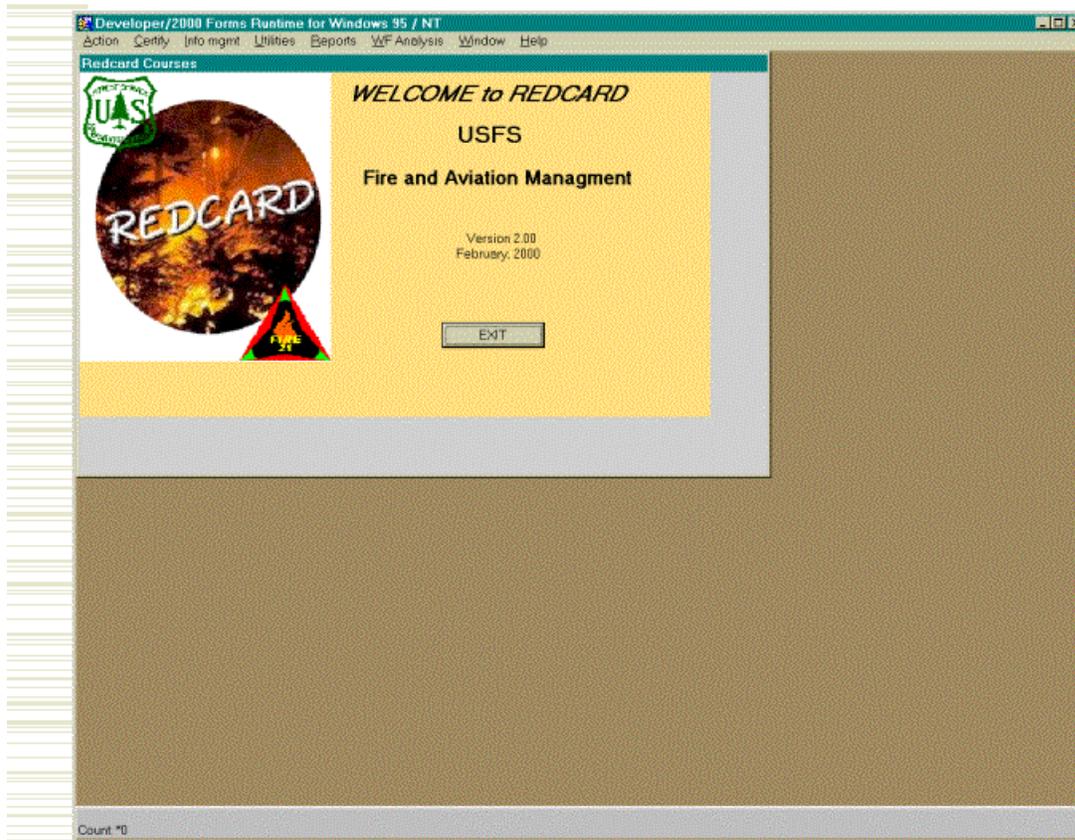
## Redcard User Guide



Enter the username you have been assigned press TAB, enter the password press TAB, enter the database alias – in this case redcard. Click on Connect.

The Database alias was created during the installation of the forms. See the appendix for more information.

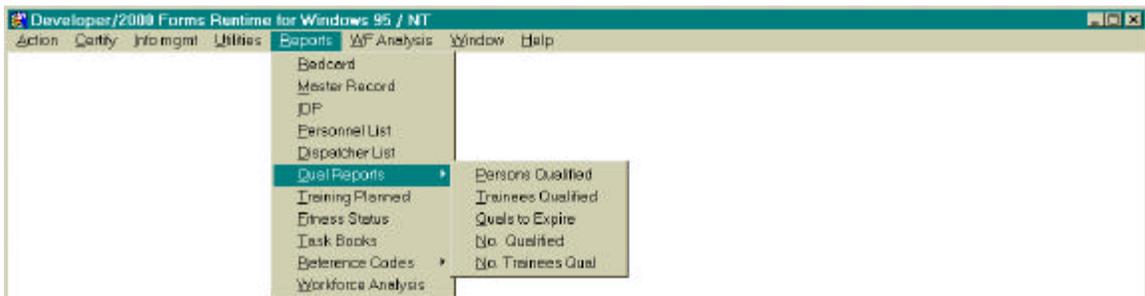
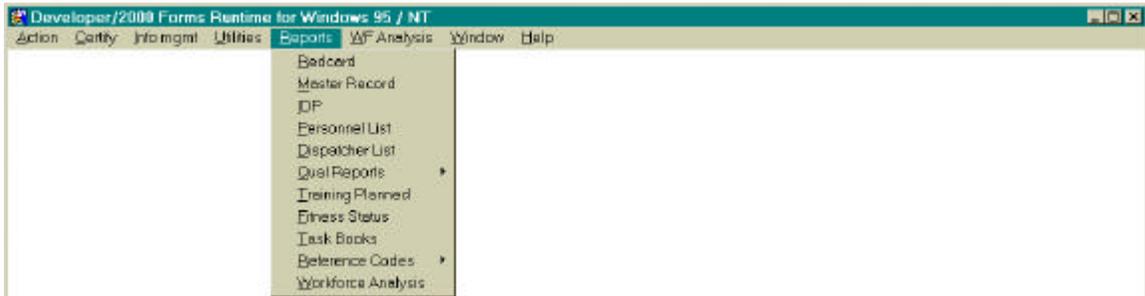
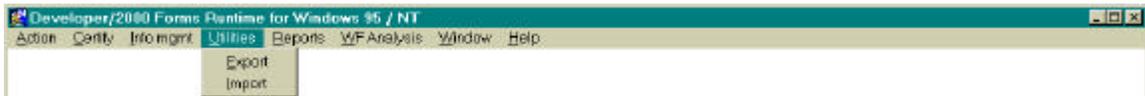
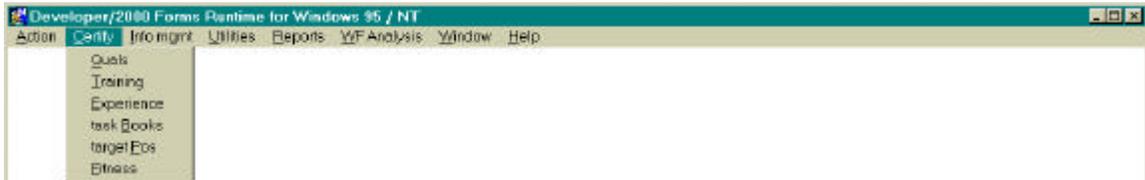
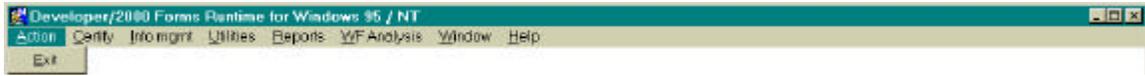
## Redcard User Guide



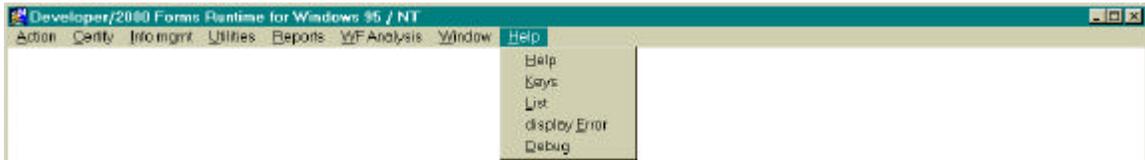
This screen is the REDCARD Entry Screen.

To navigate through out the program the user may click on the appropriate word (i.e. Certify, Info mgmt) or press <ALT> and the underlined letter in the word (i.e. C for Certify).

## 1.4 Navigation through the forms



# Redcard User Guide



## 1.5 Approval Functions

### 1.5.1 Approval Role

In order to approve qualifications, experience, training, fitness records, target positions, and task books the person doing the input must have the “Approval Role.” This role is assigned by the FSDBA when the user profile is created. The “Approval Role” is not the person that signs the REDCARD. This is the person responsible for keeping the database current.

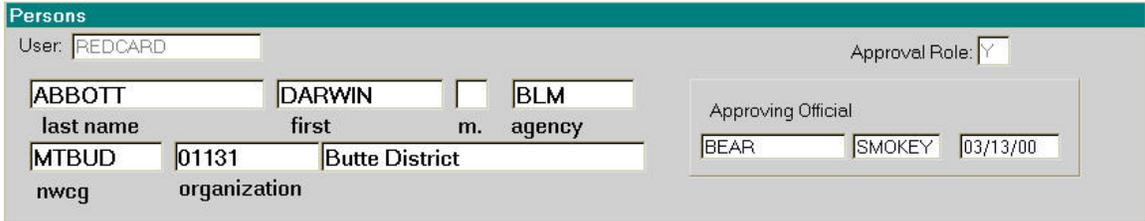
The person with the Approval Role will select the Approving Official name from a drop-down list to complete the approval process for the Redcard.

The screenshot shows the 'Persons' form in the REDCARD application. The 'User' field is set to 'REDCARD'. The 'Approval Role' checkbox is checked, with a 'Y' displayed next to it. The 'Approving Official' field is empty. Below these fields is a table titled 'Qualifications' with the following columns: \*Type, \*Code, Description, Effective, Expires, Appr/Cmnts, Status, and Best Pos. The table contains one row with 'JOB' in the \*Type column. At the bottom of the form, there are buttons for 'Approve Block', 'Approve All', and 'Update Existing Approvals'. A status bar at the very bottom indicates 'Enter a query; press F8 to execute; Ctrl+q to cancel' and 'Count: \*0'.

For verification of role checks and balances have been built into the REDCARD application. The user’s profile will display in the upper left had corner of the Persons Form. If this user has the “Approval Role”, there will be a “Y” displayed in the “Approval Role” box.

### 1.5.2 Approving Official

The Approving Official is the person responsible for signing the REDCARD, for example the District Ranger or FMO.

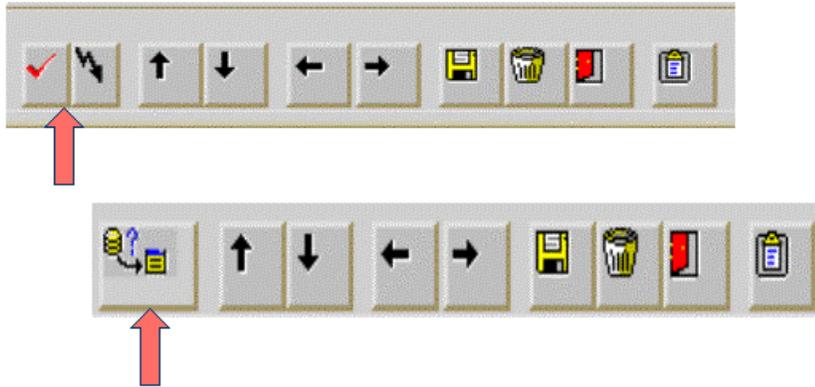


The screenshot shows a web form titled "Persons". At the top left, there is a "User:" field containing "REDCARD". To the right is an "Approval Role:" field with a dropdown menu showing "Y". Below these are several input fields: "last name" (ABBOTT), "first" (DARWIN), "m." ( ), and "agency" (BLM). Further down are "nwcg" (MTBUD) and "organization" (01131 Butte District). On the right side, there is a section titled "Approving Official" with three fields: "BEAR", "SMOKEY", and "03/13/00".

The Approving Official is selected from a drop down box. This is accomplished by pressing F9 or the clipboard on the bottom of the screen. The list of Approving Officials will display. Highlight the desired official and click ok. Defining an approving official is done in the person definition area. This will be discussed in Chapter 2.

## 1.6 Query Features

# REDCARD Query



When the red check mark is visible, this indicates the form is in query mode and is waiting for instruction. Clicking the red check mark will invoke the query. Clicking the black lightening bolt will exit query mode. Queries may also be invoked by pressing <F8>.

When the yellow database and form button is visible, it means the form is not in query mode, but rather editing or inserting data may be completed at this time.

## 1.7 Buttons



- Signifies the form is in query mode. Enter search criteria.



- Closes query mode.



- data entry mode.



- the arrows will move the user between users when the cursor is in the person block, and up and down through the qualifications, training, and experience blocks.



- the left and right arrows will move the cursor to the next screen (i.e. from qualifications to training, experience etc).



- press the diskette to save changes.



- click the trash can to delete the current record.



- click the red door to exit the form.



- click the clip board for a listing or press <F9>.

## 1.8 Required Fields

Required fields on all forms are displayed with an “\*” next to the field name and also have a light yellow background. When multiple records are displayed on a form, the current record is shown with a blue background.

**Developer/2000 Forms Runtime for Windows 95 / NT**  
 Action Edit Block Field Record Query Window Help

**Persons**  
 FIRE AND AVIATION MANAGEMENT  
 PERSONS

* SSN	992929922
* Name	OWL WOODSY
	(last) (first) (middle)
Job Title	WILDLIFE BIO
* NWCG	MTBDF Beaverhead/Deerlodge NF
* Organization	01200 SO -
Agency	FS
Jet Port	
Home Phone	
Pager	
Work Phone	(555)555-5555
Other Phone	
Elec. Addr	
Travel Auth #	00-1498426-M
Approval Official	<input type="checkbox"/>
DOB	12/12/1950 (mm/dd/yyyy)
Weight	
Height	
Blood Type	
Sex	<input type="checkbox"/>
Comments	

Navigation icons: Help, Up, Down, Save, Print, Refresh, Copy

Note the “\*” beside the fields for Social Security Number, Name, NWCG, and Organization. This is a single record form.

# Redcard User Guide

Developer/2000 Forms Runtime for Windows 95 / NT  
 Action Certify Info mgmt Utilities Reports WF Analysis Window Help

**Persons**

User: REDCARD Approval Role: Y

OWL WOODSY FS  
 last name first m. agency

MTBDF 01200 SO -  
 nwcg organization

Approving Official  
 05/22/00

Qualifications		Description	Dates		Aprv/Cmnts		Status	Best Pos.
*Type	*Code		Effective	Expires	Y	N		
OJT	CRWB	CREW BOSS	2000	2005	Y	N	CURRENT	1

Refresh Quals

*Refresh Quals to see DATE and STATUS changes as a result of edits made to Task Backs, Experience, or Fitness*

Approve Block Approve All  Update Existing Approvals

This is an example of a multiple record form. Notice the line that begins with “OJT” is highlighted across the form. Note the “\*” in front of Type and Code. These are required fields for this form.

## 2 Chapter 2. Inputting Data

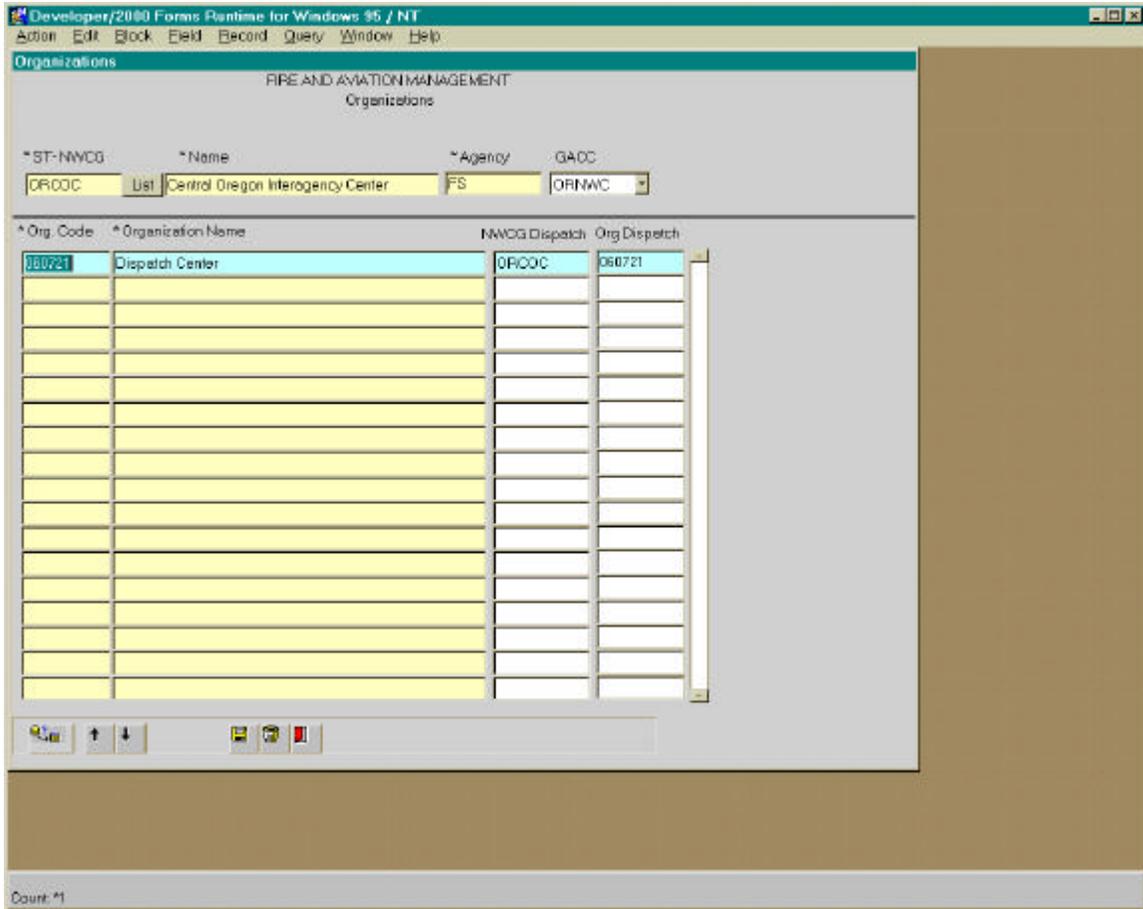
Redcard data needs to be entered initially in the following order: Organizations, people, and personal data (experience records, fitness, training, target positions, qualifications). Local courses and local jobs may be entered as needed.

