

Fire Qualifications System (REDCARD)

User's Guide

June 2003



Redcard

Version 4



USFS Fire and Aviation Management

Training and Qualification Tool

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1 REDCARD

1.1 Overview

Redcard maintains and provides access to the Incident Command System qualifications of people. Specifically, it tracks fire certifications (training, experience, qualifications, task books, target positions, and fitness) for both Forest Service (FS) and non-FS personnel. Redcard also produces the Redcard report, workforce analysis information, and allows planners to respond to changing resource needs to reduce overall suppression costs, and provide appropriate resource training. Redcard is a mandatory application of all units issuing Redcards. Redcard is in compliance with the National Wildlife Coordinating Group (NWCG) Wildland and Prescribed Fire Qualification System Guide, PMS 310-1 and is in compliance with the Fire and Aviation Management Qualifications Handbook, FSH 5109.17.

Redcard performs 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.

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 following roles are 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

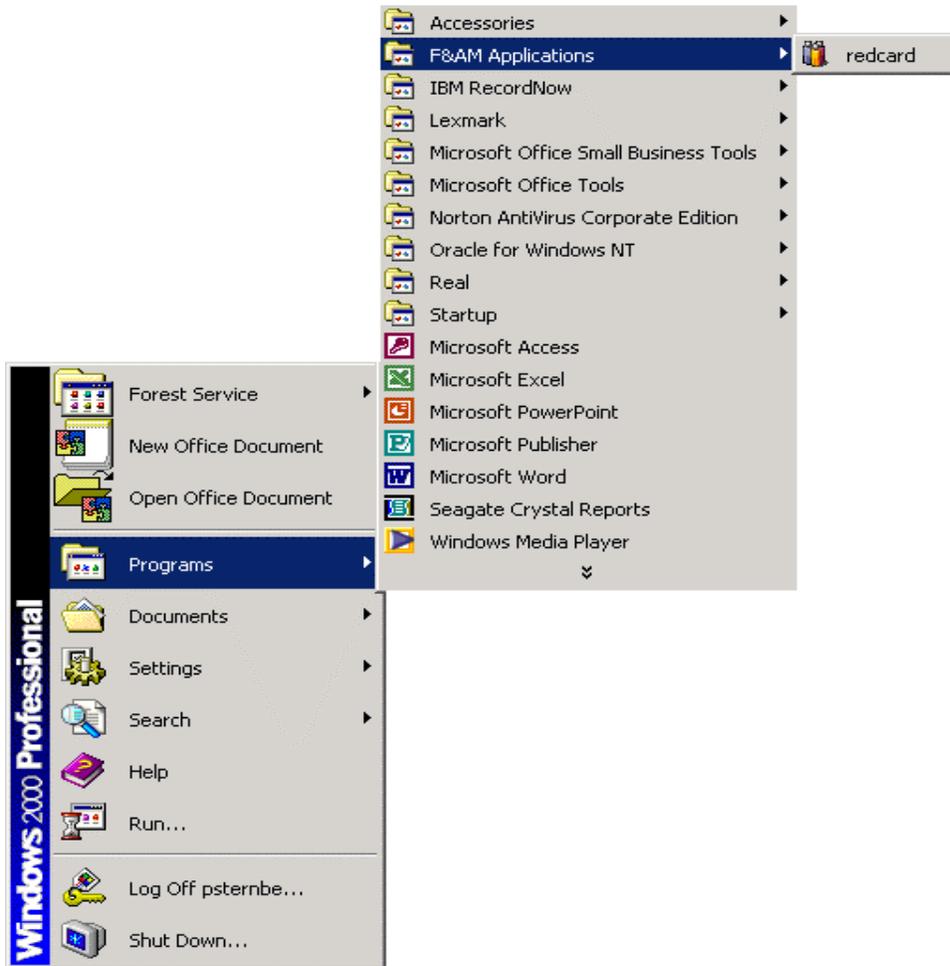
This role is given to the person(s) in charge of maintaining the Redcard application. Select, insert, update and delete access is granted on all Redcard tables to persons with this role.

RC REPORTS

Person(s) with this role can run all reports within Redcard except the Redcard report. This role is for persons needing to view Redcard information but does not need edit capability.

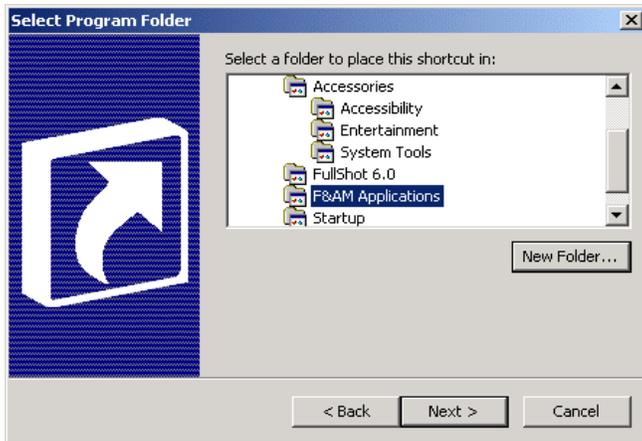
Menu Item	RC_APPROVAL	RC_CERTIFY	RC_INFO_MGMT	RC_MANAGER	RC_REPORTS
Action	Y	Y	Y	Y	Y
Change Password	Y	Y	Y	Y	Y
Role Mgmt				Y	
Exit	Y	Y	Y	Y	Y
Certify	Y	Y		Y	
Quals	Y	Y		Y	
Training	Y	Y		Y	
Experience	Y	Y		Y	
Target Pos	Y	Y		Y	
Task Book	Y	Y		Y	
Fitness/Refresher	Y	Y		Y	
Info Mgmt			Y	Y	
All Courses				Y	
Local Courses			Y	Y	
All Jobs/Skills				Y	
Local Jobs/Skills			Y	Y	
Job Prereqs 310				Y	
Job Prereqs 5109				Y	
Orgs			Y	Y	
Persons			Y	Y	
Reports	Y	Y	Y	Y	Y
Redcard	Y	Y	Y	Y	
Master Record	Y	Y	Y	Y	Y
IDP	Y	Y	Y	Y	Y
Personnel List	Y	Y	Y	Y	Y
Dispatcher's List	Y	Y	Y	Y	Y
Qual Reports	Y	Y	Y	Y	Y
Persons Qualified	Y	Y	Y	Y	Y
Trainees Qualified	Y	Y	Y	Y	Y
Quals to Expire	Y	Y	Y	Y	Y
No. Qualified	Y	Y	Y	Y	Y
No. Trainees Qualified	Y	Y	Y	Y	Y
Training Planned	Y	Y	Y	Y	Y
Fitness Status	Y	Y	Y	Y	Y
Task Book Summary	Y	Y	Y	Y	Y
Reference Codes	Y	Y	Y	Y	Y
Courses by Code	Y	Y	Y	Y	Y
Courses by Desc	Y	Y	Y	Y	Y
Jobs by Code	Y	Y	Y	Y	Y
Jobs by Desc	Y	Y	Y	Y	Y
Workforce Analysis	Y	Y	Y	Y	Y
Workforce Analysis	Y	Y		Y	
Help	Y	Y	Y	Y	Y

1.3 Accessing REDCARD

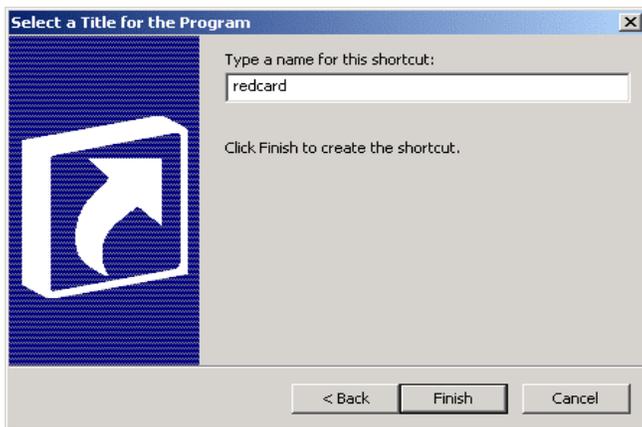


1. From the desktop, select Start→Programs→F&AM Applications→Redcard.
2. To create a short cut to bypass the Start menu, create the 'F&AM Applications' program group, if it doesn't exist.
 - a) Right click on your Desktop Taskbar in a blank space and select Properties. The Taskbar properties will display.
 - b) Select the Advanced tab, click on Add.
 - c) Enter c:\fsapps\fsprod\fam\redcard\redcard.lnk in the "location of the item" window or select Browse and navigate to c:\fsapps\fsprod\fam\redcard and select the REDCARD shortcut. Select Next.
 - d) 'Programs' will be selected in the Select Program Folder window. Scroll to and select 'F&AM Applications'. Select Next.

- e) If the 'F&AM Applications' does not exist in the Programs folder, select New Folder and call the folder 'F&AM Applications'. Select Next.



- f) Enter 'REDCARD' when asked to select a name for the shortcut and select Finish. If the shortcut already exists, select 'Yes' to replace it.



- g) Click OK in the Taskbar and Start Menu Properties window.
- h) Close all open windows.
3. Enter your non-OPSS\$ Oracle username and press the TAB key. Enter your password and press the TAB key. Enter the server database alias and press enter, or select the 'Connect' button. Contact your local system administrator if you do not know the server database alias where the Redcard database resides.

Logon [X]

Username: sbear

Password: [REDACTED]

Database: idb

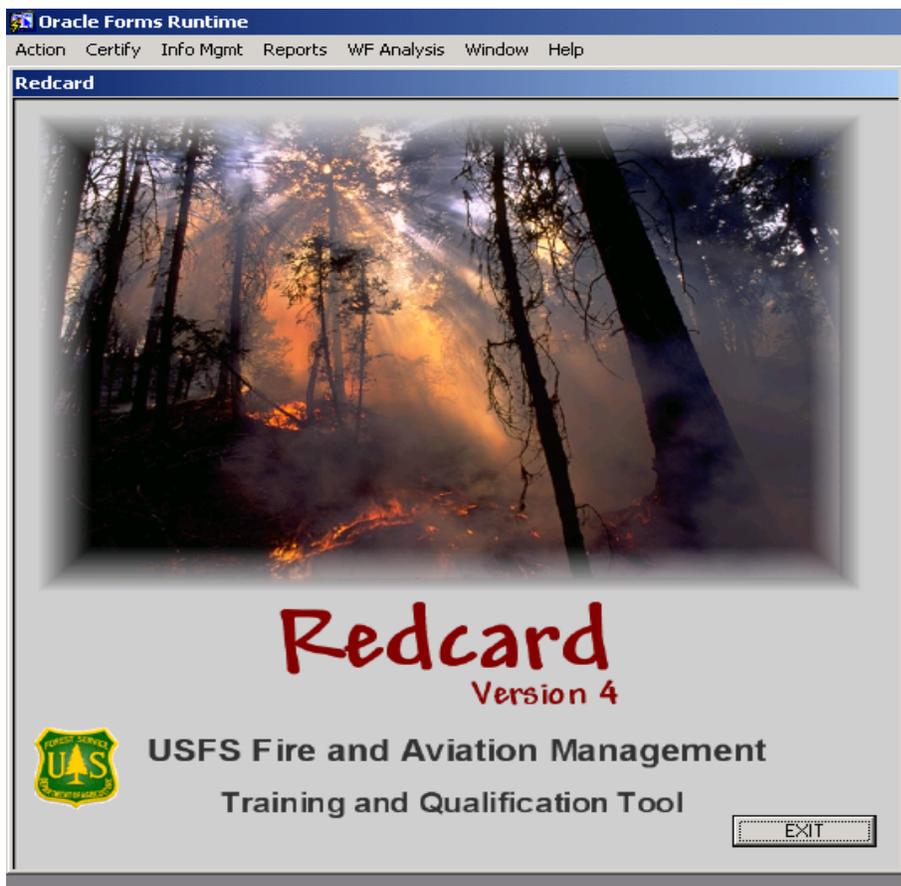
Connect Cancel

1.4 Navigation through the Redcard Menu

Following is the REDCARD Entry Screen. Each Redcard menu contains one or more menu options or commands that allow you to display specific REDCARD forms or perform a specific function. You may select a menu option or command whenever the REDCARD menu bar is displayed. *When a menu options appears dimmed, it is unavailable to your access role.*

To navigate through out the program the user may select the appropriate word (i.e. Certify, Info gmt) with the mouse.

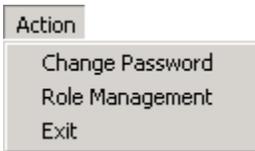
The other option is to use Accelerator keys. Accelerator keys are displayed as an underlined letter on the screen; for example, A is the accelerator for the Action selection. Press the ALT key, then the accelerator key to trigger an action; for example, ALT+C shows the Action menu.



Action

The Action menu allows you to perform the following functions:

- change your password
- if authorized, assign access roles.



Certify

The Certify menu option allows you to update qualifications, training, experience, physical fitness, task books, and target positions.

Info Mgmt

The All Courses and All Jobs/Skills menu options allow you to view all national and local courses and all jobs and skills.

The Local Courses and Local Jobs/Skills options allow you to view, insert, update, and delete local courses and local jobs and skills.

The Job Prereqs 310 option provides specific job prerequisite details as identified in the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1.

The Job Prereqs 5109 option provides specific job prerequisite details as identified in the FSH Fire and Aviation Management Qualifications Handbook, 5109.17.

The Orgs and Persons menu options allow you to view, insert, update, and delete organizations and persons.



Reports

See Section 4 for specific details about each report.