### 2.1 Organizations

The screenshot shows a software interface for entering organization data. At the top, there's a title bar 'Organizations' and a header 'FIRE AND AVIATION MANAGEMENT Organizations'. Below the header are four search fields: '\*ST-NWCG' (with a 'List' button), '\* Name', '\*Agency', and 'GACC'. The main area is a table with four columns: '\* Org. Code', '\* Organization Name', 'NWCG Dispatch', and 'Org Dispatch'. The table has 15 rows, with the first row highlighted in cyan. At the bottom, there's a toolbar with icons for search, navigation (up/down arrows), and save (floppy disk).

The organization code is in 2 parts. The NWCG Code is the 2 letter state identifier (i.e. ID Idaho, OR Oregon, MT – Montana etc.) and the three letter unit identifier (NFES 2080) for instance BDF is the Beaverhead/Deerlodge National Forest. The NWCG code for the Beaverhead/Deerlodge National Forest is MTBDF. The Organization Name is Beaverhead/Deerlodge NF.

Organizations are defined at the local unit, using **NFES 2080 Unit Identifiers** as a standard. NFES 2080 may be obtained from the forms cache.



The Organizations now have the capability of having the local dispatch center entered for each organization. This will allow sorting records by dispatch center as well as by forest and district.

Start the input by entering the Unit Identifiers for the dispatch centers. In the following example the Burns Interagency Communications Center and the Central Oregon Interagency Dispatch Centers are created. Interagency dispatch centers generally do not have an organization code, since several agencies are represented. The user will need to create an organization code for the dispatch center. In the following screens two dispatch centers will be created and one forest. One district on the forest is dispatched from a different dispatch center than the remaining units on the forest. With this in mind the dispatch centers are created using a variation of the forest organization codes.

1. Create the forest organization (i.e. OROCF for the Ochoco National Forest).
2. Add in each district.



## Redcard User Guide

* ST- NWCG	* Name	* Agency	GACC
ORBIC	List Burns Interagency Comm Center	FS	

* Org. Code	* Organization Name	NWCG Dispatch	Org Dispatch
060722	Burns Interagency Comm Center	ORBIC	060722

Notice the Org. Code is a variation of the Org. Codes for the Ochoco National Forest. As stated before there are two dispatch centers tied to the Ochoco National Forest.

4. Now tie the dispatch center to the forest.

Developer/2000 Forms Runtime for Windows 95 / NT  
Action Edit Block Field Record Query Window Help

**Organizations**  
FIRE AND AVIATION MANAGEMENT  
Organizations

* ST- NWCG	* Name	* Agency	GACC
OROCF	List Ochoco National Forest	FS	ORNWC

* Org. Code	* Organization Name	NWCG Dispatch	Org Dispatch
0607	Supervisor's Office	ORCOC	060721
060701	Big Summit Ranger District	ORCOC	060721
060702	Paulina Ranger District	ORCOC	060721
060703	Prineville Ranger District	ORCOC	060721
060704	Snow Mountain Ranger District	ORBIC	060722
060705	Crooked River National Grasslands	ORCOC	060721

The dispatch centers are now tied to the Ochoco National Forest. This will allow a dispatcher report to be run for a specific dispatch center rather than the entire forest.

## 2.2 Person Records

**Developer/2000 Forms Runtime for Windows 95 / NT**  
 Action Edit Block Field Record Query Window Help

**Persons**  
 FIRE AND AVIATION MANAGEMENT  
 PERSONS

\* SSN: 992929922

\* Name: OWL WOODSY  
 (last) (first) (middle)

Job Title: WILDLIFE BIO

\* NWCG: MTBDF Beaverhead/Deerlodge NF

\* Organization: 01200 SO -

Agency: FS

Jet Port:

Home Phone:

Pager:

Work Phone: (555)555-5555

Other Phone:

Elec. Addr:

Travel Auth #: 00-1498426-M

Approval Official:

DOB: 12/12/1950  
 (mm/dd/yyyy)

Weight:

Height:

Blood Type:

Sex:

Comments:

Toolbar: [Help] [Up] [Down] [Save] [Print] [Clipboard]

Click on Info Mgmt, Persons will open the Persons form. The form will automatically fill with the first person in the database. To enter a new person press <F6> to insert a record. Enter the social security number press <TAB>, enter the last name press <TAB> enter the first name press <TAB>, then enter the middle initial. (The middle initial is not required). Enter the job title and press <TAB>. In the NWCG Code box press <F9> or the clipboard button. Select the appropriate NWCG Code and NWCG Name. Click OK. The look up box will close and the NWCG Code and NWCG Name boxes will be populated. In the Organization box press <F9> for the list of org codes that are valid with the NWCG Code. Select the appropriate Org Code, click OK. The lookup box will close and Organization code, name, and agency will populate. DOB (Date of Birth) has been added along with Travel Authorization Number and a Comments box.

Social Security Number, First and Last Name, NWCG Code, Organization, and Agency are required fields.

To designate an Approval Official, enter a “Y” into box for Approval Official. An Approval Official must be designated to approve certifications, experience, training, fitness and target positions. The Approval Official box must have a name showing in the box in order for approvals to take effect.

**\*\*The Approval Official is the person responsible for signing the redcards.\*\***

To delete a person’s record query the person form for the desired person to delete. Click the Waste Basket and answer the question (the user will be asked to confirm the deletion of the person along with all qualification data). Click the diskette to save the deletion.

## 2.3 Local Courses and Jobs

### Local Courses

* Code	Description	* Originator	Period	Delete Date (mm/dd/yyyy)
ACFM	AIRCRAFT CHIEF OF PARTY/FLIGHT MGR	DOI		
CWN	CWN HELICOPTER WORKSHOP	RO		
D-100	ENTRY LEVEL DISPATCHER	RO		03/29/2000
FUEL	FUELS SYMPOSIUM	RO		
HRSP	HUMAN RESOURCE SPEC. WRKSHIP	RO		
HZOP	HAZMAT/1ST RESPONDER OPERATION	RO		
HZRA	HAZMAT/1ST RESPONDER AWARENES	RO		
M-335	PRINCIPLES OF PRESCRIBED FIRE	RO		03/28/2000
M-350	PRINCIPLES OF FUELS MANAGEMENT	RO		03/28/2000
PUWK	REG.PURCHASING AGENTS WKSHIP	RO		03/28/2000
PVWC	REG.FIRE PREVENTION WORKSHOP	RO		03/28/2000
RAP	RAPPEL TRAINING	FOR	1	
S-591	FIRE BEHAVIOR ANALYST REFRESH	RO		03/30/2000
SUZ	test	DIST	1	

Local course codes are a listing of courses that are not nationally recognized training courses. When entering a local code make sure it is unique, enter the mnemonic, the description, the originator and the period for currency. If applicable, enter a delete date. This date indicates this code is not valid for new records that are added after the delete date.

## Redcard User Guide

To delete a local course code highlight the desired record and click the trash can. Press the diskette to save the changes.



## 2.4 Qualifications

Developer/2000 Forms Runtime for Windows 3b J.N.T.  
 Action Getty Inform Utilities Reports WFA Analysis Window Help

Personnel  
 User: FEDCARD Approval Role  
 CWL: WOODSY FS  
 last name first mi agency Approving Official  
 MTBDF: 01200 SO  
 organization

Qualifications	Dates		Appv.Cmnts	Status	Best Pos
Type	Code	Description			
JOB			N	N	

Refresh Query  
 Refresh Query to use DATE and STARTLS changes per a request made made to: Paul, Cecilia, Equiano, or Rhonda

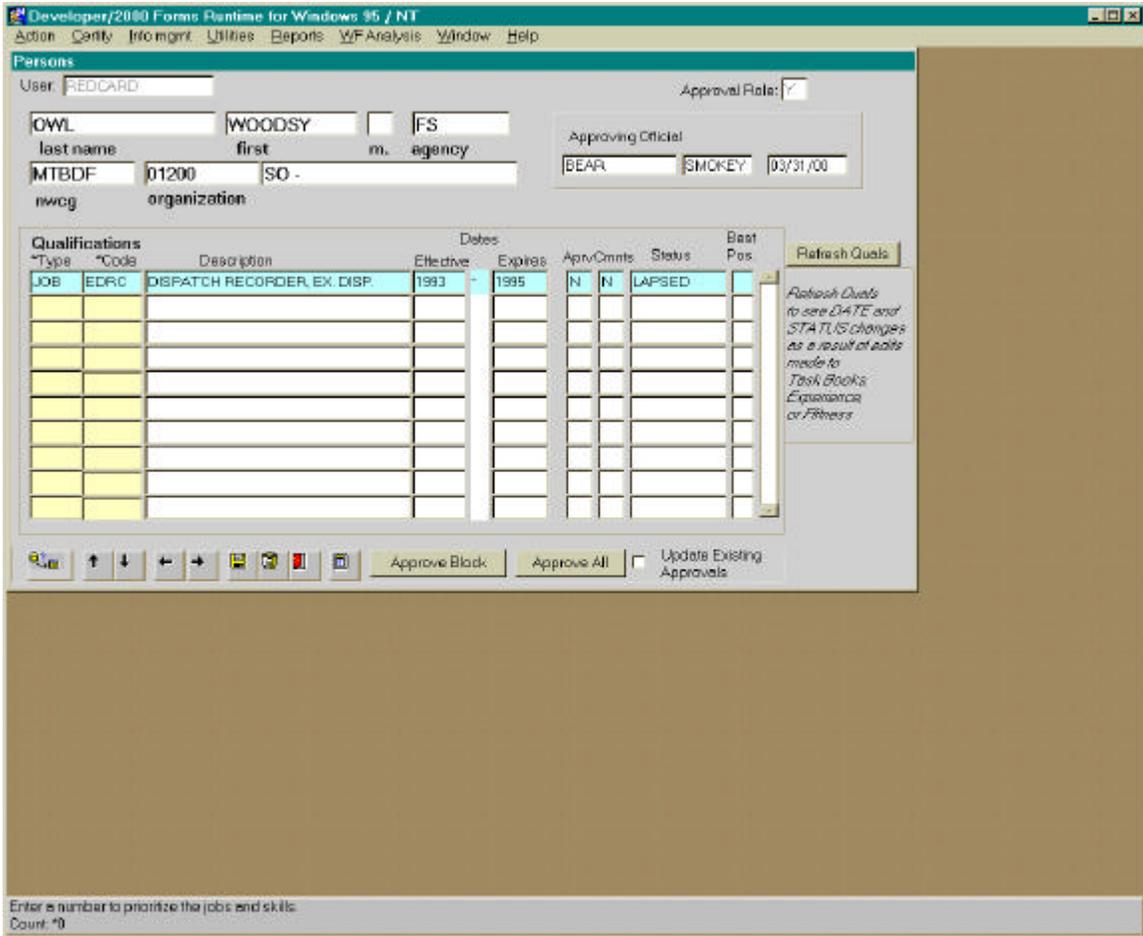
Approve Block Approve All Update Existing Approvals

Job, OJT, and SKILL are entered into the Qualification screen. The required information includes:

- **Type** Enter the type of qualification. A qualification can be one of three types, they are:
  - JOB Certified to perform the position
  - OJT Certified to perform the position in training capacity
  - SKILL Certified to perform the skill
- **Code** Enter the code (mnemonic) for the qualification. Click the clipboard or press <F9> for a list of available codes. Once the code is entered, the description will automatically be inserted. The same codes are used for type of JOB or OJT. The list of valid codes can be edited by a Redcard Information Manager.
- **Dates** – Enter the date the certification is effective. Pressing <F9> will open the display to allow enter the complete date (i.e. MM/DD/YYYY). The expiration date will automatically be calculated from the “period” associated with each job or skill.

- **Aprv (Approved)** – This is done in the name of the person responsible for signing the Redcard. By clicking a “Y” the individual is given approval to perform the selected job. (The Approving Official box needs to be populated. Click in the Approving Official box and press <F9>. Select the desired official and respond Yes).
- **Cmnts** (comments) may be added. To expand the comment box press <F9> enter the comment, then press <ENTER> to close the comment field. The user will be prompted to enter comments for approving qualifications if training, fitness, or experience are lacking.
- **Status** – This is a display only field. a status of “LAPSED” or “CURRENT” is displayed based on the expiration date of the certification. If the expiration date is prior to the current date, “LAPSED” is displayed. A status of “LAPSED” means the person is no longer qualified to perform the JOB, OJT, or SKILL. Lapsed or Unapproved qualifications will not print on the REDCARD.
- **Best Pos.** – The current best position is a way to indicate an order of priority for the jobs a person can perform. A numeric value of 1, 2, 3,... entered next to the jobs will define the order the jobs are printed on the REDCARD. A job with a 1 is considered the person’s primary position and prints first on the REDCARD. An entry must exist in an approved qualification for the qualification to print on the REDCARD.

# Redcard User Guide



Enter the appropriate qualification Type and Code. To see a listing of available Codes press <F9> or click on the clipboard. The code description will autofill. Enter the effective date (the first date the individual became qualified) press <F9> to open the field and enter the appropriate date in the MM/DD/YYYY format.

Qualifications		Dates		App/Comts	Status	Best Pos.
*Type	*Code	Description	Effective			
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	05/15/1993		LAPSED	

Press <ENTER> to close the Effective date.

Qualifications		Dates		App/Comts	Status	Best Pos.
*Type	*Code	Description	Effective			
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	05/15/1993	05/14/1996	LAPSED	

The expiration date and status will the display. Press <ENTER> to close the boxes.

## Redcard User Guide

Instance 0	Instance 1	Instance 2	Instance 3	Social Sec
BEAR	SMOKEY	THE		100101000

The user will be prompted to select an approval official. Highlight the desired official and click OK.

Qualifications			Dates		Aprv/Cmnts		Status	Best Pos.
*Type	*Code	Description	Effective	Expires				
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	1993	1995	N	N	LAPSED	1

The date boxes will close. The Approval and Comments boxes will default to “N” and the status will display “CURRENT” or in this case “LAPSED”. To enter the Best Position number press the <TAB> key and enter the number. The Best Position number is required for the qualification to print on the REDCARD.

If changes are made in the Experience, Fitness or Task Book sections, the qualifications may be updated. To see these changes, press the Refresh Quals button.

Refresh Quals

*Refresh Quals  
to see DATE and  
STATUS changes  
as a result of edits  
made to  
Task Books,  
Experience,  
or Fitness*

## 2.5 Training and Task Books

Training						
* Course	Description	Sched.	Compl.	Aprv	Cmnts	Status
D-310	SUPPORT DISPATCHER	04/1997		N	N	PLANNED

Training courses are entered in the same fashion as the qualifications. In the \*Course box the user may press <F9> or click the clipboard to view the list of training courses. Select the appropriate course number and click OK. The Description will automatically fill with the name of the course. If scheduling training enter the scheduled date in the mm/yyyy format. The status will display planned. Enter Comments if desired.

Training						
* Course	Description	Sched.	Compl.	Aprv	Cmnts	Status
D-310	SUPPORT DISPATCHER	04/1997	04/1997	N	N	COMPLETE

Enter the completion date when the training has been accomplished and approved. Notice that the Status will change to complete. Press the diskette to save the changes. Make sure to set the Aprv column to 'Y' to complete the approval process.

After the training has been completed a Taskbook may be issued.

Task Book						
* Code	Description	Started	Compl.	Aprv	Cmnt	Status
EDSD	SUPPORT DISPATCHER, EX. DIS	04/1997		Y	N	INITIATED

After the taskbook has been saved check the Qualifications for an OJT.

Qualifications		Dates		Aprv	Cmnts	Status	Best Pos.	
*Type	*Code	Description	Effective					Expires
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	1993	-	1996	N N	LAPSED	1
OJT	EDSD	SUPPORT DISPATCHER, EX. DISP.	1997	-	2000	N N	CURRENT	

## Redcard User Guide

An OJT for EDSO has been written to the Qualifications with an effective date derived from the Taskbook start date. In order for the OJT qualification to print on the REDCARD the Aprv needs to Y.

When the Task Book is completed and approved the OJT Qualification is updated to a JOB qualification.

The screenshot shows a Windows application window titled "Developer/2000 Forms Runtime for Windows 95 / NT". The interface includes a menu bar (Action, Query, Info mgmt, Utilities, Reports, V/F Analysis, Window, Help) and a "Persons" section with fields for User (REDCARD), Approval Rate (Y), last name (OWL), first name (WOODSY), middle initial (FS), agency (MTBDF), organization (01200 SO -), and Approving Official (BEAR SMOKEY 03/31/00). Below this is a "Task Book" table with columns for Code, Description, Started, Compl, Aprv, Cmnt, and Status. The first row shows EDSO, SUPPORT DISPATCHER, EX. DIS, 04/1997, 04/1997, Y, N, and INITIATED. A "Forms" dialog box with a red 'X' icon is overlaid on the table, displaying the message: "An OJT Qual exists for this Task Book. It will be updated to a JOB qual." with an "OK" button. At the bottom left, a status bar shows "Working... Count: 1".

* Code	Description	Started	Compl	Aprv	Cmnt	Status
EDSO	SUPPORT DISPATCHER, EX. DIS	04/1997	04/1997	Y	N	INITIATED

## 2.6 Experience

Experience							
*Type	*Code	Description	First	Last	#Op	Aprv	Cmnts
JOB EXP	EDRC	DISPATCH RECORDER, EX. DI	05/1993	09/1997	22	Y	N

Enter the job experience record for EDRC. As with the other screens the description will automatically fill. Enter the first experience date and the last experience date. Enter the number of operational periods and after reviewing the performance appraisal approve the experience. Save the record. Move to the Qualifications screen and query the person's qualifications. Notice that the Dispatch Recorder is now current. For the qualification EDRC to print on the Redcard it must be approved.

Qualifications								
*Type	*Code	Description	Dates		Aprv	Cmnts	Status	Best Pos.
			Effective	Expires				
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	1993	- 2000	N	N	CURRENT	1
OJT	EDSD	SUPPORT DISPATCHER, EX. DISP.	1997	- 2000	N	N	CURRENT	

## 2.7 Target Positions

Target Position		Refresh Prereqs		Start	Compl.	Aprv Cmnt
* Code	Description					
EDSD	SUPPORT DISPATCHER, EX. DISP.			05/1996		Y N
Req. Training:	NONE					
Sug. Training:	D-310 SUPPORT DISPATCHER			04/1997		N
	I-200 Basic ICS					
Experience...:	EDRC Dispatch Recorder, Ex. Disp. AND			09/1997		Y
	EDSD Pos. performance as Support Dispatcher, Ex. Disp..					Y
Fitness.....:	NONE					

In the Target Position screen a user may select a desired position, all of the prerequisites including required training, suggested training, experience and fitness requirements will display.

Training						
* Course	Description	Sched.	Compl.	Aprv Cmnts	Status	
D-310	SUPPORT DISPATCHER	04/1997	04/1997	Y N	COMPLETE	

After updating the training screen with completion and approval data, open the target position screen. Notice that D-310 is now completed.

Target Position		Refresh Prereqs	Start	Compl.	Aprv Cmnt
*Code	Description				
EDSD	SUPPORT DISPATCHER, EX. DISP.		04/1997		Y N
Req. Training:	NONE				
Sug. Training:	D-310 SUPPORT DISPATCHER		04/1997	04/1997	Y
	I-200 Basic ICS				
Experience...:	EDRC Dispatch Recorder, Ex. Disp. AND			09/1997	Y
	EDSD Pos. performance as Support Dispatcher, Ex. Disp.				Y

To add a second target position with the cursor in the \*Code box press <F6>. A blank screen will be opened. Enter the desired target position. Complete experience is also displayed.

## 2.8 Fitness and Annual Refresher

Fitness/Refresher		Level	Description	Taken mm/yyyy	Expires	Aprv Cmnts	Status
FITNESS	ARDUOUS	Arduous-level Work Capacity	04/1999	04/2000	Y N	LAPSED	
REFRESHER	REFRESHER	ANNUAL REFRESHER COURSE	04/2000	04/2001	Y N	CURRENT	

Note: Enter only ONE fitness record and ONE refresher record. For refresher, the TYPE and LEVEL are always REFRESHER.

Fitness records are entered by selecting the fitness level. In the Fitness Level box press <F9> to see a list of choices. Select the appropriate choice. Enter the date taken press <TAB> and the expiration date will display. The status will display as well as the Approval and any comments. In this case the status will display LAPSED.

Annual Refresher records are entered by selecting the Type. Press <F9> to open the drop down box and select Refresher, the Level and the Description fields will auto populate. Enter the date taken, press <ENTER> and the Expires date will autofill. Approve the Refresher Course and save the record. The status will display CURRENT.

In the Qualifications Screen notice that the FFT2 qualification is displaying a status of LAPSED(F). This means the qualification is current for experience and training; however, the fitness requirement is lacking.

Qualifications		Dates		Aprv Cmnts	Status	Best Pos.
*Type	*Code	Description	Effective	Expires		
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	1993	2000	N N	CURRENT
OJT	EDSD	SUPPORT DISPATCHER, EX. DISP.	1997	2000	N N	CURRENT
JOB	FFT2	FIREFIGHTER	2000	2004	N N	LAPSED(F)

Enter the fitness record, approve and save. Notice the status is “CURRENT”.

Fitness/Refresher		Taken		Expires		Aprv Cmnts		Status
Type	Level	Description	mm/yyyy	mm/yyyy				
FITNESS	ARDUOUS	Arduous-level Work Capacity	04/2000	04/2001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CURRENT
REFRESHER	REFRESHER	ANNUAL REFRESHER COURSE	04/2000	04/2001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CURRENT

Note: Enter only ONE fitness record and ONE refresher record. For refresher, the TYPE and LEVEL are always REFRESHER.

Moving back to the Qualifications screen, press the Refresh Quals button. Notice that the FFT2 is now current.

Qualifications			Dates		Aprv Cmnts		Status	Best Pos.
*Type	*Code	Description	Effective	Expires				
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	1993	2000	<input type="checkbox"/>	<input type="checkbox"/>	CURRENT	1
JOB	FFT2	FIREFIGHTER	2000	2005	<input type="checkbox"/>	<input type="checkbox"/>	CURRENT	
OJT	EDSD	SUPPORT DISPATCHER, EX. DISP.	1997	2000	<input type="checkbox"/>	<input type="checkbox"/>	CURRENT	

## 2.9 Approvals

Approvals must be accomplished before any qualifications can be printed on the REDCARD. There are two requirements before a user can do any approvals. The user must have the Approval Role. To verify look at the User block on the Persons screen. This is the name of the user that is signed into REDCARD at the current time. Look at the Approval Role box. If there is a Y in the box, then the user has the proper roles to issue approvals. If the Y is not present, the user will need to have the role RC\_APPROVAL granted to his/her profile. The FSDBA or the staff account REDCARD can accomplish this task. For more information see 1.5 Approval Functions, 1.5.1 Approval Role.

Persons	
User: REDCARD	Approval Role: <input type="checkbox"/>

The second requirement is the Approving Official block must be populated. If this box is empty the approvals will not be saved. For more information see 1.5.2 Approval Official.

Approving Official		
BEAR	SMOKEY	04/07/00

## Redcard User Guide

Qualifications			Dates		Aprv/Cmnts		Status	Best Pos.	Refresh Quals
*Type	*Code	Description	Effective	Expires	Aprv	Cmnts			
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	1993	2000	N	N	CURRENT	1	<i>Refresh Quals to see DATE and STATUS changes as a result of edits made to Task Books, Experience, or Fitness</i>
JOB	EDSD	SUPPORT DISPATCHER, EX. DISP.	1997	2000	N	N	LAPSED		
JOB	EDSP	SUPERVISORY DISP., EX. DISP.	1998	2001	N	N	CURRENT		
JOB	FFT2	FIREFIGHTER	2000	2005	N	N	CURRENT		

To approve a qualification make sure the Best Pos. box has a number so the qualification will be printed on the REDCARD. In the Aprv column enter a Y and click the diskette to save the qualification.

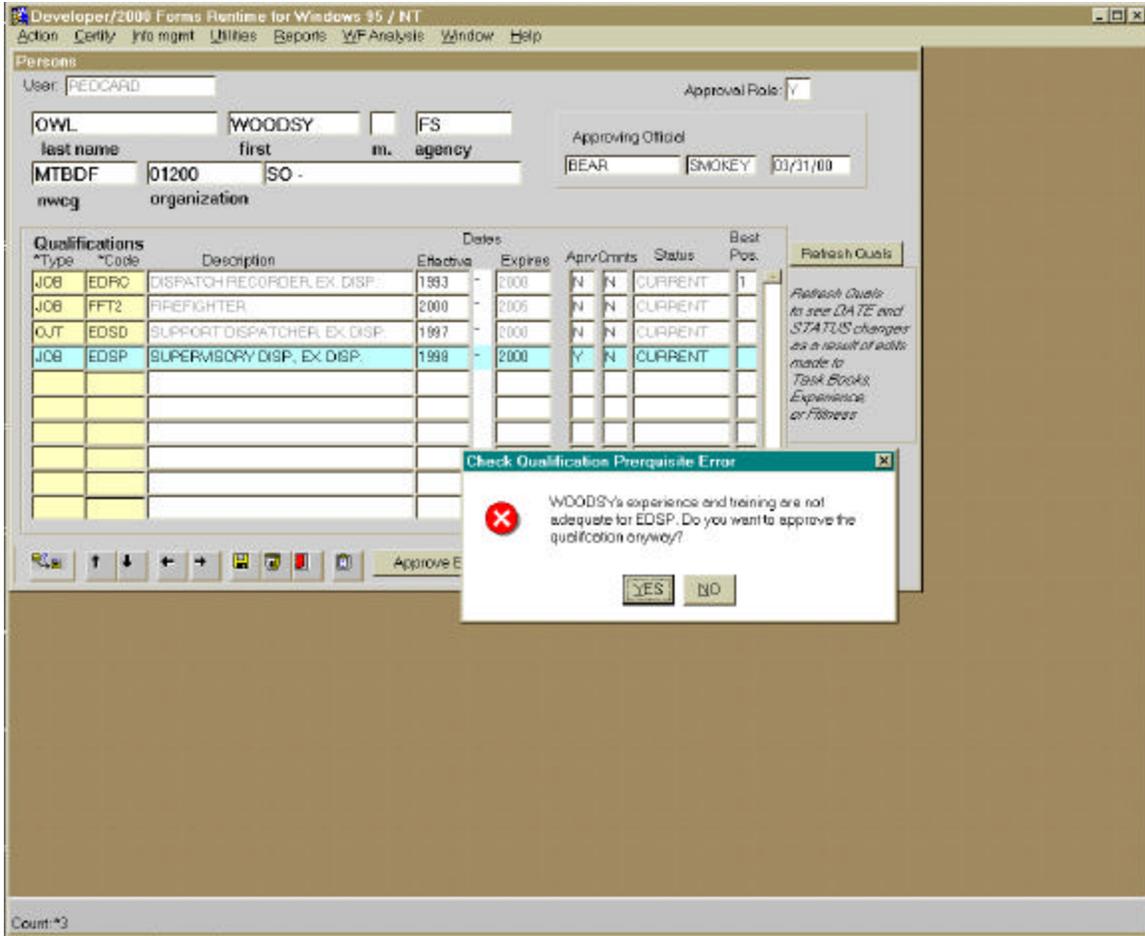
Qualifications			Dates		Aprv/Cmnts		Status	Best Pos.	Refresh Quals
*Type	*Code	Description	Effective	Expires	Aprv	Cmnts			
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	1993	2003	Y	N	CURRENT	1	<i>Refresh Quals to see DATE and STATUS changes as a result of edits made to Task Books, Experience, or Fitness</i>
JOB	EDSD	SUPPORT DISPATCHER, EX. DISP.	1997	2003	N	N	CURRENT		
JOB	EDSP	SUPERVISORY DISP., EX. DISP.	1998	2001	N	N	CURRENT		
JOB	FFT2	FIREFIGHTER	2000	2005	N	N	CURRENT		

Update Existing Approvals

Notice that the Aprv displays a Y. This qualification will print on the REDCARD.

The “Update Existing Approvals” check box is used to indicate whether the program updates the approval person and date on records that are already “Y”, when the user does mass approvals via the “Approve Block” or “Approve All” buttons. By default, the “Update Existing Approvals” box is unchecked.

# Redcard User Guide



When approving qualifications, the user will be notified if experience, training, or fitness are lacking. The user will be able to approve the qualifications; however, the user will be prompted to enter a comment with reasons for approval (i.e. historical recognition, etc.).

### **3 Chapter 3. Producing Redcards**

#### ***Chapter 3 at a glance .....***

**3.1 Getting Started** – accessing the “Reports” menu option.

**3.2 Producing REDCARDS for a Unit** – how to produce REDCARDS by Unit or Organization.

**3.3 Producing REDCARDS for one Person** – how to produce a REDCARD for one person.

**3.4 Trouble-Shooting**

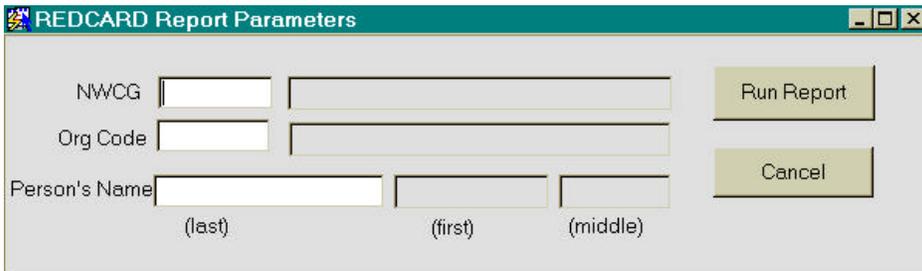
### 3.1 Getting Started

1. Pick menu item “**Reports / Redcard**” from the toolbar.



#### Screen 1: Redcards - Reports Menu

The screen below will be displayed after choosing the menu option “**Redcard**”. See section 3.2 and 3.3 for producing Redcards by unit or for a person.



#### Screen 2: Redcard **Report Selection** Menu

### 3.2 Producing Redcards for a Unit(s)

1. Click on Reports, click on Redcard. If running Redcards for an entire unit click in NWCG and press <F9>. Click on the desired unit and click on Run Report.

REDCARD Report Parameters

NWCG

Org Code

Person's Name

(last) (first) (middle)

Run Report

Cancel

2. To run REDCARDS for a unit and subunit, click on NWCG, press <F9> and click on the desired unit. Click in Org Code, press <F9> and click on the desired unit. Click on Run Report.

REDCARD Report Parameters

NWCG

Org Code

Person's Name

(last) (first) (middle)

Run Report

Cancel

3. To run Redcards for the entire database leave all selections (i.e. NWCG, Org Code, and Person's Name boxes empty). Click on RunReport.