Reports

- Redcard
- Master Record
- Master Record w/ Qual Check
- IDP
- Personnel List
- Dispatcher List
- Qual Reports ▶
- Training Planned
- Training Completed
- Fitness Status
- Task Books
- Reference Codes ▶
- Workforce Analysis

Reports

- Redcard
- Master Record
- Master Record w/ Qual Check
- IDP
- Personnel List
- Dispatcher List
- Qual Reports ▶**
 - Persons Qualified
 - Trainees Qualified
 - Quals to Expire
 - No. Qualified
 - No. Trainees Qualified
- Training Planned
- Training Completed
- Fitness Status
- Task Books
- Reference Codes ▶
- Workforce Analysis

Reports

- Redcard
- Master Record
- Master Record w/ Qual Check
- IDP
- Personnel List
- Dispatcher List
- Qual Reports ▶
- Training Planned
- Training Completed
- Fitness Status
- Task Books
- Reference Codes ▶**
 - Courses by Code
 - Courses by Desc
 - Jobs by Code
 - Jobs by Desc
- Workforce Analysis

Workforce Analysis

The Workforce Analysis option provides planners with a tool to ensure that the appropriate number of qualified personnel are available for a given position.

Help

The Help menu allows you to perform the following functions:

- display informational error messages
- show available function keys



1.5 Query Features

A query is an operation that allows the operator to select, obtain, and bring rows of information into the workspace.

Enter Query



When the yellow database/“?” button is visible, it means the form is not in query mode, but rather editing or inserting data may be completed at this time. Enter query may also be invoked by pressing <F7>.

Execute Query



When the red check mark is visible, this indicates the form is already in query mode and is waiting for instruction. Selecting the red check mark will execute the query. Clicking the yellow database/“x” button will exit query mode. Queries may also be executed by pressing <F8>.

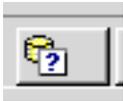
Buttons



Signifies the form is waiting for search criteria and is ready to be executed.



Cancels query mode.



Data entry mode, press this button to enter query 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 eraser to delete the current record.



Click the blue door to exit the form.



Click the list values for a list of valid values or press <F9>.

1.6 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.

The screenshot shows the Oracle Forms Runtime window titled "Persons". The form is for "FIRE AND AVIATION MANAGEMENT PERSONS" and is dated "11-APR-2003". The current record is highlighted in blue. The form contains the following fields:

* SSN	1234567
* Name	ADWL WOODSY A
	(last) (first) (middle)
Job Title	FIRE MANAGER
* NWCG	ORDEF Deschutes National Forest
* Organization	60105 Sisters RD
Agency	USFS
Jet Port	BOI
Home Phone	2086661234
Pager	
Work Phone	2083331111
Other Phone	
Elec. Addr	
Travel Auth #	
* Qualification Standard	FSH
Approval Official	<input type="checkbox"/>
DOB	12/20/2001
	(mm/dd/yyyy)
Weight	20
Height	1
Blood Type	Z+
Sex	M
Comments	

Record: 1/18

Note the “*” beside the fields for Social Security Number, Name, NWCG, Organization and Qualification Standard. These are required fields in this form. This is a single record form.

1.7 Change Password

A Redcard user can change their password by selecting Action/Change Password.

The Change Password screen will be displayed. Enter the Old Password, New Password and Retype the New Password. Select “Change” to make the password change permanent. Select “Exit” to leave this screen.

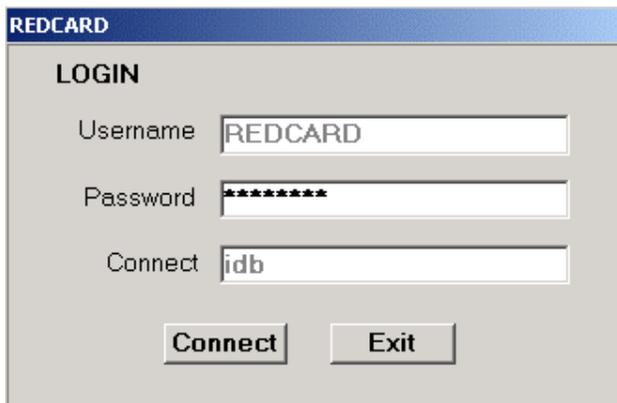


The screenshot shows a window titled "REDCARD" with a "Change Password" dialog box. The dialog box has a title bar with the text "REDCARD" and standard window control buttons (minimize, maximize, close). The main area of the dialog box is titled "Change Password" and contains three text input fields: "Old Password", "New Password", and "Retype New Password". Below the input fields are two buttons: "Change" and "Exit".

1.8 Role Management

Redcard roles can be granted to other users by selecting Action/Role Management.

The login screen will be displayed after selecting Role Management. You must login with the user account REDCARD. Enter the password and press “Connect” to continue.



The screenshot shows a window titled "REDCARD" with a "LOGIN" dialog box. The dialog box has a title bar with the text "REDCARD" and standard window control buttons (minimize, maximize, close). The main area of the dialog box is titled "LOGIN" and contains three text input fields: "Username" (containing "REDCARD"), "Password" (containing "*****"), and "Connect" (containing "idb"). Below the input fields are two buttons: "Connect" and "Exit".

The Role Administration screen will be displayed. Enter the username of the person you want to grant a Redcard role, then select the role from the pick list. Continue entering users as desired. Press “OK” when you are finished and the users will be granted the roles you have specified.

The screenshot shows a window titled "ROLES" with a sub-header "Role Administration". It contains a table with two columns: "Username" and "Roles". The "Username" column has five rows with the following values: FCHANDLE, PSTERNBE, SRITTENH, SSHEPARD, and TLAMOURE. The "Roles" column has five rows with the following values: Approval, Manager, Certify, Reports, and Manager. Below the table are three buttons: "OK", "Cancel", and "Exit".

Username	Roles
FCHANDLE	Approval
PSTERNBE	Manager
SRITTENH	Certify
SSHEPARD	Reports
TLAMOURE	Manager

2 Data Entry

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 the Oracle Developer Forms Runtime interface for the 'Organizations' form. The title bar reads 'Oracle Developer Forms Runtime'. The menu bar includes 'Action', 'Edit', 'Query', 'Block', 'Record', 'Field', 'Window', and 'Help'. The form title is 'FIRE AND AVIATION MANAGEMENT Organizations'. Below the title, there are four input fields: '* ST-NWCG', '* Name', '* Agency', and 'GACC'. Below these fields is a table with the following columns: '* Org. Code', '* Organization Name', 'NWCG Dispatch', and 'Org Dispatch'. The table has 15 rows, with the first row highlighted in cyan and the rest in yellow. A toolbar with icons for help, save, delete, insert, and navigation is at the bottom.

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 http://www.nifc.gov/news/unit_id/

* ST- NWCG	* Name	* Agency	GACC
ORBIC	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	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

Oracle Forms Runtime

Action Edit Query Block Record Field Window Help

Persons

FSDBA FIRE AND AVIATION MANAGEMENT PERSONS 11-APR-2003

* SSN 1234567

* Name ADWL WOODSY A
(last) (first) (middle)

Job Title FIRE MANAGER

* NWCG ORDEF Deschutes National Forest

* Organization 60105 Sisters RD

Agency USFS

Jet Port BOI

Home Phone 2086661234

Pager

Work Phone 2083331111

Other Phone

Elec. Addr

Travel Auth #

* Qualification Standard FSH

Approval Official

DOB 12/20/2001
(mm/dd/yyyy)

Weight 20

Height 1

Blood Type Z+

Sex M

Comments

Record: 1/18

Click on Info Mgmt, Persons will open the Persons form. The form will automatically open in enter query mode. To enter a new person cancel the query and 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. Social Security Number, First and Last Name, NWCG Code, Organization, Agency and Qualification Standard are required fields.

The “Qualification Standard” indicates whether the person’s qualifications will be evaluated against the NWCG PMS 310-1 Guide on the FS 5109.17 handbook.

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 Eraser toolbar button 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	Delete Date (mm/dd/yyyy)
BTOP	Boat Operator	RO	
EMT1	Emergency Medical Tech 1	FOR	
ENOP	BLM Engine Academy	FOR	
HRSP	human resources	FOR	
M411	Advanced Fire Management	FOR	
RXCM	Prescribed Burn Crew Member	FOR	06/29/2001

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.

and press <F9>. Select the desired official and respond Yes). To expand the approved field, click on the “Aprv+” button at the top of the column.

- **Cmnts** (comments) may be added. To expand the comment box, click on the “Cmnt+” button at the top of the column. 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”, “LAPSED (F)” 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. If the persons fitness is expired or not adequate for the position, then “LAPSED (F)” is displayed. 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.

Certification Edits and Checks for Qualifications:

1. Trainee (OJT) positions are created by the system when a task book is created.
2. When a task book is completed, the OJT position is updated to a type JOB.
3. JOB qualification currency is maintained when an experience is recorded for any position that would maintain the qualification’s currency. The qualification expiration date is increased by the certification period (years) for the position. The list of jobs that maintain currency for a position can be found in the PMS 310-1 or FSH 5109.17.

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.



2.5 Training and Task Books

Training *Course	Description	Sched.	Compl.	Aprv+	Cmnt+	Status
D-310	SUPPORT DISPATCHER	04/15/2002		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/dd/yyyy format. The status will display planned. Enter Comments if desired.

Training *Course	Description	Sched.	Compl.	Aprv+	Cmnt+	Status
D-310	SUPPORT DISPATCHER	04/15/2002	04/15/2002	Y	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	04/15/2002		Y	N	INITIATED

After the taskbook has been saved, an OJT Qualification is automatically created for the position.

An OJT for EDSD 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.

Oracle Developer Forms Runtime											
Certify											
User: REDCARD										Approval Role: Y	
ACOWL		WOODSY		A		USFS		PMS			
last name		first		m.		agency		qual std			
ORDEF		60105		Sisters RD				Approving Official			
nwcg		organization						RITTENHOUSE		SPUD 02/21/2003	
Qualifications											
*Type	*Code	Description	Effective	Expires	Aprv+	Cmnt+	Status	Best Pos.			
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	01/01/2001	01/01/2004	Y	Y	CURRENT	1			
OJT	EDSD	SUPPORT DISPATCHER, EX. DISP.	04/15/2002	04/15/2005	N	N	CURRENT				

When the Task Book is completed and approved the OJT Qualification is updated to a JOB qualification with an effective date derived from the task book completed date.

The screenshot displays the Oracle Developer Forms Runtime interface. At the top, the title bar reads "Oracle Developer Forms Runtime". Below it, a menu bar includes "Action", "Certify", "Info mgmt", "Reports", "WF Analysis", "Window", and "Help".

The main form area is titled "Certify" and contains several input fields:

- User: REDCARD
- Approval Role: ?
- last name: AOWL, first: WOODSY, m: A, agency: USFS, qual std: PMS
- Approving Official: RITTENHOUSE, SPUD, 02/21/2003
- nwcg: ORDEF, organization: 60105, Sisters RD

A "Task Book" table is visible, with the following data:

* Code	Description	Started	Compl.	Aprv+	Cmnt+	Status
EDSD	SUPPORT DISPATCHER, EX. DIS	04/15/2002	09/01/2002	Y	N	COMPLETE

A "Forms" dialog box is overlaid on the table, containing 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 of the form, there is a toolbar with icons for navigation and actions, including "Approve Block", "Approve All", and "Update Existing Approvals".

The status bar at the very bottom shows "Enter persons last name" and "Record: 1/1".

2.6 Experience

The screenshot shows the 'Certify' screen in Oracle Developer Forms Runtime. The user is REDCARD. The person being certified is ACOWL WOODSY, A, USFS, PMS. The organization is 60105 Sisters RD. The approving official is RITTENHOUSE, SPUD, dated 02/21/2003. The 'Experience' table is as follows:

*Type	*Code	Description	First	Last	#Op	Apprv	Comnt
JOB EXP	EDRC	DISPATCH RECORDER, EX DI	01/01/2001	01/01/2001	1	Y	N
JOB EXP	EDSD	SUPPORT DISPATCHER, EX D	02/01/2003	02/01/2003	3	Y	N

Enter the job experience record for EDSD. 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 the EDSD Expiration date was updated to 2/01/2006.

The screenshot shows the 'Certify' screen in Oracle Developer Forms Runtime. The user is REDCARD. The person being certified is ACOWL WOODSY, A, USFS, PMS. The organization is 60105 Sisters RD. The approving official is RITTENHOUSE, SPUD, dated 02/21/2003. The 'Qualifications' table is as follows:

*Type	*Code	Description	Effective	Expires	Apprv	Comnt	Status	Best Pos.
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	01/01/2001	01/01/2004	Y	Y	CURRENT	1
JOB	EDSD	SUPPORT DISPATCHER, EX. DISP.	09/01/2002	02/01/2006	Y	N	CURRENT	

When JOB experience records are approved, the program will maintain currency for JOB qualifications that are the same position being approved and also for any other qualifications for which the position will maintain currency. The corresponding qualification's expiration date is updated to the date just entered for the experience plus 3 or 5 years depending on the position. Please note that the positions that are maintained are based on those listed for each position in either the PMS 310-1 or FSH 5109.17. The hierarchy implied with currency is not built into Redcard, so other positions not listed in the currency section of the handbooks will not be updated.

2.7 Target Positions

Oracle Developer Forms Runtime

Action Certify Info mgmt Reports W/F Analysis Window Help

Certify

User: REDCARD Approval Role:

AOWL WOODSY A USFS PMS
 last name first m. agency qual std

ORDEF 60105 Sisters RD Approving Official
 nwcg organization RITTENHOUSE SPUD 02/21/2003

Target Position * Code	Description	Refresh Prereqs	Start	Completed	Apprv	Comnt
EDSD	SUPPORT DISPATCHER, EX. DISP.		01/01/2002		N	N

Req. Training:

		Planned	Completed	
NONE				

Sug. Training:

D-310	SUPPORT DISPATCHER	04/15/2002	04/15/2002	Y
J-200	BASIC ICS			

Experience...