REDCARD Report Parameters

NWCG

Org Code

Person's Name

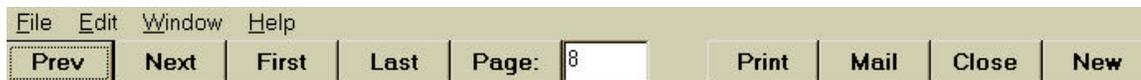
(last) (first) (middle)

Run Report

Cancel

## Redcard User Guide

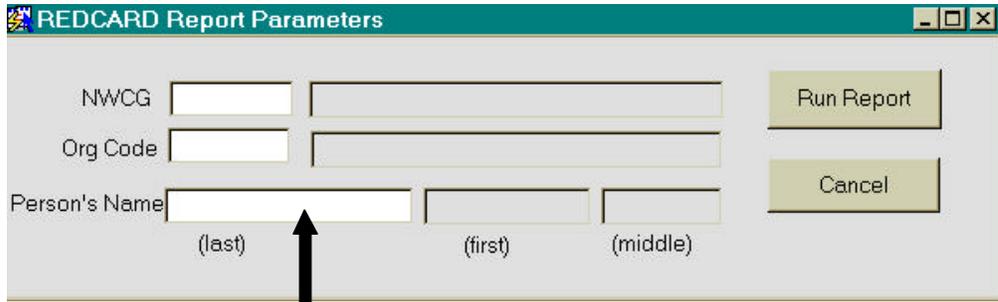
The user will be allowed to view the output before printing. To print Redcards, load the printer with the Redcard Form (PMS310-3) NFES 1528. Select print from the tool bar on the report display box. The user will be prompted to select the correct printer. Click OK. The REDCARDS will now print.



To view the report before printing use the buttons to move through the document.

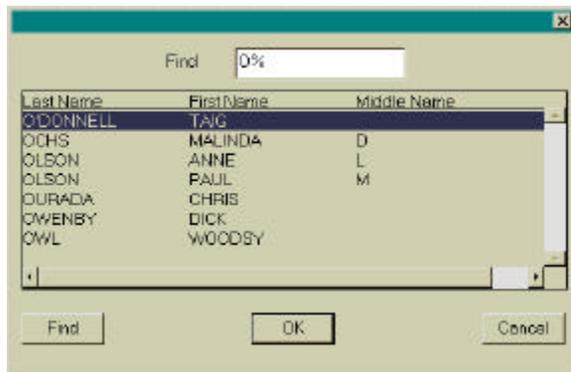
- Prev – will scroll the user to the previous page.
- Next – will scroll the user to the next page.
- First – will scroll to the first page.
- Last – will scroll to the last page.
- Page – entering a specific page number in the box and clicking the Page button will scroll to the desired page.
- Print – will allow the user to select a printer for printing reports.
- Mail – is not functional at this time.
- Close – will close the display returning the user to the reports parameter box.
- New – is not functional at this time.

### 3.3 Producing Redcards for one person



The image shows a dialog box titled "REDCARD Report Parameters". It contains several input fields and two buttons. The fields are: "NWCG" (a single box), "Org Code" (a single box), and "Person's Name" (three boxes labeled "(last)", "(first)", and "(middle)"). A black arrow points to the "(last)" box. To the right of the fields are two buttons: "Run Report" and "Cancel".

To run a RECARD for a particular person, click in Person's Name (last) box, press <F9>



The image shows a "Find" dialog box. At the top, there is a "Find" label and a text box containing "0%". Below this is a table with three columns: "Last Name", "First Name", and "Middle Name". The table contains the following data:

Last Name	First Name	Middle Name
ODONNELL	TAIG	
OCHS	MALINDA	D
OLSON	ANNE	L
OLSON	PAUL	M
DURADA	CHRIS	
OWENBY	DICK	
OWL	WOODSY	

At the bottom of the dialog box are three buttons: "Find", "OK", and "Cancel".

In the Find box enter the first one or two letters of the last name followed by the percent sign. Click on the Find button. Move the highlight bar over the desired name and click OK.

# Redcard User Guide

The screenshot shows a dialog box titled "REDCARD Report Parameters". It contains three rows of input fields. The first row has "NWCG" with the value "MTBDF" and an empty field. The second row has "Org Code" with the value "01200" and an empty field. The third row has "Person's Name" with three fields: "OWL" (last), "WOODSY" (first), and an empty field (middle). To the right of the input fields are two buttons: "Run Report" and "Cancel".

Click on Run Report. The Previewer will open allowing the user to view the report before printing.

The screenshot shows a window titled "rcredcd: Previewer". It has a menu bar with "File", "Edit", "Window", and "Help". Below the menu bar are navigation buttons: "Prev", "Next", "First", "Last", "Page: 1", "Print", "Mail", "Close", and "New". The main area of the window displays a report preview with the following text:

```
OWL, WOODSY                992929922
01  MT - BDF      01200      A  00
DISPATCH RECORDER, EX. DISP.    EDRC
SUPPORT DISPATCHER, EX. DISP.    ESD
SUPERVISORY DISP., EX. DISP.     EDSP
```

### **3.4 Trouble-Shooting**

1. Qualifications not printing on the REDCARD probably do not have a Best Position Number.  
Enter the Best Position Number for up to 9 qualifications, 3 ojt's and 3 skills. Approve the qualifications and save the records.
2. Qualifications are not printing and they do have a Best Position Number. The Best Position Number may not have been approved.  
Approve the qualifications and save the records.
3. Qualifications may not be printing if the Fitness the Annual Refresher requirements are not current or have not been approved.  
Update the Fitness and Annual Refresher requirements, approve and save the records.
4. All of the printers are somewhat different resulting in some reports printing too high while some are too low. Please call 800-253-5559 for assistance with this problem.

## **4 Chapter 4. Reports**

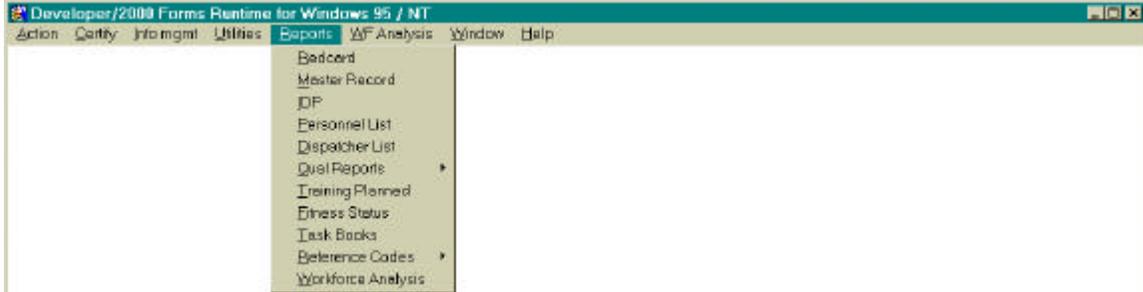
### ***Chapter 4 at a glance ....***

**4.1 Reporting Basics in Redcards** - specifying parameters, filing, printing, mailing reports.

**4.2 Sample Reports** - Summary of available reports and examples of output for all report options.

## 4.1 Reporting Basics in Redcards

1. Pick menu item "**Reports**" from the Redcards menu.



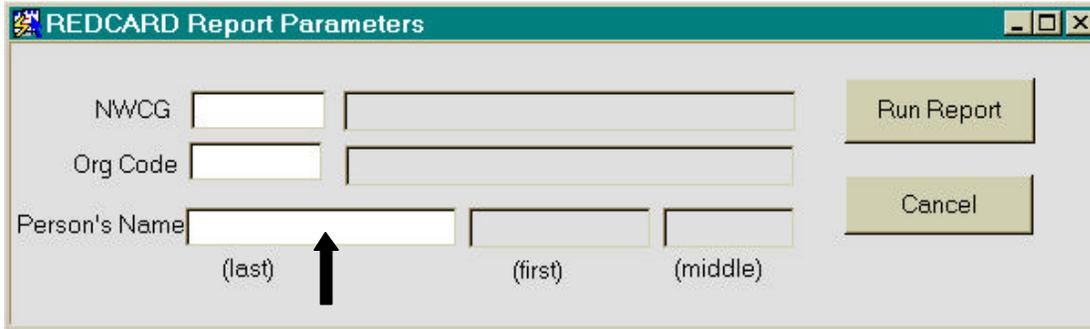
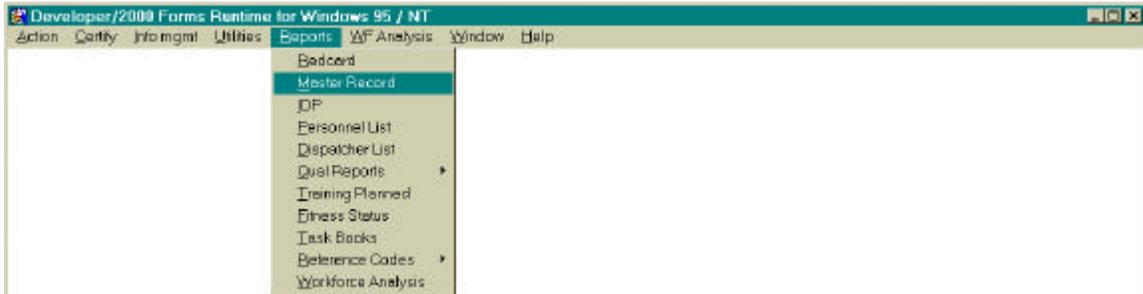
Screen 1: Redcards - Reports

The menu lists the reports available in Redcard.

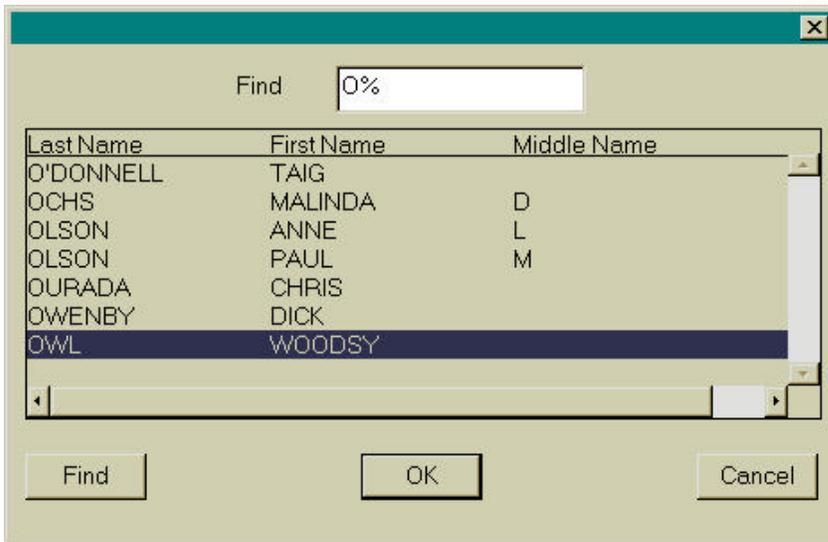
- **REDCARD** – produces the REDCARD.
- **Master Record** – produces a listing showing all qualifications, experience, training, task books, personal information for each person in REDCARD.
- **IDP** – the individual training plan displays needed experience and training for future positions.
- **Personnel List** –
- **Dispatch List**
- **Qual Report** - five reports Persons Qualified, Trainees Qualified, Quals to Expire, No. Qualified, and No. Trainees Qualified.
- **Training Planned** – produces a report showing all planned training.
- **Fitness Status** – produces a report showing fitness status.
- **Task Books** – produces a report showing task books issued, task books complete, task books to expire.
- **Reference Codes** – display course codes and descriptions, jobs by description and skills by code.
- **Workforce Analysis** – displays output from the Workforce Analysis Option.

### 4.1.1 Running a Report for One Person

The following examples are to run the Master Record Report, for one individual. From the Reports menu, select Master Record.



Click on the "Person's Name" box.  
Press **List** (Index/List of Values) <F9>.



Enter the first couple of letters in a person's last name, leaving the percent sign. Click Find. The list box will fill with all of the names that fit the criteria. In this case all of the last names that started with "O". Click on the desired name to highlight and click OK.

The screen will open displaying the Training and Qualifications Mater Record report for the desired person.

# Redcard User Guide

rcmaster: Previewer  
File Edit Window Help  
Prev Next First Last Page: [ ] Print Mail Close Now

**Fire and Aviation Management  
Training and Qualifications Master Record  
22-MAY-00**

**Name:** OWL, WOODSY **Unit:** MTBDF **Org:** 01200

**Target Position:** ENGINE BOSS  
**Target Position:** FIREFIGHTER  
**Target Position:** TASK FORCE LEADER

Fitness/Refresher	Description	Eff Date	Exp Date	Aprv Date
REFRESHER	ANNUAL REFRESHER COURSE	04/01/00	04/01/01	04/17/00
ARDUKOUS	Arduous-level Work Capacity	04/01/00	04/01/01	05/22/00

Quals	Qualification Description	Type	Eff Date	Exp Date	Aprv Date	CBP
* CRWB	CREW BOSS	OJT	03/01/00	03/01/05	04/19/00	1

Exp	Experience Description	Type	First Exp	Last Exp	Aprv Date	#Op
CMSY	COMMISSARY MANAGER	JOB EXP	06/01/99	04/01/00	04/19/00	2
EDRC	DISPATCH RECORDER, EX. DISP.	JOB EXP	05/01/94	08/01/97	04/28/00	15
EDSD	SUPPORT DISPATCHER, EX. DISP.	JOB EXP	04/01/94	11/01/96	04/28/00	14
FFT2	FIREFIGHTER	JOB EXP	07/01/89	04/01/00	04/19/00	25

Training	Course Description	Planned	Completed	Aprv Date
D-310	SUPPORT DISPATCHER	04/01/98	05/01/98	04/17/00

Task Book	Task Book Description	Initiated	Complete	Aprv Date
CRWB	CREW BOSS	03/01/00		04/17/00
EDSP	SUPERVISORY DISP., EX. DISP.	04/01/00		04/18/00

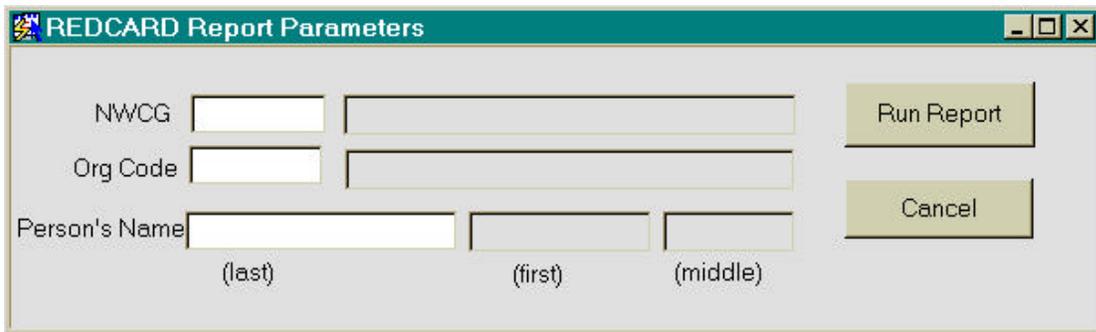
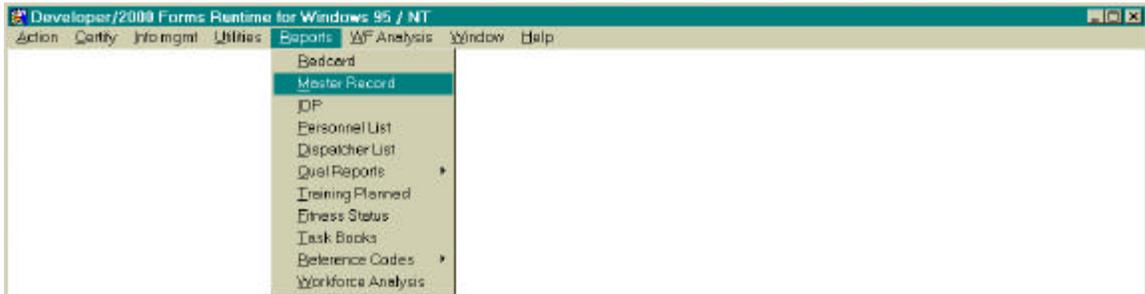
Quals marked \* are Current, Approved and Meet Fitness Requirements

Page 1

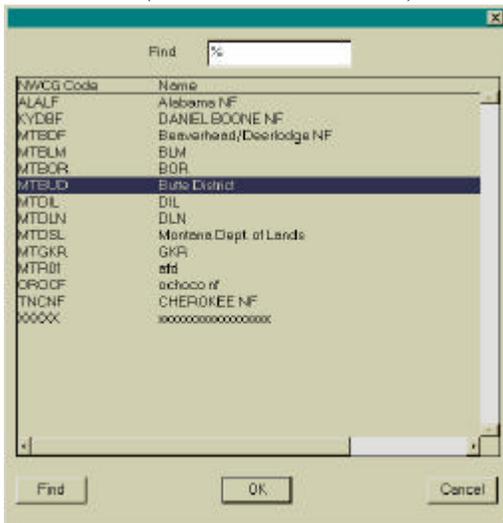
Training and Qualifications Master Record for Woodsy Owl.  
 All of the buttons to move through the pages are dimmed indicating a single page report.