			Last Experience	
EDSD	Pos. performance as Support Dispatcher, Ex. Disp.		09/01/2002	Y
EDRC	Dispatch Recorder, Ex. Disp.		01/01/2001	Y

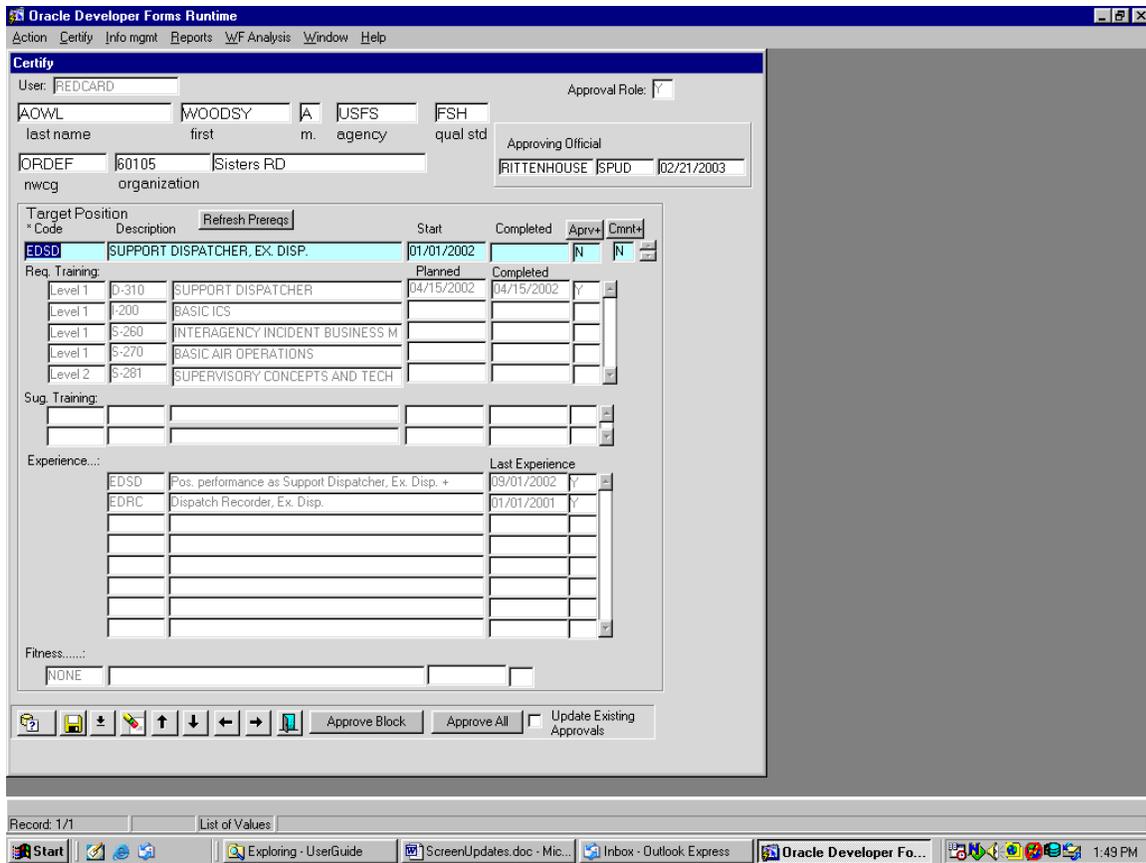
Fitness.....
 NONE

Update Existing Approvals

Record: 1/1 List of Values

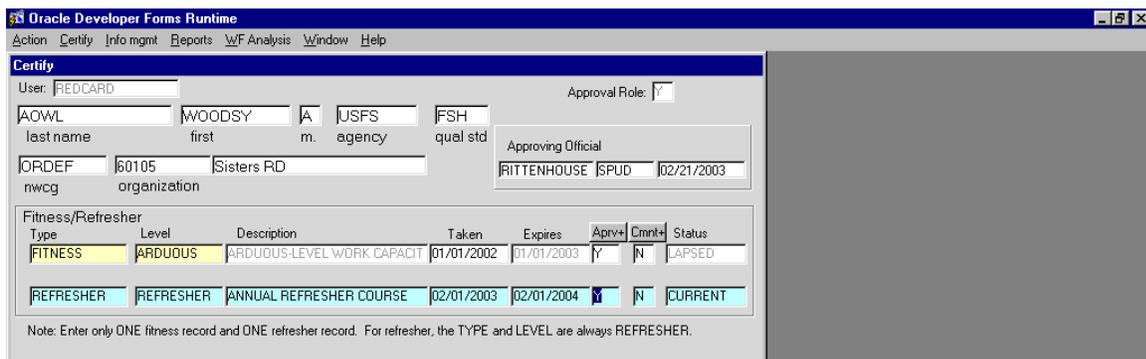
Start Exploring - UserGuide ScreenUpdates.doc - Mic... Inbox - Outlook Express Oracle Developer Fo... 1:43 PM

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. The display is based on the person's qualification standard. If Woodsy Owl's Qualification Standard was FSH instead of PMS, the target position display would be as shown on the next page.



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.

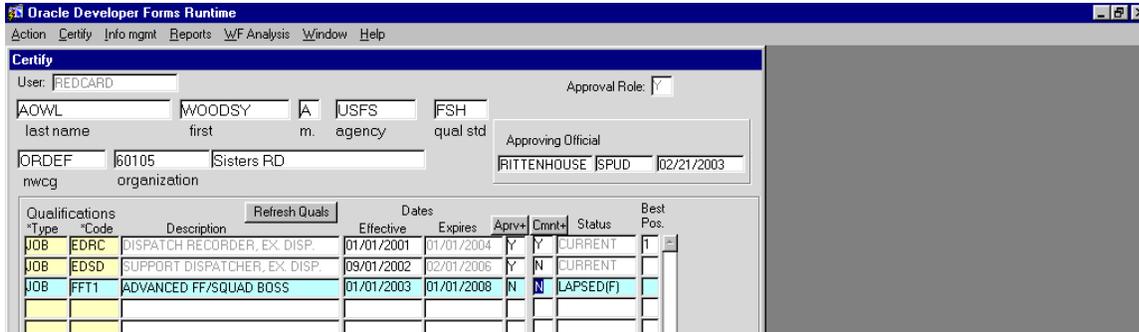
2.8 Fitness and Annual Refresher



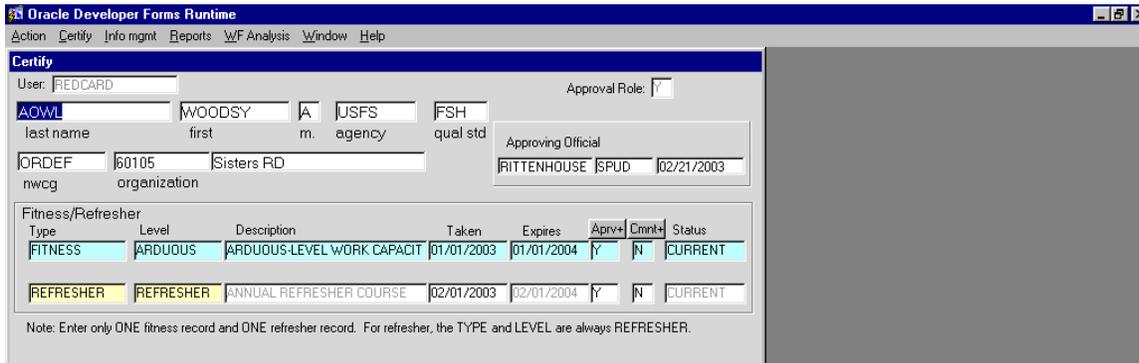
Selecting the fitness level enters fitness records. In the Fitness Level box press <F9> to see a list of choices. Select the appropriate choice. Enter the date taken press <TAB> and the expiration date will display. The status will display as well as the Approval and any comments. In this case the status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

Selecting the Type enters annual Refresher records. Press <F9> to open the drop down box and select Refresher, the Level and the Description fields will auto populate when you tab through those fields. 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.

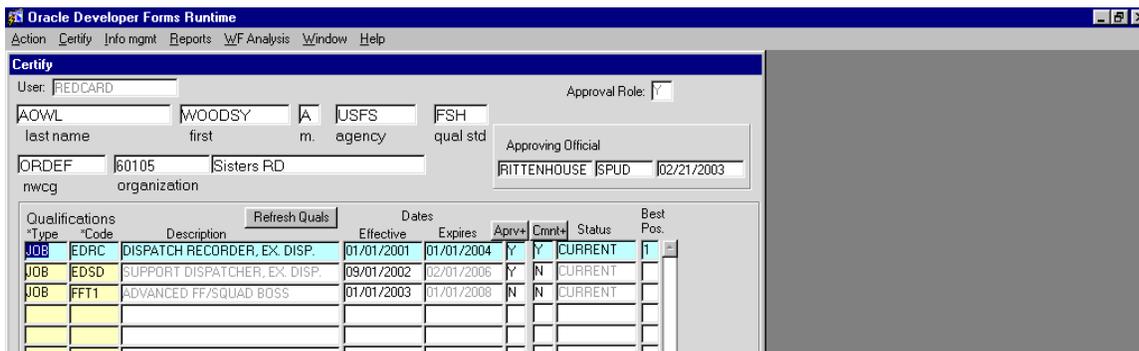
In the Qualifications Screen notice that the FFT2 qualification is displaying a status of LAPSED(F). This means the qualification is current for experience and training; however, the fitness requirement is lacking.



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



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



2.9 Approvals

In order to approve qualifications, experience, training, fitness records, target positions, and task books the person entering Redcard data must have the “RC Approval” role. The user “Redcard” assigns the person the “RC Approval” role. The person with the “RC Approval” role is not the person that signs the REDCARD, but is the person that has been assigned the responsibility of inputting REDCARD data. To verify that a user has the “RC Approval” role, ensure that the Approval Role block is populated with a ‘Y’ on the Persons screen.

Approvals must be accomplished before any qualifications can be printed on the REDCARD.

Persons

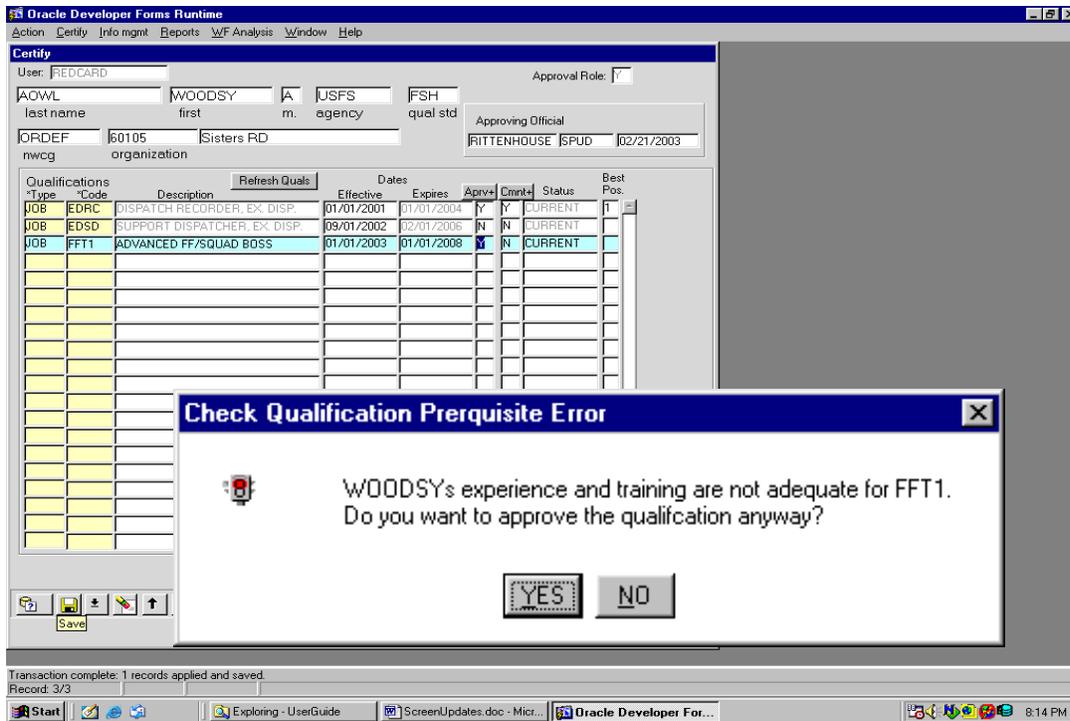
User: Approval Role:

In addition, the Approving Official block must be populated. If this box is empty, the approvals will not be saved. See section 2.9.

Approving Official

Qualifications			Dates		Aprv+	Cmnt+	Status	Best Pos.
*Type	*Code	Description	Effective	Expires				
JOB	EDRC	DISPATCH RECORDER, EX. DISP.	01/01/2001	01/01/2004	N	Y	CURRENT	1
JOB	EDSD	SUPPORT DISPATCHER, EX. DISP.	09/01/2002	12/01/2006	N	N	CURRENT	
JOB	FFT1	ADVANCED FF/SQUAD BOSS	01/01/2003	01/01/2008	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.



The Redcard program has position requirements from the PMS 310-1 and FSH 5109.17 loaded for each position (with the exception of technical specialist positions).

When approving JOB qualifications, Redcard checks the position requirements in either the 310-1 or the 5109.17 according to the Qualification Standard defined for the individual. The user will be notified if experience, training, or fitness are lacking with a message similar to the one above.

The qualifications can still be approved; however, the user will be prompted to enter a comment with reasons for approval (i.e. historical recognition, etc.). Instead of approving the qualification, you may want to determine what training, experience or fitness the individual lacks for the position and take the appropriate action.

2.10 Approving Official

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

Persons

User:

Approval Role:

last name first m. agency

nwcg organization

Approving Official

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 Persons definition area.

3 Producing Redcards

3.1 Getting Started

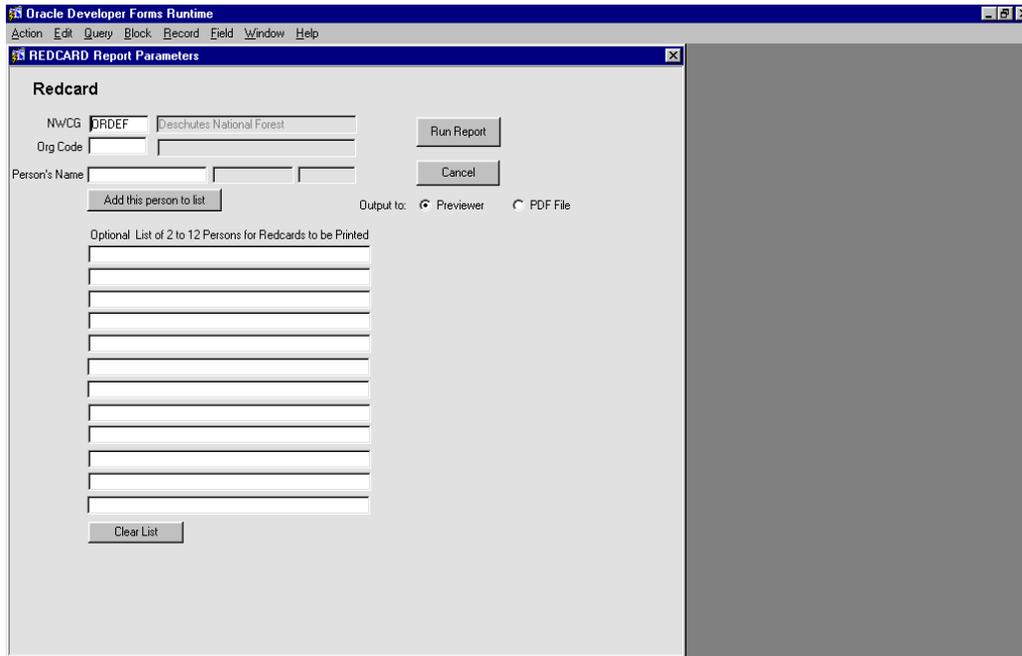
1. Select “**Reports / Redcard**” from the toolbar. See section 3.2 and 3.3 for producing Redcards by unit or for a person.

The screenshot shows the Oracle Developer Forms Runtime window with the menu bar (Action, Edit, Query, Block, Record, Field, Window, Help) and a toolbar. The main window displays the "REDCARD Report Parameters" dialog box. The dialog box has a title bar "REDCARD Report Parameters" and a close button. The main area is titled "Redcard" and contains the following elements:

- Input fields for "NWCG" and "Orig Code".
- Input fields for "Person's Name".
- Buttons for "Run Report" and "Cancel".
- An "Add this person to list" button.
- Output options: "Output to:" with radio buttons for "Previewer" (selected) and "PDF File".
- A section titled "Optional List of 2 to 12 Persons for Redcards to be Printed" containing a list of 12 empty text boxes.
- A "Clear List" button at the bottom.

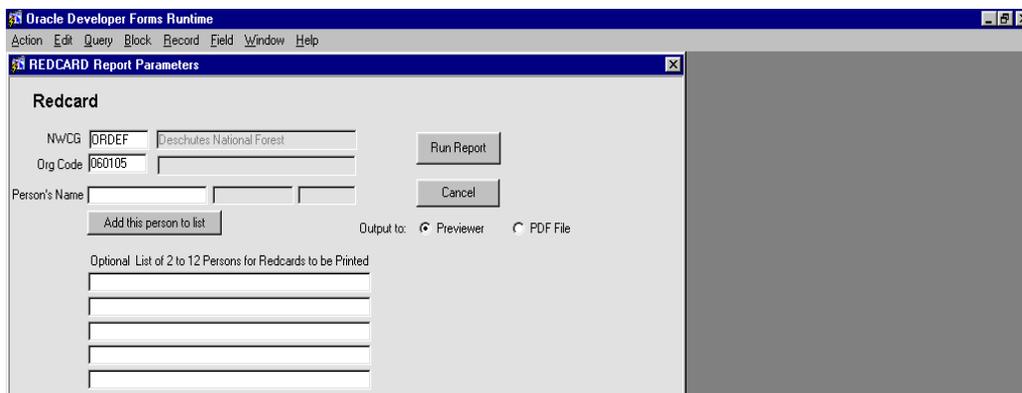
3.2 Producing Redcards for a Unit(s)

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.



The screenshot shows the 'REDCARD Report Parameters' dialog box in Oracle Developer Forms Runtime. The title bar reads 'Oracle Developer Forms Runtime' and 'REDCARD Report Parameters'. The main area is titled 'Redcard'. It contains several input fields: 'NWCG' with the value 'DRDEF' and a dropdown arrow, 'Org Code' which is empty, and 'Person's Name' which is also empty. There are 'Run Report' and 'Cancel' buttons. Below these is an 'Add this person to list' button and a section titled 'Optional List of 2 to 12 Persons for Redcards to be Printed' with a list of empty text boxes. At the bottom left is a 'Clear List' button. On the right, there are radio buttons for 'Output to: Previewer' (selected) and 'PDF File'.

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.



This screenshot is identical to the previous one, but the 'Org Code' field now contains the value '060105'. The 'Run Report' button remains highlighted.

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

REDCARD Report Parameters

NWCG

Org Code

Person's Name

(last) (first) (middle)

Run Report

Cancel

The user will be allowed to view the output before printing. To print Redcards, load the printer with any plain 8 1/2 x 11 sized paper. The Redcard Report no longer uses the preprinted forms. Select print from the toolbar 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 tool bar buttons to move through the document.

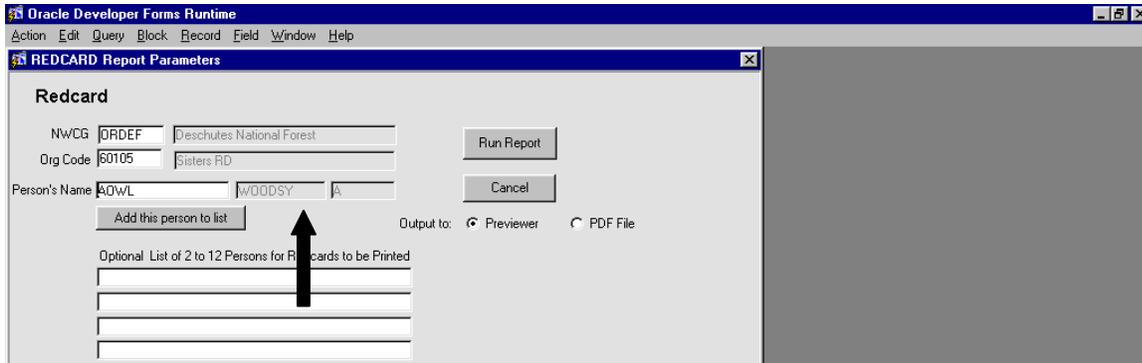
iredcd: Previewer

File Edit View Window Help

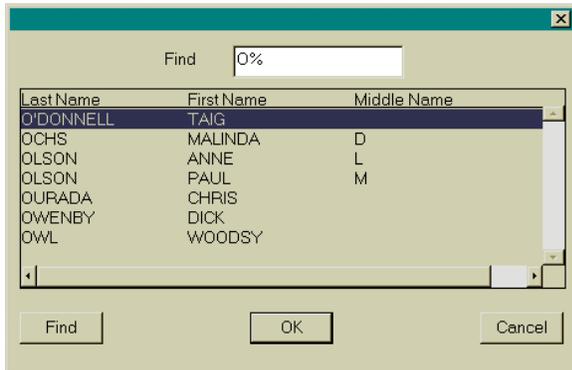
Page: 1 ?

Qualification Card Incident Command System								Qualification Card Incident Command System								Qualification Card Incident Command System							
Name: AMITY, MARILYN A								Name: ANTHONY, BILL								Name: AOWL, WOODSY A							
Resource Identification: OR-DEF 60105				Fitness: NONE		Year: 2003		Resource Identification: OR-DEF 60105				Fitness: NONE		Year: 2003		Resource Identification: OR-DEF 60105				Fitness: A		Year: 2003	
Qualification:								Qualification: AGENCY REPRESENTATIVE AREP								Qualification: DISPATCH RECORDER, EX. DISP. EDRC SUPPORT DISPATCHER, EX. DISP. EDSD ADVANCED FF/SQUAD BOSS FFT1							
Trainee Qualification:								Trainee Qualification: INFORMATION OFFICER TYPE 3 IOF3								Trainee Qualification: SUPERVISORY DISP., EX. DISP. EDSP							
Skills:								Skills:								Skills: SURV							
Date		Approved				Title		Date		Approved				Title		Date		Approved				Title	
Experience Record																							
mm/dd/yy	Incident Name/#	Mgmt Level	Job/Tm Position	State	Fuel Type	Size Class	mm/dd/yy	Incident Name/#	Mgmt Level	Job/Tm Position	State	Fuel Type	Size Class	mm/dd/yy	Incident Name/#	Mgmt Level	Job/Tm Position	State	Fuel Type	Size Class			

3.3 Producing Redcards for up to twelve individuals

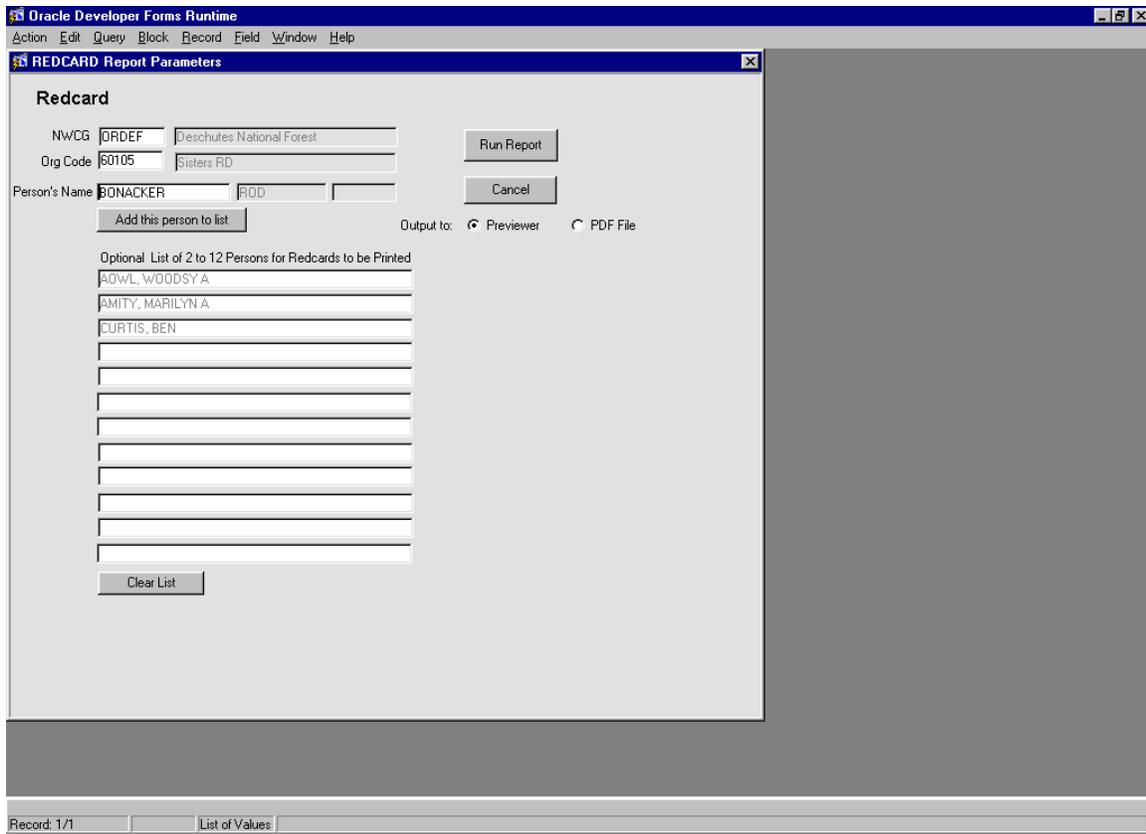


To run a REDCARD for a **particular person**, click in Person's Name (last) box, press <F9>



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.

To produce a REDCARD for a **group of individuals**, press the button “Add this person to the list”. To select another person, position the cursor in the Person’s Name field and either enter or find another individual. Please note that all individuals in the list must be from the same NWCG and Org Code. Press “Run Report” to produce Redcards for the individuals in your list.



By default, the report output will be sent to the previewer. The report output can be sent to a pdf file by selecting the “PDF File” button prior to running the report. You will be prompted for a location to file the report and the reports filename.

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 Qualification 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. Different printers may result in some reports printing too high while some are too low. Please call 800-253-5559 for assistance with this problem.

4 Reports

4.1 Reporting Basics in Redcard

Following is a description of each report available in the Redcard application.

REDCARD

Produces the REDCARD for selected individuals in the database. **The social security number does not print on the incident qualification card.** See Chapter 3.

Master Record

Displays all qualifications, experience, training, task books, and personal information for each selected individual in REDCARD. The Master Record report does not check to determine if training or experience requirements have been met.

Master Record w/Qual Check

Same as Master Record report except symbols are displayed next to Quals where training or experience requirements have not been met.

IDP

Displays 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

Displays persons, units, organizations, and personal information of those persons in the database.

Dispatcher List

Displays all persons with current qualifications, by qualification. Selection criteria include NWCG Code, Organization, or Dispatch Center.

Qual Reports

Persons Qualified

Displays the individuals qualified for fire positions. This report can be run for one position or all positions. Selection criteria include unit, organization, and job code.

Trainees Qualified

Displays the individuals qualified for fire trainee positions. This report may be run for one position or all positions. Selection criteria include unit, organization, and job code.

Quals to Expire

Displays any qualifications that will expire in the current year for each Redcarded individual

No. Qualified

Displays number of persons qualified by position. Selection criteria include unit, organization, and job code.

No. Trainees Qualified

Displays count of persons qualified for OJT positions. Selection criteria include unit, organization, and job code.

Training Planned

Displays persons scheduled for all training courses, the year scheduled, and approval date. Selection criteria include unit, organization, and course code.

Training Completed

Displays persons who have completed a given training course by organization.