### 4.1.2 Running a Report for an Organization

The following examples are to run the Master Record Report, for an organization. From the Reports menu select the Master Record option.

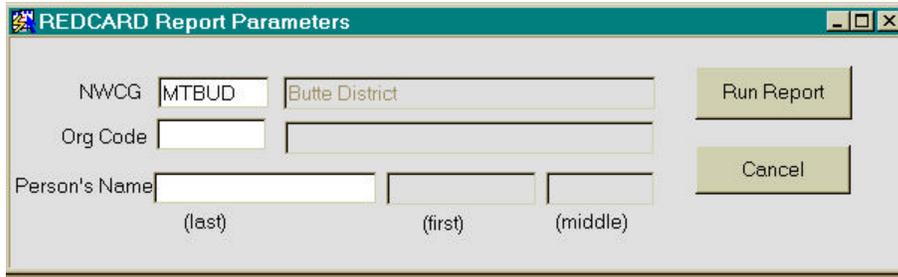


Click on the "NWCG Code" box.  
Press **List** (Index/List of Values) <F9>.



Highlight the desired NWCG code and click OK.

## Redcard User Guide



REDCARD Report Parameters

NWCG:

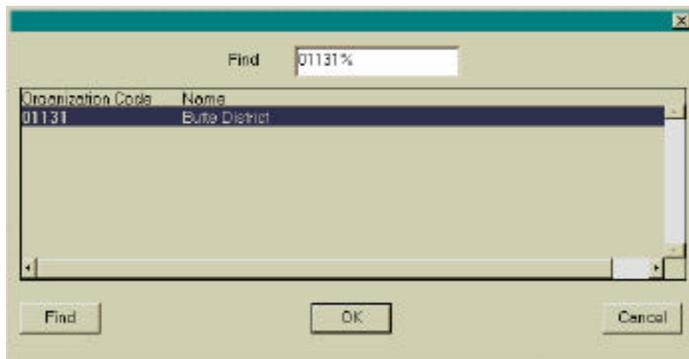
Org Code:

Person's Name:  (last)  (first)  (middle)

Run Report

Cancel

The lookup box will close revealing the parameters box with the NWCG Code populated. Click in the Org Code box and press <F9>.

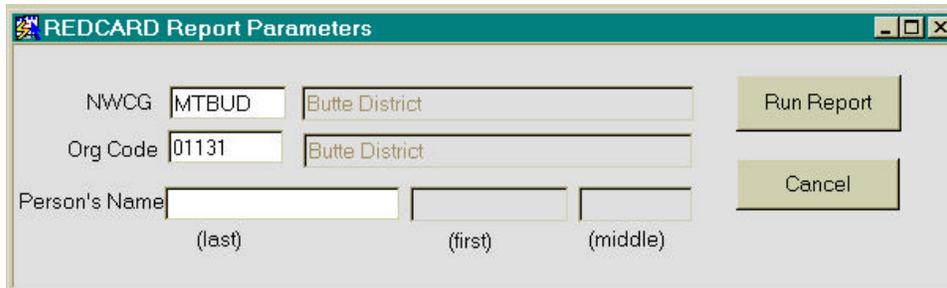


Find:

Organization Code	Name
01131	Butte District

Find OK Cancel

The lookup box will open. Highlight the desired organization code and click OK, closing the lookup box.



REDCARD Report Parameters

NWCG:

Org Code:

Person's Name:  (last)  (first)  (middle)

Run Report

Cancel

Click Run Report to produce the Master Record Report for the organization.

# Redcard User Guide

**Fire and Aviation Management  
Training and Qualifications Master Record  
07-APR-00**

**Name:** ABBOTT, DARWIN **Unit:** MTBUD **Org:** 01131

**Target Position:** AREA COMMAND AVIATION COORDINATOR  
**Target Position:** ASSISTANT CACHE MANAGER  
**Target Position:** COMMUNICATIONS UNIT LEADER  
**Target Position:** SUPPORT DISPATCHER, EX. DISP.  
**Target Position:** ENGINE BOSS  
**Target Position:** SITUATIONS UNIT LEADER  
**Target Position:** STRIKE TEAM LEADER, CREW  
**Target Position:** STRIKE TEAM LEADER, ENGINE

Fitness	Fitness Description	Eff Date	Exp Date	Aprv Date
ARDUOUS	Arduous-level Work Capacity	10/01/99	04/01/00	03/09/00

Quals	Qualification Description	Type	Eff Date	Exp Date	Aprv Date	CBP
* ACCT	ACCOUNTING TECHNICIAN	JOB	11/01/94	11/01/04	06/21/99	3
* AERO	AERIAL OBSERVER	JOB	01/01/93	05/01/02	05/16/99	4
* ATGS	AIR TACTICAL GROUP SUPERVISOR	JOB	06/01/94	09/01/01	01/11/00	
* BAEM	Bahr team member	JOB	01/01/99	12/31/03	01/25/00	
DIVS	DIVISION/GROUP SUPERVISOR	JOB	06/01/99	06/01/04		
* EDSD	SUPPORT DISPATCHER, EX. DISP.	JOB	01/01/99	12/31/01	05/17/99	5
* EDSP	SUPERVISORY DISP., EX. DISP.	JOB	01/01/99	12/01/02	05/17/99	
* HE/CM	HELICOPTER CREW MEMBER	JOB	01/01/98	12/31/00	06/24/99	
* HEMG	HELICOPTER MANAGER	JOB	01/01/95	10/01/02	01/11/00	
* ICT2	INCIDENT COMMANDER T2	JOB	01/01/94	09/01/00	06/24/99	6
* ICT3	INCIDENT COMMANDER T3	JOB	01/01/94	09/01/00	06/10/99	
* ICT5	INCIDENT COMMANDER T5	JOB	01/01/98	12/31/02	05/14/99	1
* IMSM	INCIDENT MEDICAL MANAGER	JOB	01/01/94	05/01/04	06/23/99	2

Quals marked \* are Current and Approved

Page 1

The Training and Qualifications Master Record report for the organization will display. Notice the Next, Last, and Page button are darkened. This indicates more than one page for this report.

This report may also be run by leaving the organization code blank and only selecting the NWCG code or by leaving all of the options blank.

## 4.2 Sample Reports

This section contains a sample of each report available in the Redcard system. Most reports have many variations based on the parameters you supply prior to running the report. Each report example will show you the parameters supplied to produce the sample output.

<b>Report Name</b>	<b>Description</b>
Master Record	Lists all certification information for any selected individual in the database.
IDP Report	Shows a persons target position and the required training, suggested training, experience and fitness level required, other planned training, and task books. The report also displays the individual's status towards completing each prerequisite.
Personnel List	List of Redcarded persons along with unit, organization, and phone numbers.
Dispatcher's List	List of all persons with current qualifications, by qualification. Can be accessed by NWCG Code, Organization, or Dispatch Center.
Qual Reports:	
Persons Qualified	Lists the individuals qualified for fire positions. This report can be run for one position or all positions. Selections can also be made by unit and organization.
Persons Qualified for OJT	Lists the individuals qualified for fire trainee positions. This report can be run for one position or all positions. Selections can also be made by unit and organization.
Qualifications to Expire	Lists any qualifications that will expire in the current year for each Redcarded individual.
Count Qualified	Lists count of persons qualified by position. Selections can be made by unit and organization
Count Qualified OJT	Lists count of persons qualified for OJT positions. Selections can be made by unit and organization.
Training Report	Lists persons scheduled for all training courses, the year scheduled, and approval date. This report can be run by unit and organization.
Fitness Status	Lists the fitness level rating, description, status, date test taken, expiration date for each individual. This report can be run by unit and Organization.
Task Book Summary	Lists the person(s) that have an initiated task book for each position.

## Redcard User Guide

Standard Codes	The following Standard Codes reports do not require parameters; however, parameters may be used.
Courses by Code	Lists course code, course description and originator.
Courses by Desc	Lists course description, course code and originator.
Jobs by Code	Lists course code, course description, originator and period (in years)
Jobs by Desc	Lists course description, course code originator and period (in years).
Workforce Analysis	Displays the output created in the Workforce Analysis Function.



**Menu option:**

IDP Report

**Parameters for Sample:**

Queried *by person* from the database

**Sample Output:**

**Fire and Aviation Management  
Training and Qualifications Master Record  
07-APR-00**

**Name:** OWL, WOODSY **Unit:** MTBDF **Org:** 01200

**Target Position:** INCIDENT COMMANDER T3

Fitness	Fitness Description	Eff Date	Exp Date	Aprv Date
ARDUOUS	Arduous-level Work Capacity	03/01/00	03/01/01	04/07/00

Quals	Qualification Description	Type	Eff Date	Exp Date	Aprv Date	CBP
* EDRC	DISPATCH RECORDER, EX. DISP. Comment: **ENTER APPROVAL REASON **ENTER APPROVAL REASON	JOB	05/15/93	03/01/03	04/07/00	1
* EDSD	SUPPORT DISPATCHER, EX. DISP.	JOB	04/01/97	03/01/03	04/07/00	2
* EDSP	SUPERVISORY DISP., EX. DISP. Comment: **ENTER APPROVAL REASON	JOB	03/01/98	02/28/01	04/07/00	3

Exp	Experience Description	Type	First Exp	Last Exp	Aprv Date	#Op
EDRC	DISPATCH RECORDER, EX. DISP.	JOB EXP	05/01/93	03/01/00	04/07/00	25
ICT2	INCIDENT COMMANDER T2	JOB EXP	03/01/00	04/01/00	04/04/00	18

Training	Course Description	Planned	Completed	Aprv Date
D-310	SUPPORT DISPATCHER	04/01/97	04/01/97	03/31/00

Task Book	Task Book Description	Initiated	Complete	Aprv Date
EDSD	SUPPORT DISPATCHER, EX. DISP.	04/01/97	04/01/97	03/31/00

Quals marked \* are Current and Approved

Page 1

Report 2: IDP Report

**Menu option:**

Personnel List

**Parameters for Sample:**

Queried by Unit from database

**Sample Output:**

**Fire and Aviation Management  
Redcard Personnel List  
05-22-2000  
\*For Official Use Only\***

Name	Unit	Org	Work Phone	Pager Phone	Other Phone	Home Phone	Weight	Jet Port
ALLHANDS, JOHN	MTBDF	01210	2222	11111		208-2780099		
APPLE, ABAABLE	UTMFC	040730						
ARMSTRONG, PETE	MTBUD	01131						
ARMISH, NORBERT	MTBDF	012020						
AUSTIN, DEBORAH	MTBDF	012020						
AVERY, DAN	MTBDF	012020						
AVEY, BILL	MTBDF	012020						
BANANNA, BARNABY	UTDIX	041701						
BARKER, TRAVIS	MTBDF	012020						
BARKLEY, ROY	MTBDF	012020						
BARNEY, DAVID	MTBUD	01131						
BARRINGER, PAT	MTBDF	012020						
BARRON, JEFF	MTBDF	012020						
BEAN DOCHINAHL, JANET	MTBDF	012020						
BEAR, BOO	ORFRF	0619						
BEAR, BOO BOO	UTMSL	04103						
BEAR, BOOB00	UTMLF	041001						
BEAR, SMOKEY	MTBDF	01200						
BEAR, YIGI	ORFRF	0619						
BEAR, YOGI	UTMLF	041001						
BEAR, YOGI	UTMSL	04102						

Report 3: Personnel List

This report was run without any parameters, thus all records in the database are listed. Parameters may be entered for NWCG and Organization codes.

**Menu option:**

Dispatcher's List

**Parameters for Sample:**

Queried by NWCG from database

**Sample Output:**

REDCARD Report Parameters

Dispatcher List Parameters

NWCG:

Org Code:

Dispatch NWCG:

Dispatch Org:

Buttons: Run Report, Cancel

redisp: Previewer

File Edit Window Help

Print Mail Close Now

Next First Last Page: 1

### Dispatcher's List

22 MAY 2000

\* Indicates person lacks fitness requirement for position.

Qual Code	Last Name	First Name	Dispatched By:
AMNL	ALLHANDS	JOHN	
AERO	* AVERY	DAN	MTEDF 01207
ACCT	AUSTIN	DEBORAH	MTEDF 01207
ACDR	ARVISH	NORBERT	MTEDF 01207
AERO	BROWNING	DAVE	MTEDF 01207
EABL	CHRISTENSEN	SHERRY	MTEDF 01207
CAMP	CHRISTENSEN	SHERRY	MTEDF 01207
CDER	CHRISTENSEN	SHERRY	MTEDF 01207
CMSY	BILLETER	TERESA	MTEDF 01207
CRWD	* AUSTIN	DEBORAH	MTEDF 01207
	* BROWNING	DAVE	MTEDF 01207
CRMS	* CASEY	ED	
DIVS	* ARVISH	NORBERT	MTEDF 01207
	* BILLETER	JOHN	MTEDF 01207
	TEST	MARK	MTEDF 01207
DRIV	TEST	MATCH	MTEDF 01207
DRIV	CASEY	ED	
EDRC	CHRISTENSEN	SHERRY	MTEDF 01207
EDSD	ARVISH	NORBERT	MTEDF 01207
	AVERY	DAN	MTEDF 01207
	BILLETER	TERESA	MTEDF 01207
	TEST	LUCY	MTEDF 01207
EDSF	AVERY	DAN	MTEDF 01207
	CRANDELL	JUDITH	MTEDF 01207
ENSD	* BARON	JEFF	MTEDF 01207
	* BROWNING	DAVE	MTEDF 01207
ENGB	* ALLHANDS	JOHN	
ENOP	CHRISTENSEN	RUSSEL	MTEDF 01207
FAAS	CHRISTENSEN	SHERRY	MTEDF 01207
FALC	BARKER	TRAVIS	MTEDF 01207
	BILLETER	JOHN	MTEDF 01207
FPT1	* AUSTIN	DEBORAH	MTEDF 01207
	* CHRISTENSEN	RUSSEL	MTEDF 01207
FPT1	* ALLHANDS	JOHN	
	* CASEY	ED	

Report 4: Dispatcher's List

**Menu option:** Qual Reports Persons Qualified (List of persons qualified for a job)

**Parameters for Sample:** Unit: MTBDF

Org: ALL

Job: EDSD

**Sample Output:**

Unit	Org	Position
AKKNF	100505	EDSD SUPPORT DISPATCHER, EX. DISP. RITTENHOUSE, SPUD
	100505	FF22 FIREFIGHTER (Lacks Fitness) RITTENHOUSE, SPUD
MTBDF	01200	BAEL BAER TEAM LEADER CHRISTENSEN, SHERRY
	01200	CAMP CAMP HELP CHRISTENSEN, SHERRY
	01200	CDER COMPUTER DATA ENTRY RECORDER CHRISTENSEN, SHERRY
	01200	DMS DIVISION/GROUP SUPERVISOR TEST, MARK A
	01200	DRIV DRIVER/OPERATOR TEST, MATCH S
	01200	EDRC DISPATCH RECORDER, EX. DISP. CHRISTENSEN, SHERRY
	01200	EDSD SUPPORT DISPATCHER, EX. DISP. TEST, LUCY A

Report 5:Persons Qualified

Note: On the second person a note is posted showing a lack in Fitness.

**Menu option:** Qual Reports

Trainees Qualified

**Parameters for Sample:** Unit: MTBDF

Org: 01202

**Sample Output:**

The screenshot shows a software window titled "rcquest: Previewer" with a menu bar (File, Edit, Window, Help) and navigation buttons (Prev, Next, First, Last, Page: 1, Print, Mail, Close, New). The main content area displays a report titled "Fire and Aviation Management" with the subtitle "Persons Trained for Fire OJT Positions" and the date "05-22-2000". The report lists trainees with their units, organizations, and positions. The first two units are AKKNF and MTBDF. The list includes names like OWL, WOODSY; CHRISTENSEN, SHERRY; BROWNING, DAVE; AVERY, DAN; AVEY, BILL; ARVISH, NORBERT J; and BILLETER, JOHN H.