Fitness Status

Displays the fitness level rating, description, status, date test taken, and expiration date for each individual. Selection criteria include unit and organization.

Task Books

Displays person(s) that have an initiated task book for each position. Selection criteria include unit, organization, and job code.

Reference Codes

Courses by Code

Displays course code, course description, and originator

Courses by Desc

Displays course description, course code and originator.

Jobs by Code

Displays course code, course description, originator and period (in years).

Jobs by Desc

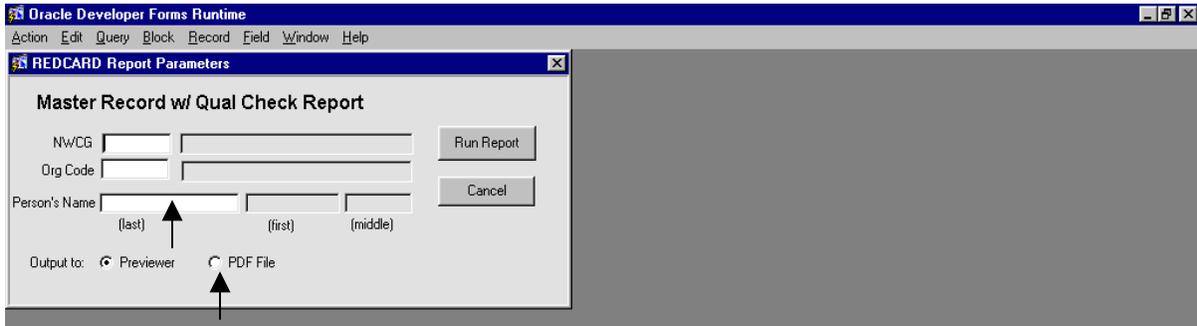
Displays course description, course code originator and period (in years).

Workforce Analysis

Displays total qualified, total qualified OJT, total with target, and the total needed for a given position. Selection criteria include unit and organization.

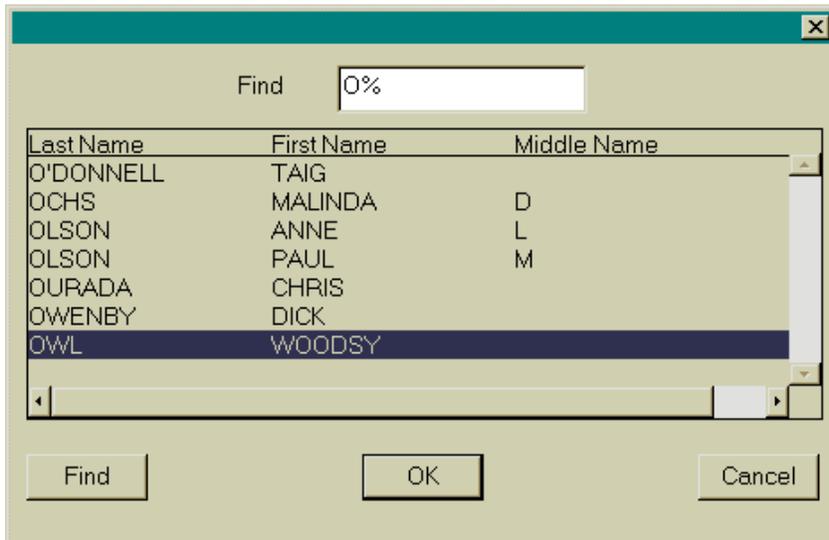
4.1.1 Running a Report for One Person

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>.

By default, the report output will be sent to the previewer. The report output can be sent to a pdf file by selecting the "pdf file" button prior to running the report. You will be prompted for a location to file the report and a report filename.



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 Master Record report for the desired person.

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.

The screenshot shows the "REDCARD Report Parameters" dialog box. It has a title bar with a small icon and the text "REDCARD Report Parameters". The main area contains three rows of input fields. The first row is for "NWCG" with a text box and a dropdown menu. The second row is for "Org Code" with a text box and a dropdown menu. The third row is for "Person's Name" with three text boxes labeled "(last)", "(first)", and "(middle)". To the right of these fields are two buttons: "Run Report" and "Cancel".

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

The screenshot shows a "Find" dialog box. At the top, there is a "Find" label and a text box containing a percent sign (%). Below this is a list box with two columns: "NWCG Code" and "Name". The list contains the following entries:

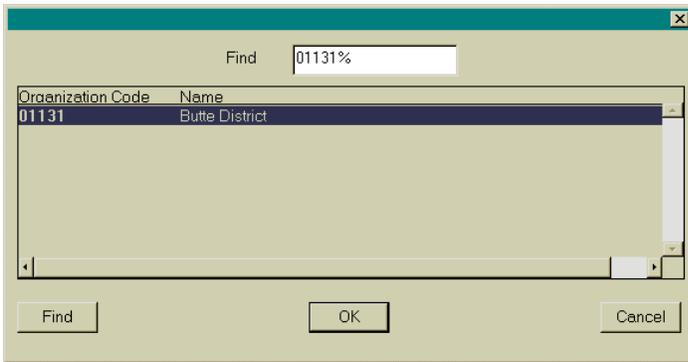
NWCG Code	Name
ALALF	Alabama NF
KYDBF	DANIEL BOONE NF
MTBDF	Beaverhead/Deerlodge NF
MTBLM	BLM
MTBOR	BOR
MTBUD	Butte District
MTDIL	DIL
MTDLN	DLN
MTDSL	Montana Dept. of Lands
MTGKR	GKR
MTR01	afd
OROCF	ochoco nf
TNCNF	CHEROKEE NF
XXXXX	XXXXXXXXXXXXXXXXXX

The entry "MTBUD Butte District" is highlighted. At the bottom of the dialog are three buttons: "Find", "OK", and "Cancel".

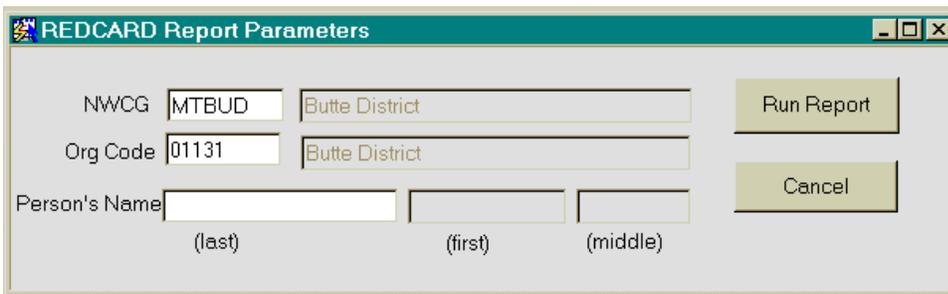
Highlight the desired NWCG code and click OK.

The screenshot shows the "REDCARD Report Parameters" dialog box again. The "NWCG" field now contains the text "MTBUD" and the dropdown menu shows "Butte District". The "Org Code" field is empty. The "Person's Name" fields are also empty. The "Run Report" and "Cancel" buttons are still present.

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



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



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

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	06/16/99	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	
* HECM	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 options blank.

Report Examples

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 example.

Menu option: Master Record
Parameters for Sample: Queried *by person* from database
Sample Output:

The screenshot shows a PDF document in Acrobat Reader. The document title is "Fire and Aviation Management Training and Qualifications Master Record" for "02-23-2003". The subject is "AOWL, WOODSY A" from unit "ORDEF" and organization "60105". The target position is "SUPPORT DISPATCHER, EX. DISP.". The report contains several tables detailing fitness refreshers, qualifications, experience, training, and task books.

Fitness/Refresher	Description	Eff Date	Exp Date	Aprv Date
ARDUOUS	ARDUOUS-LEVEL WORK CAPACITY	01/01/2003	01/01/2004	02/21/2003
REFRESHER	ANNUAL REFRESHER COURSE	02/01/2003	02/01/2004	02/21/2003

Quals	Qualification Description	Type	Eff Date	Exp Date	Aprv Date	CBP
EDRC	DISPATCH RECORDER, EX. DISP.	JOB	01/01/2001	01/01/2004	02/21/2003	1
EDSD	SUPPORT DISPATCHER, EX. DISP.	JOB	09/01/2002	02/01/2006	02/21/2003	2
FFT1	ADVANCED FF/SQUAD BOSS	JOB	01/01/2003	01/01/2008	02/21/2003	3
EDSP	SUPERVISORY DISP., EX. DISP.	OJT	02/01/2003	02/01/2006	02/21/2003	4
SURV	SURVEYOR	SKILL	02/01/2003	02/01/2008	02/21/2003	

Exp	Experience Description	Type	First Exp	Last Exp	Aprv Date	#Op
EDRC	DISPATCH RECORDER, EX. DISP.	JOB EXP	01/01/2001	01/01/2001	02/21/2003	1
EDSD	SUPPORT DISPATCHER, EX. DISP.	JOB EXP	02/01/2003	02/01/2003	02/21/2003	1

Training	Course Description	Planned	Completed	Aprv Date
D-310	SUPPORT DISPATCHER	04/15/2002	04/15/2002	02/20/2003
FS-1	FS CORP TRAINING PRACTICAL LDR SKILLS FO	01/01/2003		

Task Book	Task Book Description	Initiated	Complete	Aprv Date
EDSD	SUPPORT DISPATCHER, EX. DISP.	04/15/2002	09/01/2002	02/21/2003

Quals marked * are either expired, unapproved or lack fitness requirements.

Page 1

Report 1: Master Record

Menu option: Master Record w/Qual Check
 Parameters for Sample: Queried *by person* from database
 Sample Output:

Acrobat Reader - [MasterCHK.pdf]

File Edit Document View Window Help

**Fire and Aviation Management
 Training and Qualifications Master Record
 w/ Qualifications Check**

Selection Criteria
 NWCG: ORDEF
 Org: 60101

02-23-2003

Name: AGGEN, LORETTA Qual StandardFSH Unit: ORDEF Org: 60101

Fitness/Refresher	Description	Eff Date	Exp Date	Aprv Date
ARDUOUS REFRESHER	ARDUOUS-LEVEL WORK CAPACITY ANNUAL REFRESHER COURSE	03/01/2001	03/01/2002	05/08/2001

Quals	Qualification Description	Type	Eff Date	Exp Date	Aprv Date	CBP
* CDER	COMPUTER DATA ENTRY RECORDER	JOB			01/08/2003	5
* t e CRWB	CREW BOSS	JOB	06/01/2000	04/01/1998	01/08/2003	2
* t e DOZB	DOZER BOSS	JOB	01/01/1993	04/01/1998	01/08/2003	2
* t e FFT1	ADVANCED FF/SQUAD BOSS	JOB	01/01/1995	12/31/1999	01/08/2003	1
e ORDM	ORDERING MANAGER	JOB	01/01/1991	04/01/2005	01/08/2003	6
* SEC2	SECURITY SPEC. LEVEL 2	JOB	01/01/1996	04/01/2001	01/08/2003	4
* e INCM	INCIDENT COMMUNICATIONS CNTR MGR	JOB			01/08/2003	3
* t e FBAN	FIRE BEHAVIOR ANALYST	JOB			01/08/2003	
t e EDSD	SUPPORT DISPATCHER, EX. DISP.	OJT	01/01/2001	12/31/2003	01/08/2003	3

Exp	Experience Description	Type	First Exp	Last Exp	Aprv Date	#Op
ICT4	INCIDENT COMMANDER T4	JOB EXP		04/01/1993	05/08/2001	9
ORDM	ORDERING MANAGER	JOB EXP		04/01/2000	05/08/2001	1
SEC2	SECURITY SPEC. LEVEL 2	JOB EXP		04/01/1996	05/08/2001	2
CRWB	CREW BOSS	OJT EXP	07/01/2000		02/28/2001	5
DOZB	DOZER BOSS	OJT EXP		04/01/2000	02/28/2001	1
PBOP	PROBEYE OPERATOR	OJT EXP		04/01/1995	05/08/2001	1
EDSD	SUPPORT DISPATCHER, EX. DISP.	OJT EXP	03/01/2000		02/01/2001	6
FINV	FIRE INVESTIGATOR	OJT EXP		04/01/1995	05/08/2001	1

Quals marked * are either expired, unapproved or lack fitness requirements for the position and will not print on the Incident Qualification Card. Quals marked with "t" lack training requirements and "e" indicates experience requirements have not been met.

Page 1

107% 1 of 3 11 x 8.5 in

Report 1a: Master Record w/Qual Check

Parameters for Sample: Queried *by person* from the database
Sample Output:

Fire and Aviation Management Individual Development Plan 05-19-2003		Selection Criteria NWCG: OROCF Org: 60703		
Name: ANDERSON,ROBERTY	Qual Standard FSH	Unit: OROCF	Org: 60703	
Target Position: TASK FORCE LEADER				
Required Training (Level 1 training is required. Persons must take all level 2 training in a given group. Group numbers are identified by the number following "Level 2 - ")				
(Level 1) S-330 Task Force/Strike Team Leader		Planned	Completed	Approved
(Level 1) S-390 Introduction to Wildland Fire Behavior C				
Suggested Training				
		Planned	Completed	Approved
Prerequisite Experience (Person must meet all prerequisites in one group to satisfy requirements. Group numbers are identified by the number in the left-most column)				
1 - Satisfactory Position Perf. as TFLD TASK FORCE LEADER			Completed	Approved
1 - Satisfactory Perf. as STCR STRIKE TEAM LEADER, CREW				
2 - Satisfactory Position Perf. as TFLD TASK FORCE LEADER				
2 - Satisfactory Perf. as STDZ STRIKE TEAM LEADER, DOZER				
3 - Satisfactory Perf. as STEN STRIKE TEAM LEADER, ENGINE				
3 - Satisfactory Position Perf. as TFLD TASK FORCE LEADER				
4 - Satisfactory Perf. as STPL STRIKE TM. LDR. TRAC. FLOW				
4 - Satisfactory Position Perf. as TFLD TASK FORCE LEADER				
5 - Satisfactory Perf. as CRWB CREW BOSS				

Report 2: IDP Report

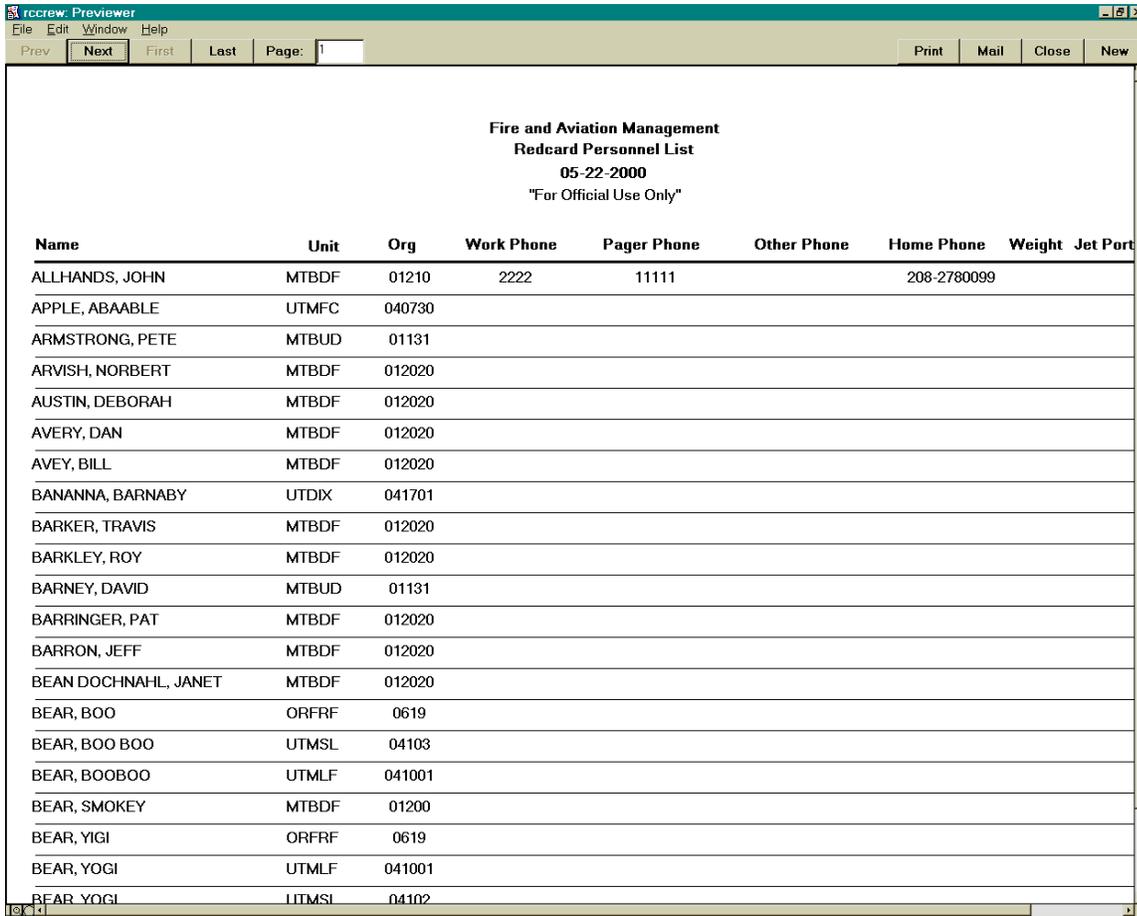
Menu option:

Personnel List

Parameters for Sample:

Queried by Unit from database

Sample Output:



rccrew: Previewer

File Edit Window Help

Prev Next First Last Page: 1 Print Mail Close New

**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						
ARVISH, 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 DOCHNAHL, JANET	MTBDF	012020						
BEAR, BOO	ORFRF	0619						
BEAR, BOO BOO	UTMSL	04103						
BEAR, BOOBOO	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:

rcdisp: Previewer

File Edit Window Help

Prev **Next** First Last Page: 1 Print Mail Close New

Dispatcher's List
22 MAY 2000

* Indicates person lacks fitness requirement for position.

<u>Qual Code</u>	<u>Last Name</u>	<u>First Name</u>	<u>Dispatched By:</u>	
AAML	ALLHANDS	JOHN		
ABRO	* AVERY	DAN	MTBDF	01207
ACCT	AUSTIN	DEBORAH	MTBDF	01207
ACDR	ARVISH	NORBERT	MTBDF	01207
AERO	BROWNING	DAVE	MTBDF	01207
BAEL	CHRISTENSEN	SHERRY	MTBDF	01207
CAMP	CHRISTENSEN	SHERRY	MTBDF	01207
CDER	CHRISTENSEN	SHERRY	MTBDF	01207
CMSY	BILLETER	TERESA	MTBDF	01207
CRWB	* AUSTIN	DEBORAH	MTBDF	01207
	* BROWNING	DAVE	MTBDF	01207
CRWB	* CASEY	ED		
DIVS	* ARVISH	NORBERT	MTBDF	01207
	* BILLETER	JOHN	MTBDF	01207
	TEST	MARK	MTBDF	01207
DRIV	TEST	MATCH	MTBDF	01207
DRIV	CASEY	ED		
EDRC	CHRISTENSEN	SHERRY	MTBDF	01207
EDSD	ARVISH	NORBERT	MTBDF	01207
	AVERY	DAN	MTBDF	01207
	BILLETER	TERESA	MTBDF	01207
	TEST	LUCY	MTBDF	01207
EDSP	AVERY	DAN	MTBDF	01207
	CRANDELL	JUDITH	MTBDF	01207
ENGB	* BARRON	JEFF	MTBDF	01207
	* BROWNING	DAVE	MTBDF	01207
ENGB	* ALLHANDS	JOHN		
ENOP	CHRISTENSEN	RUSSEL	MTBDF	01207
FAAS	CHRISTENSEN	SHERRY	MTBDF	01207
FALC	BARKER	TRAVIS	MTBDF	01207
	BILLETER	JOHN	MTBDF	01207
FFT1	* AUSTIN	DEBORAH	MTBDF	01207
	* CHRISTENSEN	RUSSEL	MTBDF	01207
FFT1	* 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: ESDS

Sample Output:

The screenshot shows a software window titled "rcqual1: 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 Persons Qualified for Fire Positions 05-22-2000". The report lists 10 individuals with their units, organizations, and positions. The second individual has a note indicating they lack fitness.

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	DIVS 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:

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
(*Lacks Fitness) BROWNING, DAVE	
Org: 012020	Position: CDSP CACHE DEMOB SPECIALIST
AVERY, DAN	
Org: 012020	Position: CRWB CREW BOSS
(*Lacks Fitness) AVEY, BILL	
Org: 012020	Position: EDSP SUPERVISORY DISP., EX. DISP.
ARVISH, NORBERT J	
Org: 012020	Position: HECM HELICOPTER CREW MEMBER
(*Lacks 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, Quals to Expire
Parameters for Sample: Unit: MTBDF, Org: 01202
Sample Output:

Fire and Aviation Manage
 Redcard Qualifications to Expire
 22-MAY-00

Unit	Org		Eff Date	Exp Date	Aprv Date
MTBDF	01200				
		CHRISTENSEN, RUSSEL	01/1995	12/2000	
		JOB ENGINE OPERATOR			
		TEST, LUCY A	01/1998	12/2000	06/1999
		JOB SUPPORT DISPATCHER, EX. DISP.			
		012020			
		ARVISH, NORBERT J	06/1998	12/2000	06/1999
		JOB SUPPORT DISPATCHER, EX. DISP.			
		AUSTIN, DEBORAH	01/1996	12/2000	04/1999
		JOB CREW BOSS			
		AVERY, DAN	01/1998	12/2000	
		JOB AIRCRAFT BASE RADIO OPERATOR			
		BARKER, TRAVIS J	01/1996	12/2000	05/1999
		JOB INCIDENT COMMANDER T4			
		BILLETER, JOHN H	01/1999	12/2000	12/1999
		JOB FALLER CLASS C			
MTBUD	01131				
		ARMSTRONG, PETE	01/1998	12/2000	07/1999
		JOB AERIAL OBSERVER			
		CAT, SYLEVESTER	01/1999	12/2000	04/2000
		JOB forest			

Report 7: Quals to Expire

Menu option: Qual Reports, Count Qualified (Lists count of persons qualified by pos)
Parameters for Sample: Unit: MTBDF, Org: 01200
Sample Output:

Fire and Aviation Management
Count of Persons Currently Qualified
for Fire Position(s)
05-22-2000

Note: Count may include persons with expired or inade

Unit: AKKNF		
Org: 100505		
Position: EDSD - SUPPORT DISPATCHER, EX. DISP.	Count:	1
Org: 100505		
Position: FFT2 - FIREFIGHTER	Count:	1
Unit: MTBDF		
Org: 01200		
Position: BAEL - BAER TEAM LEADER	Count:	1
Org: 01200		
Position: CAMP - CAMP HELP	Count:	1
Org: 01200		
Position: CDER - COMPUTER DATA ENTRY RECORDER	Count:	1
Org: 01200		

Report 8: No. Qualified

Menu option: Qual Reports, Trainee Qualified by position
Parameters for Sample: Unit: MTBDF, Org: 012020
Sample Output:

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: No. Trainees Qualified

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

Fire and Aviation Management Planned Training by Unit/Org 22-MAY-00					
Unit	Org	Course	Name	Scheduled	Date Approved
MTBDF	01200	I-220 BASIC ICS	DEGOLIA, JACK		
		I-403 INFORMATION OFFICER	DEGOLIA, JACK		
	012020	D-310 SUPPORT DISPATCHER	BARRINGER, PAT	06/1999	02/2000
		D-410 SUPERVISORY DISPATCHER	AVEY, BILL	04/2000	
			BARKER, TRAVIS J	04/2000	
			BARKLEY, ROY	04/2000	
			BARRINGER, PAT	05/2000	
		I-200 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 (ARVISH, NORBERT J		
		S-490 ADVANCED FIRE BEHAV. CALC.	BARKLEY, ROY	03/2000	
	01209	D-410 SUPERVISORY DISPATCHER			

Report 10: Training Planned

Menu option: Training Completed
 Parameters for Sample: Unit: ORDEF Course: D-110
 Sample Output:

**Fire and Aviation Management
 Completed Training
 by NWCG/Org**
 23-FEB-2003

Selection Criteria
 NWCG: ORDEF
 Org: All
 Course: D-110

NWCG	Org	Course	Name	Date Completed	Date Approved
ORDEF	60100	D-110 DISPATCH RECORDER	CARPENTER, JACK	04/01/1994	03/20/2000
			ELLIOTT, BOB	04/01/1991	03/20/2000
			HUNT, MARLENE	04/01/1991	03/21/2000
			MERGOEL, SANDY	04/01/1994	03/21/2000
60101	D-110 DISPATCH RECORDER	AGGEN, LORETTA	04/01/1987	05/08/2001	
		GRAY, THOMAS	04/01/1991	03/08/2000	
		MCDONALD, KATHIE	04/01/1991	03/21/2000	
		MCDONALD, CLIFF	04/01/1991	03/21/2000	
		MOREHEAD, CAROL	04/01/1990	03/21/2000	
		MURPHY, BERNADINE	04/01/1994	03/21/2000	
		OWENS, DONNA	04/01/1994	03/21/2000	
		PHILLIPS, SHELLEY	04/01/1996	03/21/2000	
		PRATT, TIM	04/01/1991	05/11/2000	
		SHARP, SANDY	04/01/1995	03/21/2000	
		WALKER, TOM	04/01/1997	03/21/2000	
60102	D-110 DISPATCH RECORDER	GRAHAM, DAWN	04/01/1994	03/21/2000	
		JOHNSON, EVAN	04/01/1994	03/21/2000	
60105	D-110 DISPATCH RECORDER	RAUCH, NITA J	04/01/1996	05/20/2000	
		TURNER, LAURA L	04/01/1997	03/21/2000	
		ZIMMERMAN, BECKIE	04/01/1991	03/21/2000	
60106	D-110 DISPATCH RECORDER	BUXTON, RHONDA	04/01/1998	03/31/2000	

Report 10a: Training Completed

Menu option: Fitness Status
 Parameters for Sample: Unit: MTBDF
 Sample Output:

rcfit: Previewer
 File Edit Window Help
 Prev Next First Last Page: 2 Print Mail Close New

**Fire and Aviation Management
 Fitness Status 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 Status

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			
Task Book Position CRWB - CREW BOSS			
Name	Date Initiated	Approved	
-----	-----	-----	
OWL, WOODSY	03/01/2000	04/17/2000	
Task Book Position DIVS - DIVISION/GROUP SUPERVISOR			
Name	Date Initiated	Approved	
-----	-----	-----	
CHRISTENSEN, RUSSEL	02/01/2000		
Task Book Position EDSP - SUPERVISORY DISP., EX. DISP.			
Name	Date Initiated	Approved	
-----	-----	-----	
OWL, WOODSY	04/01/2000	04/18/2000	
Org: 01201			
Org: 01202			
Org: 012020			
Task Book Position CMSY - COMMISSARY MANAGER			
Name	Date Initiated	Approved	
-----	-----	-----	
ARVISH, NORBERT J	03/01/2000		
Task Book Position DIVS - DIVISION/GROUP SUPERVISOR			