Fire and Aviation Management	
Persons Trained for Fire OJT Positions	
05-22-2000	
Unit: AKKNF	
Unit: MTBDF	
Org: 01200	Position: CRWB CREW BOSS
	OWL, WOODSY
Org: 01200	Position: TIME TIME UNIT LEADER
	CHRISTENSEN, SHERRY
Org: 01201	Position: FOBS FIELD OBSERVER
	[Locks Fitness] BROWNING, DAVE
Org: 012020	Position: CDSP CACHE DEMOB SPECIALIST
	AVERY, DAN
Org: 012020	Position: CRWB CREW BOSS
	[Locks Fitness] AVEY, BILL
Org: 012020	Position: EDSP SUPERVISORY DISP., EX. DISP.
	ARVISH, NORBERT J
Org: 012020	Position: HECM HELICOPTER CREW MEMBER
	[Locks Fitness] BILLETER, JOHN H
Org: 012020	Position: ORDM ORDERING MANAGER

Report 6: Trainees qualified

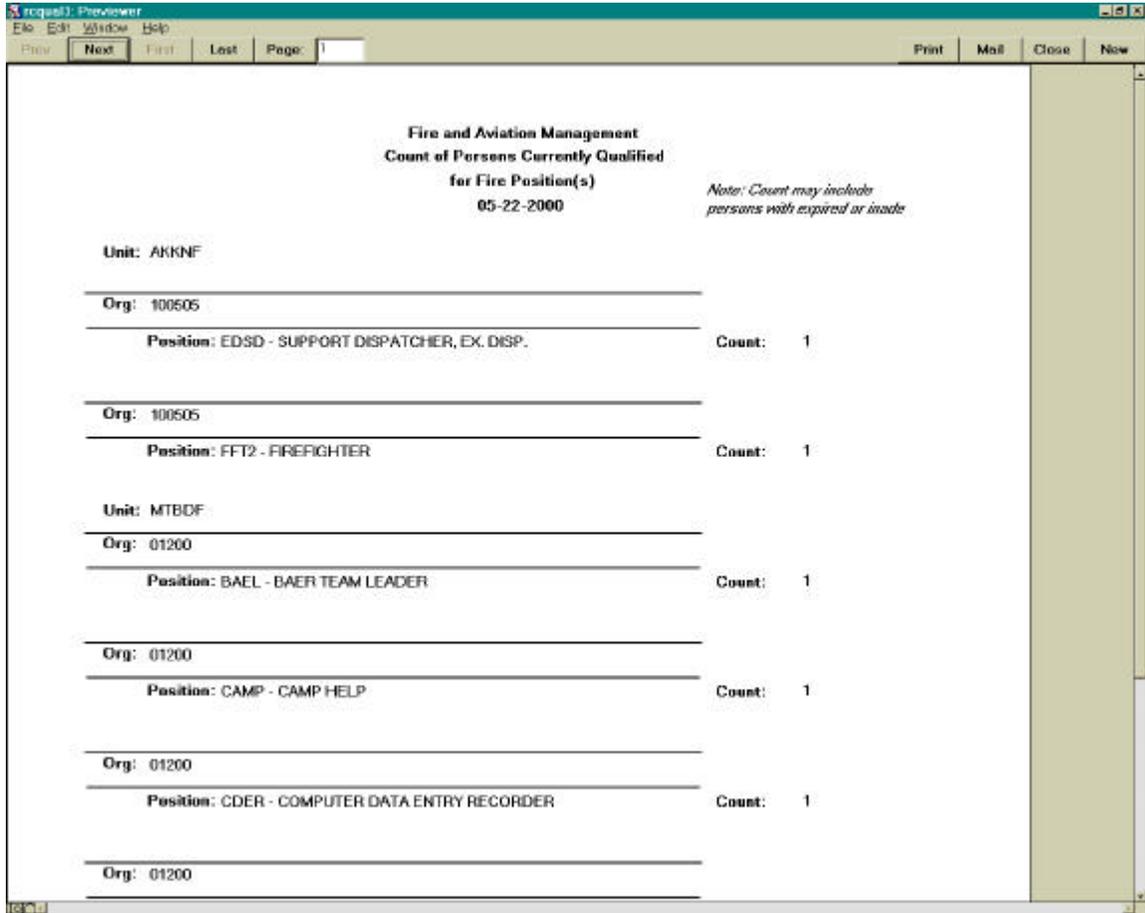
Note: On the third person a note is posted showing a lack in Fitness.



**Menu option:** Qual Reports  
 Count Qualified (Lists count of persons qualified by pos)

**Parameters for Sample:** Unit: MTBDF  
 Org: 01200

**Sample Output:**



Report 8: Count Qualified

**Menu option:** Qual Reports

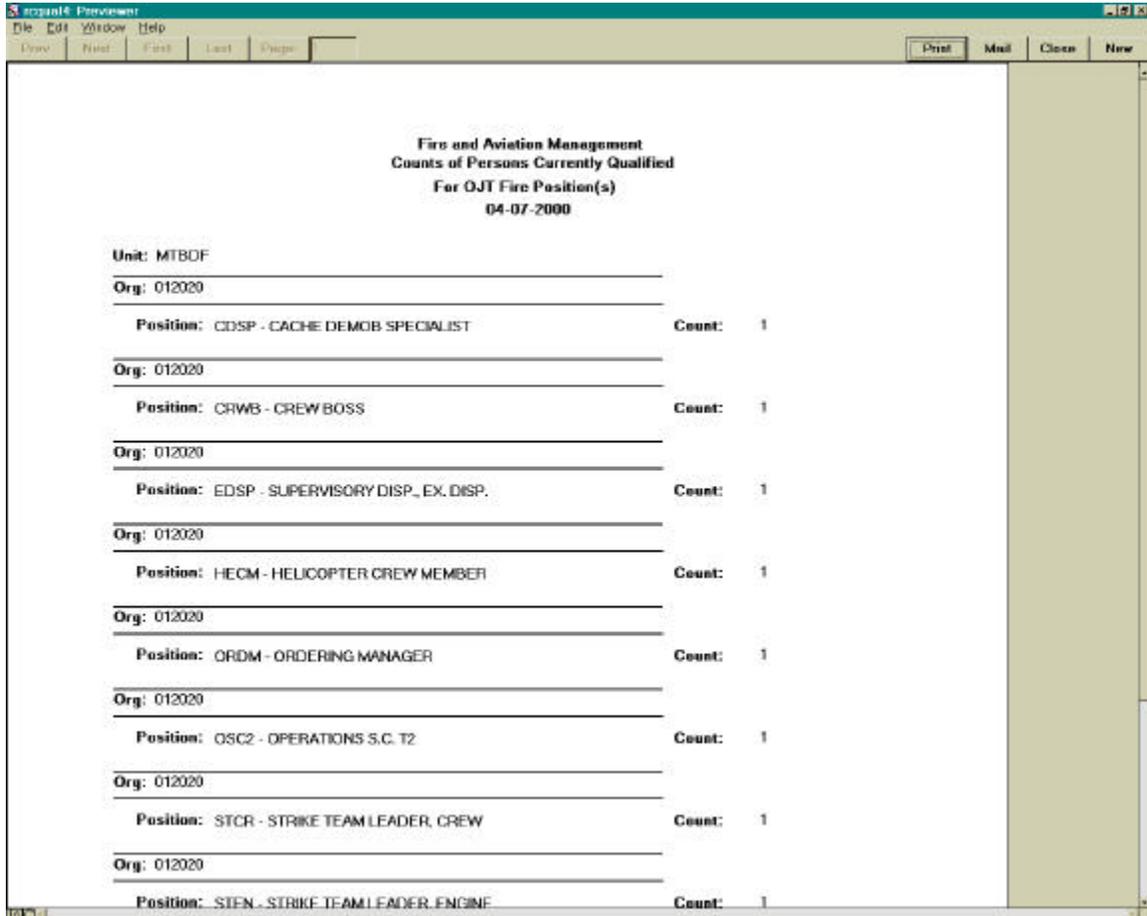
Trainee Qualified by position

**Parameters for Sample:**

Unit: MTBDF

Org: 012020

**Sample Output:**



The screenshot shows a software window with a menu bar (File, Edit, Window, Help) and a toolbar (Print, Mail, Close, New). The main content area displays the following text:

**Fire and Aviation Management  
Counts of Persons Currently Qualified  
For OJT Fire Position(s)  
04-07-2000**

Unit: MTBDF	
Org: 012020	
Position: CDSP - CACHE DEMOB SPECIALIST	Count: 1
Org: 012020	
Position: CRWB - CREW BOSS	Count: 1
Org: 012020	
Position: EDSP - SUPERVISORY DISP_EX_DISP.	Count: 1
Org: 012020	
Position: HECM - HELICOPTER CREW MEMBER	Count: 1
Org: 012020	
Position: ORDM - ORDERING MANAGER	Count: 1
Org: 012020	
Position: OSC2 - OPERATIONS S.C. T2	Count: 1
Org: 012020	
Position: STCR - STRIKE TEAM LEADER, CREW	Count: 1
Org: 012020	
Position: STEN - STRIKE TEAM LEADER, ENGINE	Count: 1

Report 9: Trainee Qualified

**Menu option:** Planned Training  
**Parameters for Sample:** Unit: MTBDF  
**Sample Output:**

Unit	Org	Course	Name	Scheduled	Date Approved
MTBDF	01200	I-220 BASIC ICS	DESOLIA, JACK		
		I-403 INFORMATION OFFICER	DESOLIA, JACK		
	012020	D-310 SUPPORT DISPATCHER	BARRINGER, PAT	06/1999	02/2000
		D-610 SUPERVISORY DISPATCHER	AVEY, BILL	04/2000	
			BARKER, TRAVIS J	04/2000	
			BARKLEY, ROY	04/2000	
			BARRINGER, PAT	05/2000	
		I-290 Basic ICS	ARVISH, NORBERT J	05/1999	
			BARRON, JEFF	06/2000	
		I-220 BASIC ICS	BARRINGER, PAT		
		J-346 SITUATION UNIT LEADER	AVERY, DAN	10/1999	05/1999
		S-390 Introduction to Wildland Fire Behavior I	ARVISH, NORBERT J		
		S-490 ADVANCED FIRE BEHAV. CALC.	BARKLEY, ROY	03/2000	
	01209	D-610 SUPERVISORY DISPATCHER			

Report 10: Planned Training

**Menu option:**  
**Parameters for Sample:**  
**Sample Output:**

Fitness Reports  
 Unit: MTBDF

rdcrt: Previewer  
 File Edit Window Help  
 Prev Next First Last Page: 2 Print Mail Close Now

**Fire and Aviation Management**  
**Fitness States for Redcarded Individuals**  
**05-22-2000**  
 \*For Official Use Only\*

Unit: MTBDF

---

Org: 01200

Name	Rating	Description	Status	Taken	Expires
BEAR, SMOKEY T	ARDUOUS	Arduous-level Work C		04/01/1999	10/01/1999
CHRISTENSEN, SHERRY	MODERATE	Moderate-level Work	CURRENT	02/01/2000	08/01/2000
CRANDELL, JUDITH L	ARDUOUS	Arduous-level Work C	LAPSED		
OWL, WOODSY	ARDUOUS	Arduous-level Work C	CURRENT	04/01/2000	04/01/2001
PENCE, DAN	ARDUOUS	Arduous-level Work C	LAPSED		
RUSSELL, FRANKLIN S	ARDUOUS	Arduous-level Work C	LAPSED		
SCHULTE, DARRELL	ARDUOUS	Arduous-level Work C	LAPSED		
TEST, MARK A	ARDUOUS	Arduous-level Work C	CURRENT	03/01/2000	03/01/2001

---

Org: 01201

Name	Rating	Description	Status	Taken	Expires
CHRISTENSEN, JAMES	ARDUOUS	Arduous-level Work C	LAPSED		
SCHAEFFER, JAMES	ARDUOUS	Arduous-level Work C	LAPSED		
SMITH, PETE	ARDUOUS	Arduous-level Work C		02/01/1999	08/01/1999

---

Org: 01202

Name	Rating	Description	Status	Taken	Expires
FREESTONE, JAMES G	ARDUOUS	Arduous-level Work C	LAPSED		
HUTTON, DIANE L	ARDUOUS	Arduous-level Work C	LAPSED		
JENSEN, BARBRA	LIGHT	Light-level Work Cap	LAPSED		
KIRKPATRICK, LURENE T	ARDUOUS	Arduous-level Work C	LAPSED		
KRUZEN, DARRELL	ARDUOUS	Arduous-level Work C	LAPSED		
MCKNIGHT, DALE J	ARDUOUS	Arduous-level Work C	LAPSED		
OLSON, ANNE L	LIGHT	Light-level Work Cap	LAPSED		
OLSON, PAUL M	ARDUOUS	Arduous-level Work C	LAPSED		
QUINN, BRIAN	ARDUOUS	Arduous-level Work C	LAPSED		

Report 11: Fitness Reports

**Menu option:**

Task Book Reports

**Parameters for Sample:**

Unit: MTBDF

**Sample Output:**

**Fire and Aviation Management  
Task Book Summary  
by Unit/Org  
05-22-2000**

Unit: MTBDF

---

Org: 01200

---

<b>Task Book Position</b> CRWB - CREW BOSS		
<b>Name</b>	<b>Date Initiated</b>	<b>Approved</b>
-----	-----	-----
OWL, WOODSY	03/01/2000	04/17/2000

<b>Task Book Position</b> DMS - DIVISION/GROUP SUPERVISOR		
<b>Name</b>	<b>Date Initiated</b>	<b>Approved</b>
-----	-----	-----
CHRISTENSEN, RUSSEL	02/01/2000	

<b>Task Book Position</b> EDSP - SUPERVISORY DISP., EX. DISP.		
<b>Name</b>	<b>Date Initiated</b>	<b>Approved</b>
-----	-----	-----
OWL, WOODSY	04/01/2000	04/18/2000

---

Org: 01201

---

Org: 01202

---

Org: 01200

---

<b>Task Book Position</b> CMSY - COMMISSARY MANAGER		
<b>Name</b>	<b>Date Initiated</b>	<b>Approved</b>
-----	-----	-----
ARVISH, NORBERT J	03/01/2000	

---

**Task Book Position** DMS - DIVISION/GROUP SUPERVISOR

Report 12: Task Book Reports

Menu option: Reference Codes

Courses by Code

Sample Output:

The screenshot shows a software window titled "Fire and Aviation Management Redcard Courses by Code 04-07-2000". The window contains a table with three columns: Code, Description, and Originator. The table lists various courses such as "FIRST RESPONDER", "AIR ATTACK MANAGER", "FIRST AID MODULE A, B, C", "DISPATCH RECORDER", and "FIRE EFFECTS 1 & 2". The originator for most courses is "WD", while some are listed as "NWCC".