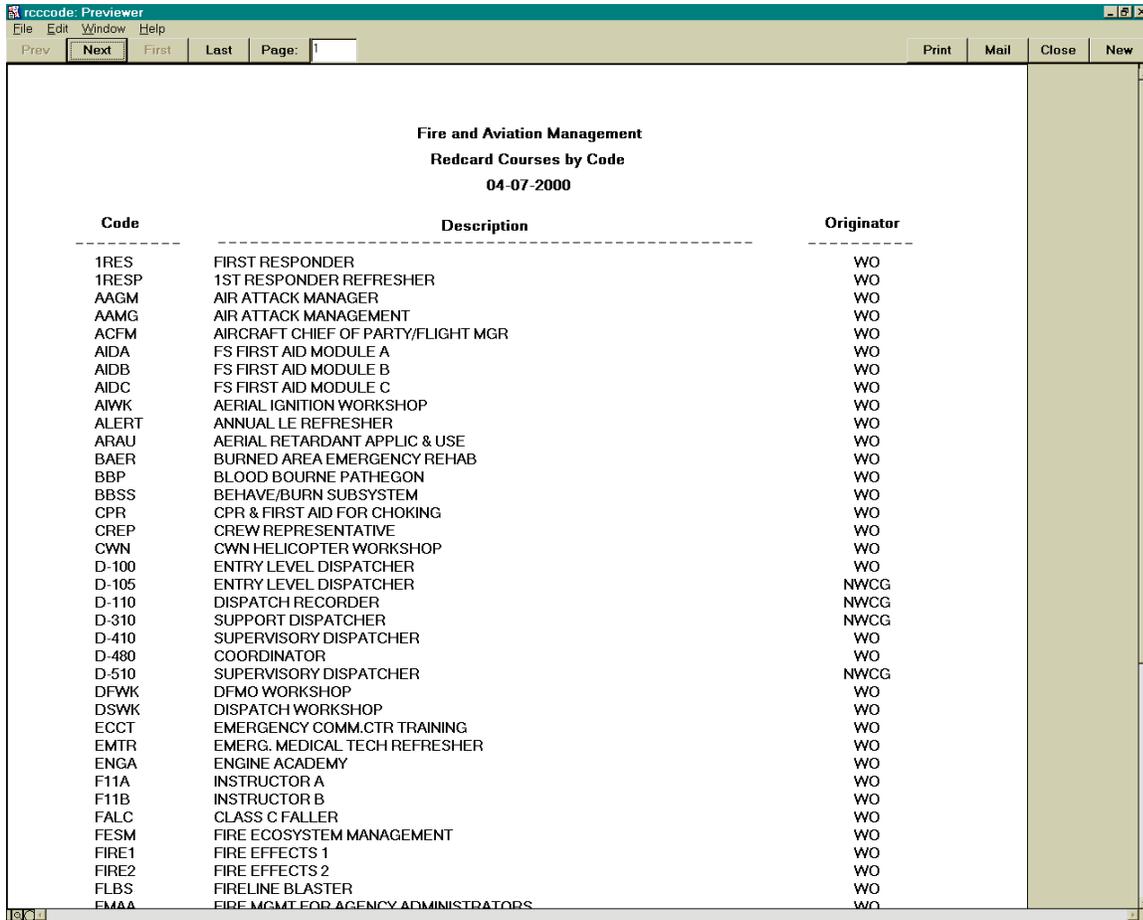
Report 12: Task Book Reports

Menu option:

Reference Codes, Courses by Code

Parameters for Sample:

Sample Output:



Fire and Aviation Management
Redcard Courses by Code
04-07-2000

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

Report 13: Reference Codes, Courses by Code

Menu option:

Reference Codes, Courses by Desc

Parameters for Sample:

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	AIWK	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-590	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

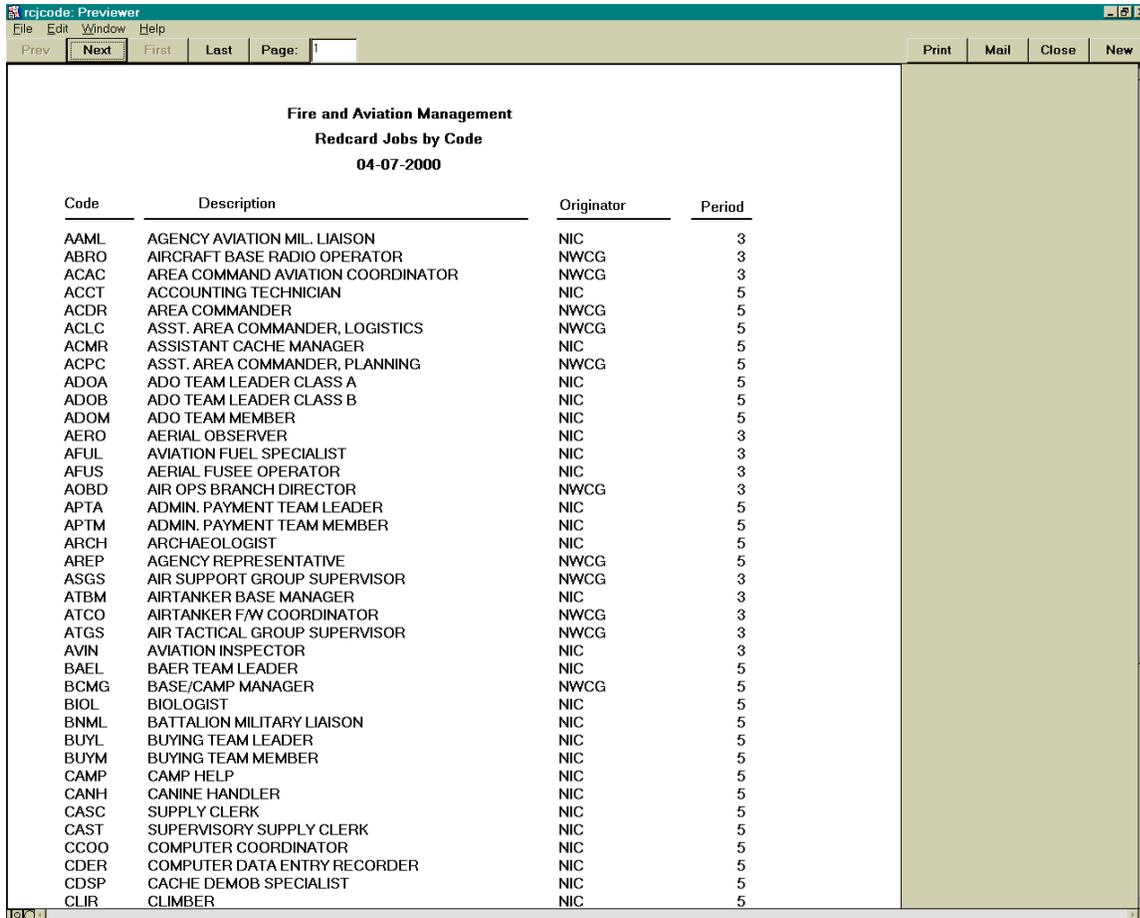
Report 14: Reference Codes, Courses by Desc

Menu option:

Reference Codes, Jobs by Code

Parameters for Sample:

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
ACL	ASST. AREA COMMANDER, LOGISTICS	NWCG	5
ACMR	ASSISTANT CACHE MANAGER	NIC	5
ACPC	ASST. AREA COMMANDER, PLANNING	NWCG	5
ADOA	ADO TEAM LEADER CLASS A	NIC	5
ADOB	ADO TEAM LEADER CLASS B	NIC	5
ADOM	ADO 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
CLIR	CLIMBER	NIC	5

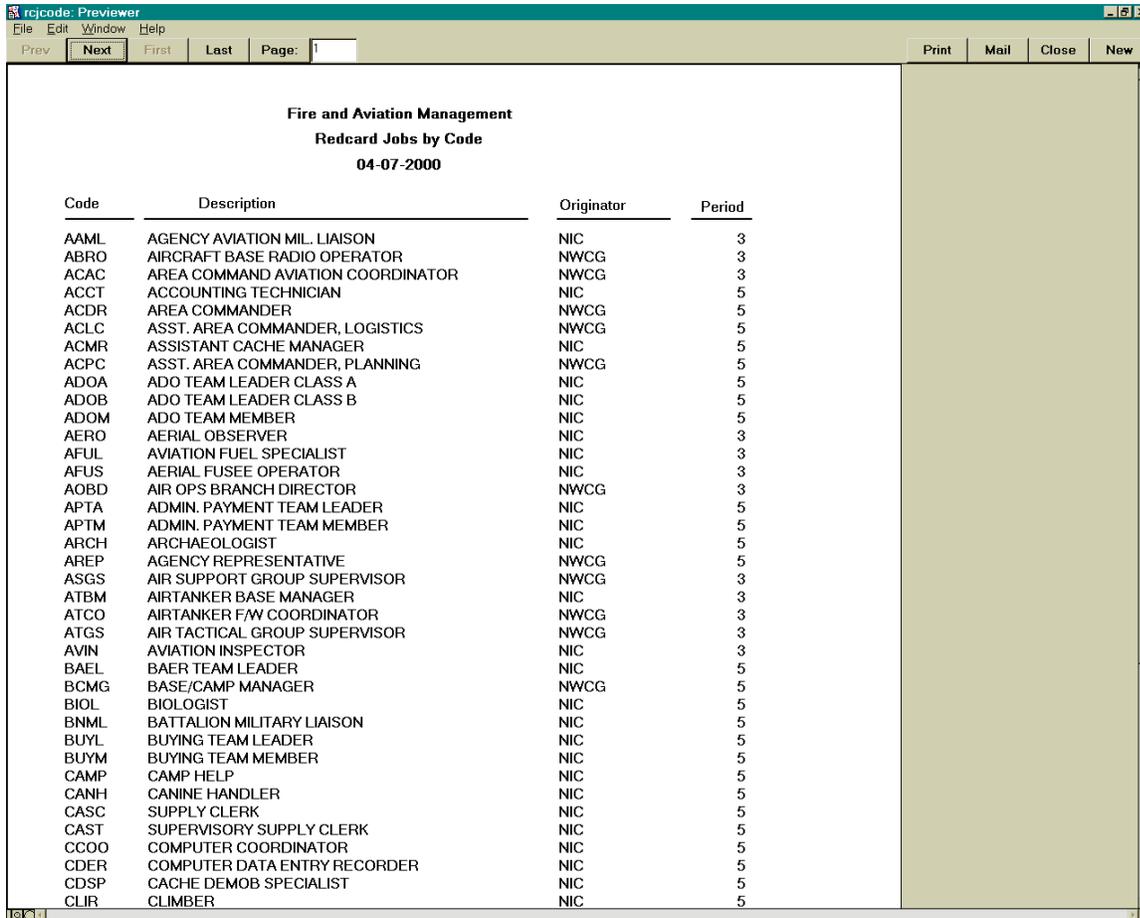
Report 15: Reference Codes, Jobs by Code

Menu option:

Reference Codes, Jobs by Desc

Parameters for Sample:

Sample Output:



rcjcode: Previewer

File Edit Window Help

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Fire and Aviation Management
Redcard Jobs by Code
04-07-2000

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
ACL	ASST. AREA COMMANDER, LOGISTICS	NWCG	5
ACMR	ASSISTANT CACHE MANAGER	NIC	5
ACPC	ASST. AREA COMMANDER, PLANNING	NWCG	5
ADOA	ADO TEAM LEADER CLASS A	NIC	5
ADOB	ADO TEAM LEADER CLASS B	NIC	5
ADOM	ADO 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
CLIR	CLIMBER	NIC	5

Report 16: Reference Codes, Jobs by Desc

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

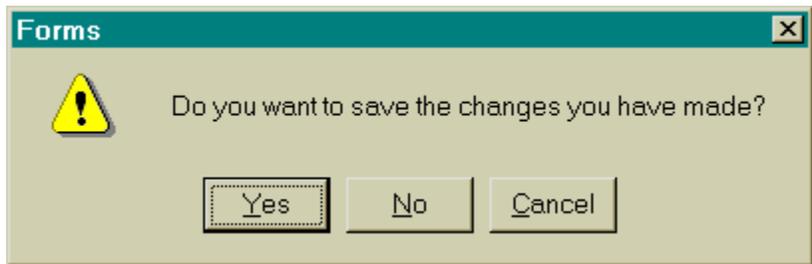
From the menu, select WF Analysis.

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%.

Workforce Requirements		
* 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.

Field	Description
Total Qualified Redcard	Total number of currently qualified persons is displayed where position is current, approved and person's fitness is adequate for position.
Need to Train	Difference between total needs and the total qualified redcard.
Total Qualified	Total number of persons JOB qualified for position is displayed (includes persons where qualification may be lapsed or unapproved). These qualifications are not printed on the redcard.
Total Qual OJT	Total persons qualified in position as trainee (OJT)
Total Pos As Target	Total persons with position as their target. Remember to delete target positions after persons have become qualified in the position.

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

6. By pressing the Show Individuals button the names of the individuals and the qualification status is displayed. Persons that have achieved their target position should delete the target position from the Certify, Target Positions option.
7. The data is now available to be printed using the Workforce Analysis Report.

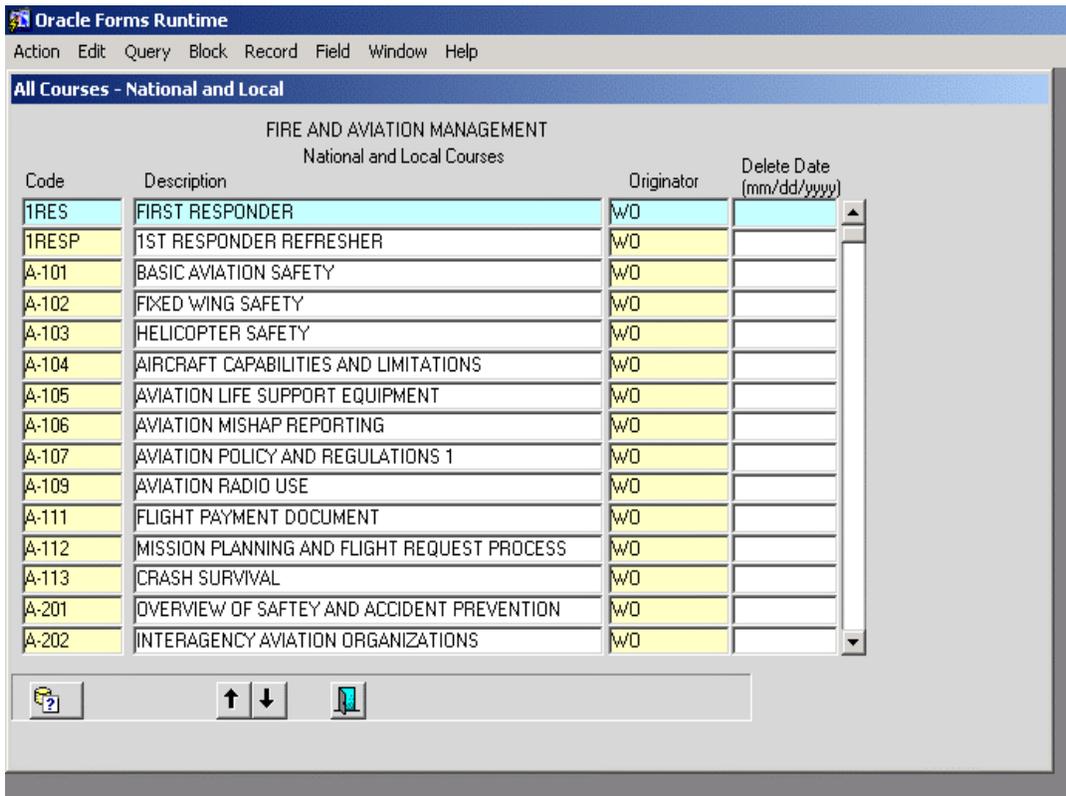
6 Information Management

6.1 Getting Started

Select menu item Info Mgmt from the Redcard tool bar, and select one of the options from the drop down menu.