Code	Description	Originator
1RES	FIRST RESPONDER	WD
1RESP	1ST RESPONDER REFRESHER	WD
AAGM	AIR ATTACK MANAGER	WD
AAMG	AIR ATTACK MANAGEMENT	WD
ACFM	AIRCRAFT CHIEF OF PARTY/FLIGHT MGR	WD
AIDA	FS FIRST AID MODULE A	WD
AIDB	FS FIRST AID MODULE B	WD
AIDC	FS FIRST AID MODULE C	WD
AWK	AERIAL IGNITION WORKSHOP	WD
ALERT	ANNUAL LE REFRESHER	WD
ARAJ	AERIAL RETARDANT APPLIC & USE	WD
BAER	BURNED AREA EMERGENCY REHAB	WD
BBP	BLOOD BOURNE PATHOGEN	WD
BBSS	BEHAVE/BURN SUBSYSTEM	WD
CPR	CPR & FIRST AID FOR CHOKING	WD
CREP	CREW REPRESENTATIVE	WD
CWN	CWN HELICOPTER WORKSHOP	WD
D-100	ENTRY LEVEL DISPATCHER	WD
D-105	ENTRY LEVEL DISPATCHER	NWCC
D-110	DISPATCH RECORDER	NWCC
D-310	SUPPORT DISPATCHER	NWCC
D-410	SUPERVISORY DISPATCHER	WD
D-480	COORDINATOR	WD
D-510	SUPERVISORY DISPATCHER	NWCC
DFWK	DFMO WORKSHOP	WD
DSWK	DISPATCH WORKSHOP	WD
ECCT	EMERGENCY COMM.CTR TRAINING	WD
EMTR	EMERG. MEDICAL TECH REFRESHER	WD
ENGA	ENGINE ACADEMY	WD
F11A	INSTRUCTOR A	WD
F11B	INSTRUCTOR B	WD
FALC	CLASS C FALLER	WD
FESM	FIRE ECOSYSTEM MANAGEMENT	WD
FIRE1	FIRE EFFECTS 1	WD
FIRE2	FIRE EFFECTS 2	WD
FLBS	FIRELINE BLASTER	WD
FMAA	FIRE MGMT FOR AGENCY ADMINISTRATORS	WD

Report 13: Reference Codes, Courses by Code

**Menu option:** Reference Codes      Courses by Desc  
**Sample Output:**

Description	Code	Originator
1ST RESPONDER REFRESHER	1RESP	WO
ADVANCED ENGINE & HYDRAULICS MANAGEMENT	S-314	WO
ADVANCED FIRE BEHAV. CALC.	S-490	NWCG
ADVANCED FIRE PREVENTION	P-440	WO
ADVANCED INCIDENT MANAGEMENT	I-520	WO
ADVANCED POWER SAW	S-312	WO
AERIAL IGNITION WORKSHOP	AWK	WO
AERIAL ORTHOPHOTO ANALYSIS	S-241	WO
AERIAL RETARDANT APPLIC & USE	ARAU	WO
AGENCY SPECIFIC TRAINING	S-000	WO
AIR ATTACK GROUP SUPERVISOR	I-378	WO
AIR ATTACK MANAGEMENT	AAMG	WO
AIR ATTACK MANAGER	AAGM	WO
AIR OPERATIONS BRANCH DIRECTOR	I-470	WO
AIR SERVICE MANAGER-AIRPORT	S-351	WO
AIR SUPPORT GROUP SUPERVISOR	I-375	WO
AIR SUPPORT GROUP SUPERVISOR	J-375	WO
AIR TANKER COORDINATOR	I-376	WO
AIR TANKER COORDINATOR	J-376	WO
AIRCRAFT CHIEF OF PARTY/FLIGHT MGR	ACFM	WO
ANNUAL LE REFRESHER	ALERT	WO
APPLIED FIRE EFFECTS	RX-440	WO
AREA COMMAND	I-620	WO
Advanced Fire Behavior Interpretation	S-500	NWCG
Advanced Firefighter Training	S-131	NWCG
Advanced ICS	I-400	NWCG
Advanced Incident Management	S-520	NWCG
Advanced Management Concepts	S-401	NWCG
Advanced Supervision	S-381	NWCG
Advanced Fire Use Applications	S-581	NWCG
Air Operations Branch Director	S-470	NWCG
Air Tactical Group Supervisor	S-378	NWCG
Applied Fire Effects	RX-510	NWCG
Applied Interagency Incident Business Management	S-261	NWCG
Area Command	S-620	NWCG
BASE/CAMP MANAGER	I-254	WO
BASE/CAMP MANAGER	J-254	WO

Report 14: Reference Codes, Courses by Desc

**Menu option:** Reference Codes      **Jobs by Code**  
**Sample Output:**

Code	Description	Originator	Period
AAML	AGENCY AVIATION MIL. LIAISON	NIC	3
ABRO	AIRCRAFT BASE RADIO OPERATOR	NWCG	3
ACAC	AREA COMMAND AVIATION COORDINATOR	NWCG	3
ACCT	ACCOUNTING TECHNICIAN	NIC	5
ACDR	AREA COMMANDER	NWCG	5
ACLC	ASST. AREA COMMANDER, LOGISTICS	NWCG	5
ACMR	ASSISTANT CACHE MANAGER	NIC	5
ACPC	ASST. AREA COMMANDER, PLANNING	NWCG	5
ADDA	ADD TEAM LEADER CLASS A	NIC	5
ADDB	ADD TEAM LEADER CLASS B	NIC	5
ADDM	ADD TEAM MEMBER	NIC	5
AERO	AERIAL OBSERVER	NIC	3
AFUL	AVIATION FUEL SPECIALIST	NIC	3
AFUS	AERIAL FUSEE OPERATOR	NIC	3
AOBD	AIR OPS BRANCH DIRECTOR	NWCG	3
APTA	ADMIN. PAYMENT TEAM LEADER	NIC	5
APTM	ADMIN. PAYMENT TEAM MEMBER	NIC	5
ARCH	ARCHAEOLOGIST	NIC	5
AREP	AGENCY REPRESENTATIVE	NWCG	5
ASGS	AIR SUPPORT GROUP SUPERVISOR	NWCG	3
ATBM	AIRTANKER BASE MANAGER	NIC	3
ATCO	AIRTANKER F/W COORDINATOR	NWCG	3
ATGS	AIR TACTICAL GROUP SUPERVISOR	NWCG	3
AVIN	AVIATION INSPECTOR	NIC	3
BAEL	BAER TEAM LEADER	NIC	5
BCMG	BASE/CAMP MANAGER	NWCG	5
BIOL	BIOLOGIST	NIC	5
BNML	BATTALION MILITARY LIAISON	NIC	5
BUYL	BUYING TEAM LEADER	NIC	5
BUYM	BUYING TEAM MEMBER	NIC	5
CAMP	CAMP HELP	NIC	5
CANH	CANINE HANDLER	NIC	5
CASC	SUPPLY CLERK	NIC	5
CAST	SUPERVISORY SUPPLY CLERK	NIC	5
CCOO	COMPUTER COORDINATOR	NIC	5
CDER	COMPUTER DATA ENTRY RECORDER	NIC	5
CDSP	CACHE DEMOB SPECIALIST	NIC	5
CLIB	CLIMBER	NIC	5

Report 15: Reference Codes, Jobs by Code

**Menu option:** Reference Codes

**Jobs by Desc**

**Sample Output:**

Code	Description	Originator	Period
AAML	AGENCY AVIATION MIL. LIAISON	NIC	3
ABRO	AIRCRAFT BASE RADIO OPERATOR	NWCG	3
ACAC	AREA COMMAND AVIATION COORDINATOR	NWCG	3
ACCT	ACCOUNTING TECHNICIAN	NIC	5
ACDR	AREA COMMANDER	NWCG	5
ACLC	ASST. AREA COMMANDER, LOGISTICS	NWCG	5
ACMR	ASSISTANT CACHE MANAGER	NIC	5
ACPC	ASST. AREA COMMANDER, PLANNING	NWCG	5
ADDA	ADD TEAM LEADER CLASS A	NIC	5
ADDB	ADD TEAM LEADER CLASS B	NIC	5
ADDM	ADD TEAM MEMBER	NIC	5
AERO	AERIAL OBSERVER	NIC	3
AFUL	AVIATION FUEL SPECIALIST	NIC	3
AFUS	AERIAL FUSEE OPERATOR	NIC	3
AOBD	AIR OPS BRANCH DIRECTOR	NWCG	3
APTA	ADMIN. PAYMENT TEAM LEADER	NIC	5
APTM	ADMIN. PAYMENT TEAM MEMBER	NIC	5
ARCH	ARCHAEOLOGIST	NIC	5
AREP	AGENCY REPRESENTATIVE	NWCG	5
ASGS	AIR SUPPORT GROUP SUPERVISOR	NWCG	3
ATBM	AIRTANKER BASE MANAGER	NIC	3
ATCO	AIRTANKER F/W COORDINATOR	NWCG	3
ATGS	AIR TACTICAL GROUP SUPERVISOR	NWCG	3
AVIN	AVIATION INSPECTOR	NIC	3
BAEL	BAER TEAM LEADER	NIC	5
BCMG	BASE/CAMP MANAGER	NWCG	5
BIOL	BIOLOGIST	NIC	5
BNML	BATTALION MILITARY LIAISON	NIC	5
BUYL	BUYING TEAM LEADER	NIC	5
BUYM	BUYING TEAM MEMBER	NIC	5
CAMP	CAMP HELP	NIC	5
CANH	CANINE HANDLER	NIC	5
CASC	SUPPLY CLERK	NIC	5
CAST	SUPERVISORY SUPPLY CLERK	NIC	5
CCOO	COMPUTER COORDINATOR	NIC	5
CDER	COMPUTER DATA ENTRY RECORDER	NIC	5
CDSP	CACHE DEMOB SPECIALIST	NIC	5
CLIB	CLIMBER	NIC	5

Report 16: Reference Codes, Jobs by Desc

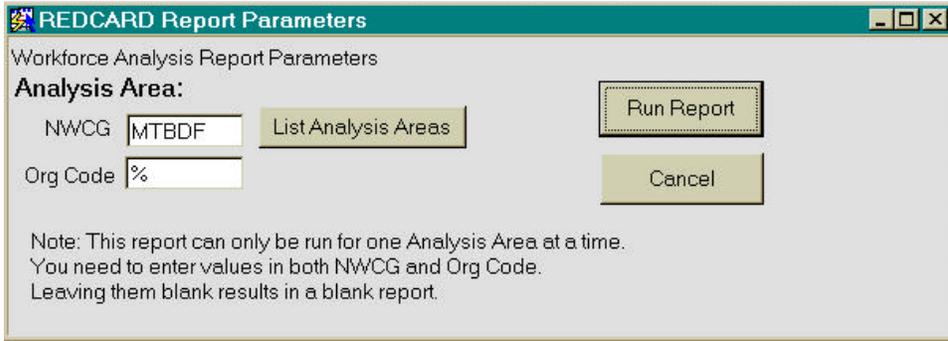
**Menu option:**

Workforce Analysis Report

**Parameters for Sample:**

Queried *NWCG and Org Code* from

database by selecting from the pick list in the List Analysis Areas. The Analysis Areas are defined in the Workforce Analysis Option. (See Chapter 5).



**REDCARD Report Parameters**

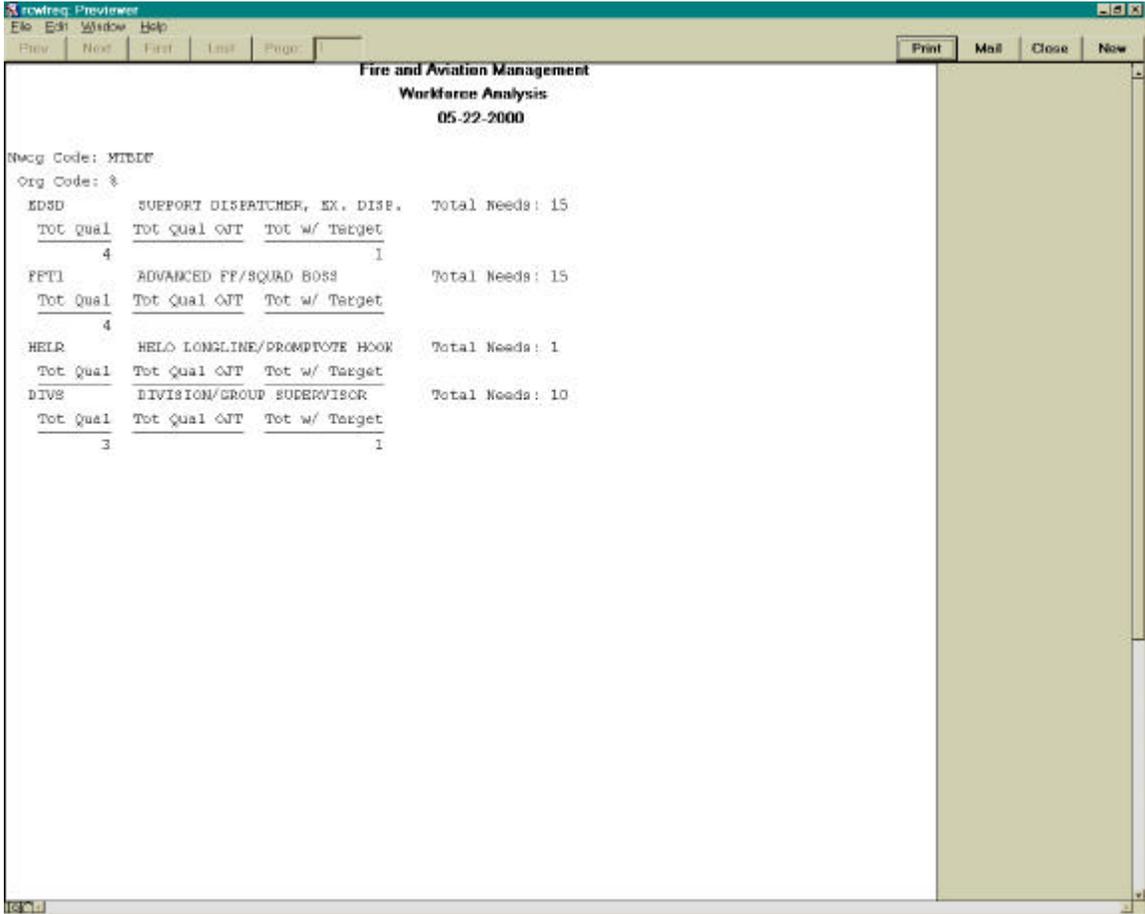
Workforce Analysis Report Parameters

**Analysis Area:**

NWCG

Org Code

Note: This report can only be run for one Analysis Area at a time.  
You need to enter values in both NWCG and Org Code.  
Leaving them blank results in a blank report.



**Fire and Aviation Management**  
**Workforce Analysis**  
**05-22-2000**

Nwcg Code: MTBDF  
Org Code: %

Job Title	Total Needs	Total Qual	Total Qual <GT	Total w/ Target
EDSD SUPPORT DISPATCHER, EX. DISP.	15	4		1
FPTI ADVANCED FF/SQUAD BOSS	15	4		
HELK HELIO LONGLINE/PROMPTOTE HOOK	1			
DIVS DIVISION/GROUP SUPERVISOR	10	3		1

Report 17: Workforce Analysis

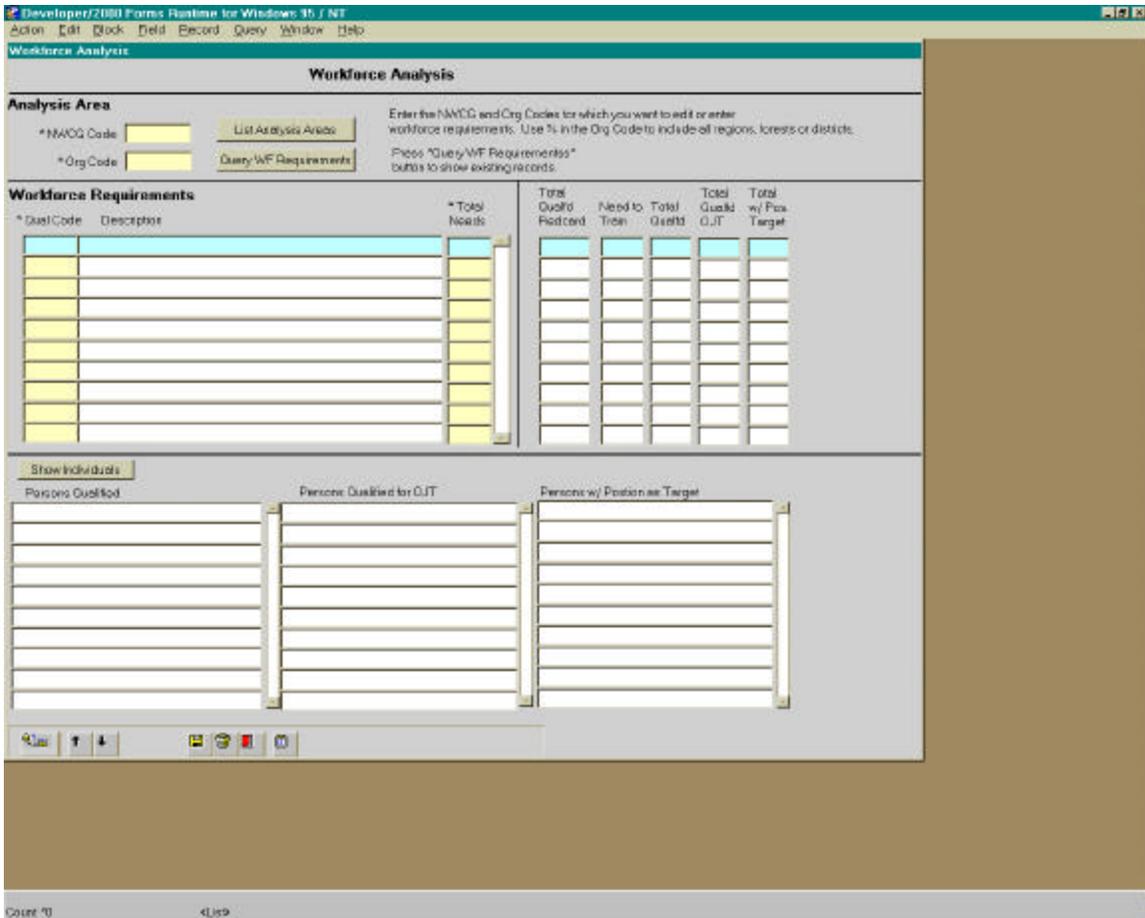
## 5 Chapter 5. Workforce Needs Analysis

Workforce Needs Analysis may be performed for an entire organization or for a smaller unit. The input required is the desired position for analysis and the potential number needed. The inputs are entered into the form, then the query process will analyze the existing workforce and produce results including the names of qualified individuals and trainees.