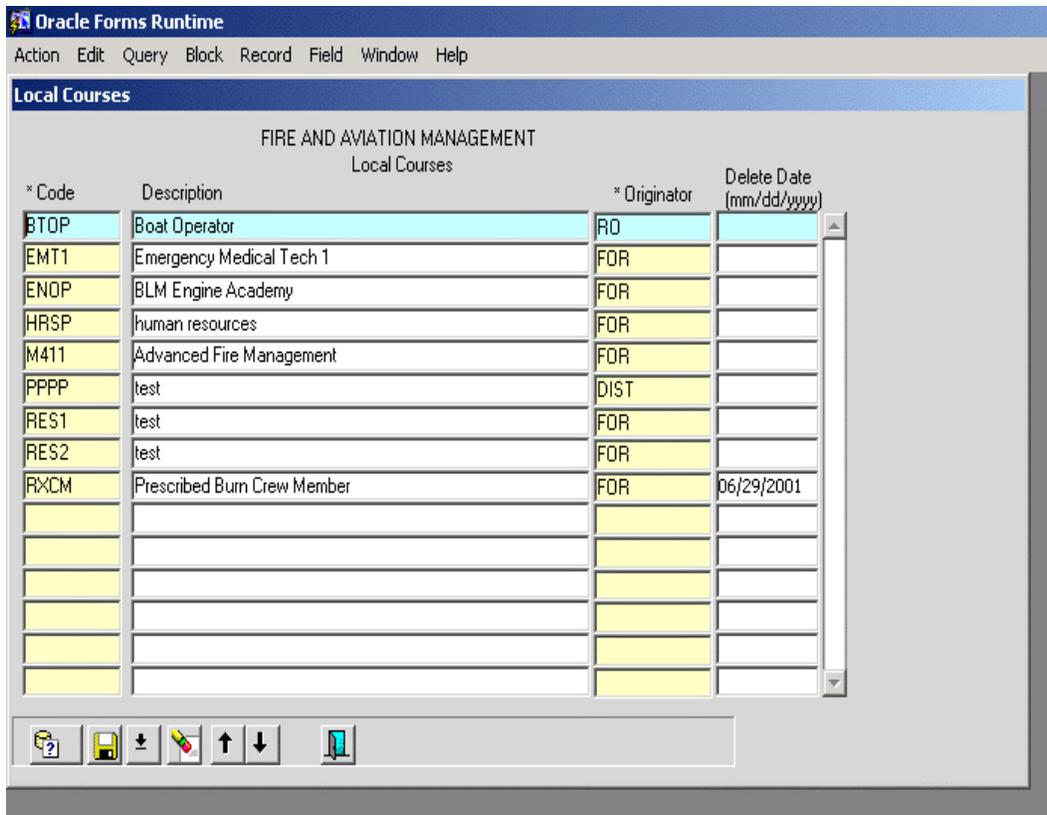
6.2 All Courses



The screenshot shows the Oracle Forms Runtime window titled 'All Courses - National and Local'. The window contains a table with the following data:

Code	Description	Originator	Delete Date (mm/dd/yyyy)
1RES	FIRST RESPONDER	WD	
1RESP	1ST RESPONDER REFRESHER	WD	
A-101	BASIC AVIATION SAFETY	WD	
A-102	FIXED WING SAFETY	WD	
A-103	HELICOPTER SAFETY	WD	
A-104	AIRCRAFT CAPABILITIES AND LIMITATIONS	WD	
A-105	AVIATION LIFE SUPPORT EQUIPMENT	WD	
A-106	AVIATION MISHAP REPORTING	WD	
A-107	AVIATION POLICY AND REGULATIONS 1	WD	
A-109	AVIATION RADIO USE	WD	
A-111	FLIGHT PAYMENT DOCUMENT	WD	
A-112	MISSION PLANNING AND FLIGHT REQUEST PROCESS	WD	
A-113	CRASH SURVIVAL	WD	
A-201	OVERVIEW OF SAFETY AND ACCIDENT PREVENTION	WD	
A-202	INTERAGENCY AVIATION ORGANIZATIONS	WD	

6.3 Local Courses



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

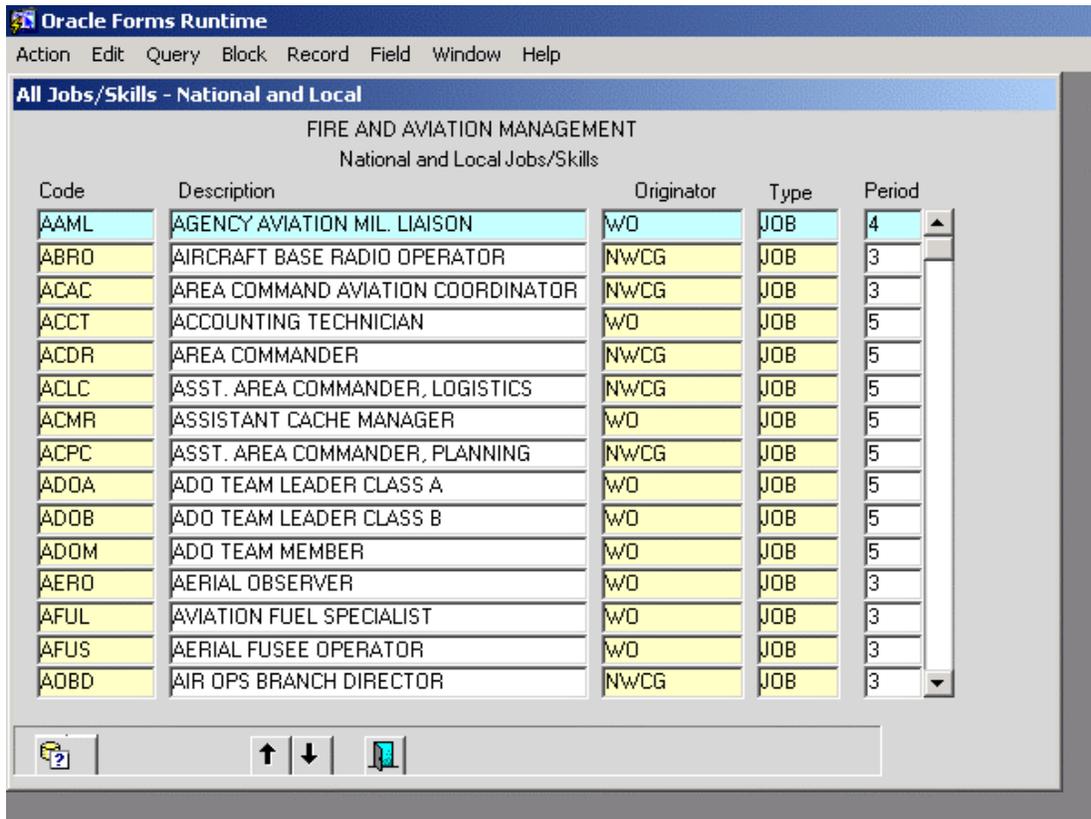
DESCRIPTION: Text that describes the meaning of the course code.

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.

6.4 All Jobs/Skills



The screenshot shows the Oracle Forms Runtime window titled "All Jobs/Skills - National and Local". The window contains a table with the following columns: Code, Description, Originator, Type, and Period. The table lists various job and skill codes and their corresponding descriptions, originators, and types. The Period column contains numerical values ranging from 3 to 5. The table is titled "FIRE AND AVIATION MANAGEMENT National and Local Jobs/Skills".

Code	Description	Originator	Type	Period
AAML	AGENCY AVIATION MIL. LIAISON	WO	JOB	4
ABRO	AIRCRAFT BASE RADIO OPERATOR	NWCG	JOB	3
ACAC	AREA COMMAND AVIATION COORDINATOR	NWCG	JOB	3
ACCT	ACCOUNTING TECHNICIAN	WO	JOB	5
ACDR	AREA COMMANDER	NWCG	JOB	5
ACLC	ASST. AREA COMMANDER, LOGISTICS	NWCG	JOB	5
ACMR	ASSISTANT CACHE MANAGER	WO	JOB	5
ACPC	ASST. AREA COMMANDER, PLANNING	NWCG	JOB	5
ADDA	ADO TEAM LEADER CLASS A	WO	JOB	5
ADDB	ADO TEAM LEADER CLASS B	WO	JOB	5
ADDM	ADO TEAM MEMBER	WO	JOB	5
AERO	AERIAL OBSERVER	WO	JOB	3
AFUL	AVIATION FUEL SPECIALIST	WO	JOB	3
AFUS	AERIAL FUSEE OPERATOR	WO	JOB	3
AOBD	AIR OPS BRANCH DIRECTOR	NWCG	JOB	3

6.5 Local Jobs/Skills

Oracle Forms Runtime

Action Edit Query Block Record Field Window Help

Local Jobs/Skills

FIRE AND AVIATION MANAGEMENT

Local Jobs/Skills

* Code	Description	* Originator	* Type	Period
BAER	Burn Area Rehabilitation Team Member	RO	JOB	5
BUYM	BUYING TEAM MEMBER	FOR	JOB	5
C-FALL	CLASS C FALLER	FOR	SKILL	5
EMT1	Emergency Medical Technician Type 1	FOR	JOB	5
EMT2	Emergency Medical Technician Type 2	FOR	JOB	5
FPO	forest	DIST	JOB	2
HGUL	HUG UNIT LEADER	FOR	JOB	5
LOOK	LOOKOUT	FOR	JOB	5
LOOK2	LOOKOUT2	FOR	SKILL	5
PMIR	Palm infra red operator	FOR	SKILL	5
RADO	RADIO OPERATOR	DIST	JOB	5
RXCM	Prescribed Fire Crew Member	RO	JOB	5
SURV	Surveyor	RO	SKILL	5
WELD	Welder	FOR	SKILL	5

Icons: ? Save Undo Redo Up Down Print

1. Select menu item "**Jobs / Skills**" from the Info Mgmt menu. Enter the Jobs/Skill code. Enter the course code, press <TAB> to advance to next fields, enter the information and press **Save** to commit the new course.
2. If you have previously entered local codes, they will be displayed, otherwise no records will be displayed. You can now add or edit the information. To add a new code, press **Insert** and complete the fields, and select **Save** to commit the addition. To edit an existing code move your cursor to the appropriate field needing changed and type over the current information with the new information, select **Save** to commit the changes.

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.

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

Oracle Forms Runtime
 Action Edit Query Block Record Field Window Help

Persons
 FSDBA FIRE AND AVIATION MANAGEMENT 11-APR-2003
 PERSONS

* SSN 1234567

* Name ADWL WOODSY A
 (last) (first) (middle)

Job Title FIRE MANAGER

* NWCG ORDEF Deschutes National Forest

* Organization 60105 Sisters RD

Agency USFS

Jet Port BOI

Home Phone 20886661234

Pager

Work Phone 2083331111

Other Phone

Elec. Addr

Travel Auth #

* Qualification Standard FSH

Approval Official

DOB 12/20/2001
 (mm/dd/yyyy)

Weight 20

Height 1

Blood Type Z+

Sex M

Comments

Record: 1/18

1. Select menu item "**Persons**" from the Info Mgmt menu. The form will automatically open in enter query mode. . 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).
2. To enter a new person cancel the query and press <F6> or Record/Insert to insert a record. Enter information in the required fields an any others. The NWCG and Organization have lookup values.

Person Information Field Definitions

SSN: Mandatory. 9-digit social security number without dashes.

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. sbear@fs.fed.us)

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

ORGANIZATION NAME: Mandatory. The name of the organization where 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

QUALIFICATION STANDARD: Required. Indicate the standard used to evaluate the person's qualifications against, enter FSH for FSH 5109.17 or enter PMS for PMS 310.1.

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

7 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:

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

- Ensure 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 displays standard Redcard data.

<i>Standard Item</i>	<i>Information included</i>	<i>Source of Standard</i>
Jobs	mnemonic, description, period of certification	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414, FSH 5109.17
Skills	mnemonic, description, period of certification	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414, FSH 5109.17 Locally defined codes.
Fitness Levels	rating, description, period of certification	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414, FSH 5109.17
Courses	course number, description	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414, FSH 5109.17 Locally defined codes. Field Managers Course Guide PMS-901-1, NFES 1260
Job Prerequisites	position mnemonic, required training, suggested training, experience, fitness level	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414, FSH 5109.17
Positions that Maintain Currency	position mnemonic, currency position mnemonic	Wildland Fire Qualification Subsystem Guide PMS 310-1, NFES 1414, FSH 5109.17

Table 1: *Standard Redcard Information*

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. Updates are distributed by the WO. Locally created standard codes will not be affected by the updates.