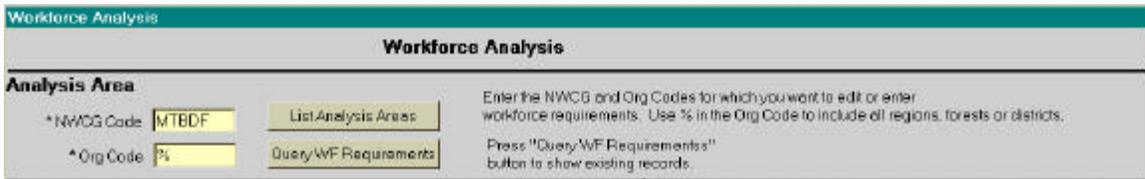
### 5.1 Analysis Process



On the main toolbar click WF Analysis. This will open the Workforce Analysis Screen.



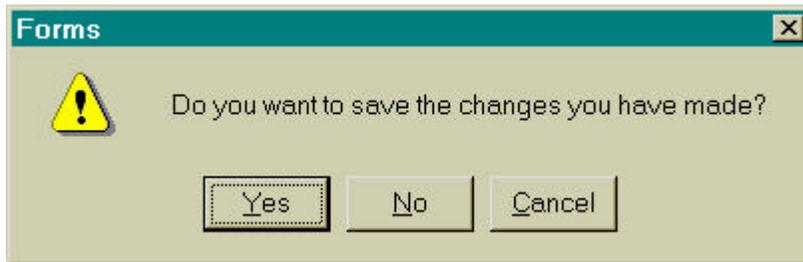
1. Enter the NWCG code the first time. The next time the form is entered click on List Analysis Areas and select the desired code.



2. In Org Code either enter a particular Org code or enter a “%” to get all of the units in the NWCG Code. The “%” can also be used with a partial code such as 08% or 0801%.

* Qual Code	Description	* Total Needs
EDSD	SUPPORT DISPATCHER, EX. DISP.	15
FFT1	ADVANCED FF/SQUAD BOSS	15
HELB		1

3. In the Workforce Requirements enter the desired mnemonic and the total needs. Click on the diskette to save and click Query WF Requirements.



4. The user will be prompted to save the items just entered. Click Yes and press <ENTER>.

Total Qualfd Redcard	Need to Train	Total Qualfd	Total Qualfd OJT	Total w/ Pos. Target
2	13	5	0	1
0	15	4	0	0

- The form will display the number of Qualified with the qualification showing on the REDCARD. The number needed to train, the total number qualified, the total number of trainees and those with the desired position in a target position.

Show Individuals		
Persons Qualified	Persons Qualified for OJT	Persons w/ Position as Target
ARVISH, NORBERT J - 012020 (1)		ARVISH, NORBERT J - 012020
AVERY, DAN - 012020 (1)		
BILLETER, TERESAA - 01204 (1)		
OWL WOODSY - 01200 (2)		
TEST, LUCY A - 01200 (1)		

- By pressing the Show Individuals button the names of the individuals and the qualification status is displayed.
- The data is now available to be printed using the Workforce Analysis Report.

## 6 Chapter 6 – Information Management

### 6.1 Redcard Information Standards and Policy

The Redcard system is designed to enforce standards in coding fire certification information. Reasons for enforcing standards within the Redcard system include:

- Insure compatibility of Redcard information throughout the agency and across agencies.
- Reduce errors in data entry and increase the integrity of the Redcard data.

The table below shows the information within Redcard that is standardized.

<b>Standard Item</b>	<b>Information included</b>	<b>Source of Standard</b>
<b>Jobs</b>	mnemonic, description, period of certification	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414
<b>Skills</b>	mnemonic, description, period of certification	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414. Locally defined codes.
<b>Fitness Levels</b>	rating, description, period of certification	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414
<b>Courses</b>	course number, description	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414. Locally defined codes. Field Managers Course Guide PMS-901-1, NFES 1260
<b>Job Prerequisites</b>	position mnemonic, required training, suggested training, experience, fitness level	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414
<b>Positions that Maintain Currency</b>	position mnemonic, currency position mnemonic	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414

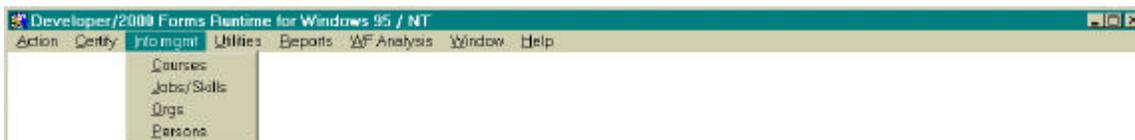
**Table 1: Standard Redcard Information**

The WO Fire and Aviation management is responsible for distributing and maintaining the standard Redcard information. Local standard codes can be added for Skills and Courses. Standards added locally are assigned the unique id of the computer in which they are created, so they can be distinguished from the national standards.

It is necessary to periodically update the standard codes associated with Redcard. These updates will be distributed by the WO. Locally created standard codes will not be affected by the updates.

## 6.2 Getting Started

1. Pick menu item "**Info Mgmt**" from the Redcards menu. Several options for Information Management are available as shown in the bottom screen.



### 6.3 Update Course Codes

The screenshot shows a Windows application window titled "Developer/2000 Forms Runtime for Windows 95 / NT" with a menu bar (Action, Edit, Block, Field, Record, Query, Window, Help). The main window is titled "Redcard Courses" and displays a table of "Local Courses" under the heading "FIRE AND AVIATION MANAGEMENT".

*Code	Description	*Originator	Period	Delete Date (mm/dd/yyyy)
A2FM	AIRCRAFT CHIEF OF PARTY/FLIGHT MGR	DCI		
CWN	CWIN HELICOPTER WORKSHOP	RD		
D-100	ENTRY LEVEL DISPATCHER	RD		03/29/2000
FUEL	FUELS SYMPOSIUM	RD		
HRSP	HUMAN RESOURCE SPEC. WORKSHOP	RD		
H2OP	HAZMAT/1ST RESPONDER OPERATION	RD		
H2RA	HAZMAT/1ST RESPONDER AWARENESS	RD		
M-335	PRINCIPLES OF PRESCRIBED FIRE	RD		03/28/2000
M-350	PRINCIPLES OF FUELS MANAGEMENT	RD		03/28/2000
PUWK	REG. PURCHASING AGENTS WORKSHOP	RD		03/28/2000
PWVC	REG. FIRE PREVENTION WORKSHOP	RD		03/28/2000
RAP	RAPPEL TRAINING	FOR	1	
S-591	FIRE BEHAVIOR ANALYST REFRESH	RD		03/30/2000
SUZ	fest	DIST	1	

At the bottom of the window, there is a toolbar with icons for search, up/down arrows, and other navigation functions.

1. Select menu item "**Courses**" from the Info Mgmt menu. When entering codes for the first time you will see a screen like the one above. Enter the course code, press <TAB> to advance to next fields, enter the information. If applicable, enter a delete date. The delete date indicates this code is not valid for new records that are added after the delete date.
2. If you have previously entered local codes, they will be displayed, otherwise no records will be displayed.
3. To add a new code, press **Insert (F6)** creating a blank record. Complete the fields, and press **Save** to commit the addition.
4. To edit an existing code move your cursor to the appropriate field needing changed and type over the current information with the new information, press **Save** to commit the edits.

***Local Courses Field Definitions***

**CODE:** Enter value for course code

**DESCRIPTION:** Text that describes the meaning of the course code.

**ORIGINATOR:** Enter value for which area is responsible for the course.

**PERIOD:** Leave blank for training courses.

**Delete Date:** The date the course code is no longer valid for new records. The code is retained in the system to provide a complete historical record.



***Job / Skills Field Definitions***

**CODE:** Enter value for job/skill code.

**DESCRIPTION:** Text that describes the meaning of the job/skill code.

**ORIGINATOR:** Enter value for which area is responsible for the job code.

**TYPE:** Skill or Job

**PERIOD:** The length of certification in years for the particular skill.

## 6.5 Persons

The screenshot shows a Windows 95/NT application window titled "Developer/2000 Forms Runtime for Windows 95 / NT". The main window is titled "Persons" and "FIRE AND AVIATION MANAGEMENT PERSONS". The form contains the following fields:

- \* SSN: 89212322
- \* Name: OWL (last), WOODSY (first), (middle)
- Job Title: WILDLIFE BIOD
- \* NVCG: MTEDF, Beaverhead/Deerlodge NF
- \* Organization: 01200, SO-
- Agency: FS
- Jet Port: [empty]
- Home Phone: [empty]
- Pager: [empty]
- Work Phone: (555)555-5555
- Other Phone: [empty]
- Elec. Addr: [empty]
- Travel Auth #: 00-1488426-M
- Approval Official: [checkbox]
- DOB: 12/12/1950 (mm/dd/yyyy)
- Weight: [empty]
- Height: [empty]
- Blood Type: [empty]
- Sex: [checkbox]
- Comments: [empty text area]

At the bottom left of the form, there are navigation buttons: a red checkmark, an up arrow, a down arrow, a database icon, a printer icon, a delete icon, and a save icon. The status bar at the bottom of the window displays "Count \*1".

1. Select menu item "**Persons**" from the Info Mgmt menu.
2. To Edit an existing record, click the Database button in the lower left-hand corner of the person's screen. Enter the query criteria for the person(s) you want to query from the database and click the Red Check Mark (located in the lower left-hand corner of the screen).
3. If you are entering a new record, press **Insert (F6)** and enter the appropriate information. The fields with an asterisk (\*) in front of the name are required entries.

***Person Information Field Definitions***

**SSN:** Mandatory. 9-digit social security number without dashes. Cannot be edited by a user. Must be corrected by a user with the Redcard Role or a FSDBA.

**LAST NAME:** Mandatory. Last name of individual. . Must be corrected by a user with the Redcard Role or a FSDBA.

**FIRST NAME:** Mandatory. First name of individual. . Must be corrected by a user with the Redcard Role or a FSDBA.

**MIDDLE NAME:** Optional. Middle name of individual. . Must be corrected by a user with the Redcard Role or a FSDBA.

**JOB TITLE:** Optional. Working title.

**ELECTRONIC ADDRESS:** Optional. The electronic address of individual (i.e.J.SMITH:R06F01D02A or [J.SMITH@AG.GOV](mailto:J.SMITH@AG.GOV))

**NWCG:** Mandatory. NWCG Code. Press (F9) to open the drop down list of choices.

**ORGANIZATION NAME:** Mandatory. The name of the organization of which the person is affiliated. Will automatically fill with the NWCG Code.

**ORGANIZATION CODE:** Mandatory. Organization code. Press (F9) to open the drop down list of choices.

**JET PORT:** Optional. Common code for the jet port located closest to the individual.

**HOME PHONE:** Home telephone number (for official use only). Enter the area code, then the 7 digit number in format xxx-xxxx.

**WORK PHONE NUMBER:** Optional. The phone number for each type. Enter the area code, then the 7 digit number in format xxx-xxxx.

**PAGER NUMBER:** Optional. The phone number for each type. Enter the area code, then the 7 digit number in format xxx-xxxx.

**OTHER PHONE:** Optional. The phone number for each type. Enter the area code, then the 7 digit number in format xxx-xxxx.

**ELECTRONIC ADDRESS:** Optional.

**TRAVEL Authorization Number:** Optional

**APPROVAL OFFICIAL:** Optional. Y (Yes)/blank

**DOB:** mm/dd/yyyy Optional.

**HEIGHT:** Optional. Person's height in inches.

**WEIGHT:** Optional. Person's weight in pounds.

**BLOOD TYPE:** Optional. Person's blood type.

**SEX:** Optional

**Comments:** Optional

## 6.6 Adding/Updating Organization Info

The screenshot shows a software interface for managing organizations. At the top, there's a title bar 'Organizations' and a subtitle 'FIRE AND AVIATION MANAGEMENT Organizations'. Below this, there are four search criteria: '\* ST- NWCG', '\* Name', '\* Agency', and 'GACC'. A 'List' button is positioned between the '\* Name' and '\* Agency' fields. The central part of the interface is a table with four columns: '\* Org. Code', '\* Organization Name', 'NWCG Dispatch', and 'Org Dispatch'. The table contains 15 rows, with the top row highlighted in cyan. At the bottom of the interface, there is a toolbar with several icons: a search icon, up and down arrow icons, a save icon, a trash icon, and a print icon.

1. Select menu item "**Orgs**" from the Info Mgmt menu.

For each of the organizations for which you have Redcarded individuals, you will need to assign an alias of NWCG and Agency. If an organization does not have the NWCG identified you will have problems with all reports and printing the Redcard. A list of NWCG three letter unit identifiers for all Forest Service organizations can be found in the publication Unit Identifies, NFES 2080.

### ***Alias Field Definitions***

**ST-NWCG Code:** Five-letter Identifier formed using two letter state designator and unit code from NFES 2080.

**NWCG Name:** Name as determined by five-letter unit identifier.

**Agency:** Agency Name

**GACC:** Geographic Area Identifier

**Org. Code:** Organization code

**Organization Name :** Organization Name

**NWCG Dispatch:** Five-letter Identifier for the Dispatch Center that is the primary dispatch center for the organization.

**Org. Dispatch:** Organization code for the Dispatch Center

## 7 Chapter 7. Role Based Access Management

### 7.1 *Redcard Role Definitions*

The Redcard system has the following roles defined:

#### **RC\_INFO\_MGMT ( Redcard Information Management)**

Person(s) with this role perform data administration for standard information contained within the Redcard system such as local course codes. With this role, a person could also update, insert, delete, and select Redcard person and organization information. Sensitive information accessed by this role includes social security number, height, weight and blood type.

#### **RC\_APPROVAL (Redcard Approve Certifications)**

Person(s) with this role can approve or unapprove certifications for individuals which includes training, experience, qualifications, target position, task books and fitness.

#### **RC\_CERTIFY**

Person(s) with this role can update, insert, delete, and select on certifications for any individual in the system which include qualifications, training, experience, target position, task books and fitness. This role cannot approve new certifications or changes to existing certifications.

### **RC\_NATIONAL\_SUPPORT**

This role would be given to the person(s) at National Redcard Support in charge of maintaining the Redcard application. Select, insert, update and delete access would be given on all Redcard tables to persons with this role.

Specific functions by role are outlined as follows:

#### **RC\_INFO\_MGMT**

- Enter Forest Service and other agency persons into the database
- Enter Forest Service and other agency organizations into the database
- Enter addresses and organization aliases
- Enter social security number, height, weight and blood type
- Produce Redcards
- Produce misc reports for dispatch, training and qualifications analysis
- Maintain local course and skill codes and accompanying information.

#### **RC\_APPROVAL**

- Approve qualifications, training, fitness level, task books and target position.
- Perform training needs analysis.

#### **RC\_CERTIFY**

- Record fire job, ojt and special skill qualifications. Record fire experience.
- Record training needs and completed training.
- Record fitness level.
- Record task books initiated and completed.
- Record target position.
- Produce misc reports for dispatch, training, and qualification analysis.
  - Perform training needs analysis