

In an attempt to make the IQS process both more efficient and create a hard copy paper trail for when the inevitable happens, please use the attached form to submit any information that is Wildland related. With more members on the department and more people going out on fires, I will no longer chase people for their records. If you want it in IQS/on your Red Card, it's on you to submit it.

Name:

Fire Name:

Fire Number:

IQCS Number (or any other additional fire ID info):

Dates of Assignment:

Operational Periods:

Position:

225 attached?:                      **Y    N**

Taskbook attached?                **Y    N**

Training certificate attached?    **Y    N**

Billable Event?:                    **Y    N**

Billing Documentation attached?: **Y    N**

Additonal?:

**NOTES:**

- The dates of the assignment and the operational periods worked may be different. For example, if you traveled on one day but did not get on the fireline, the you would have a 2 day date period, but 1 operational period.
- If you participated in a PRESCRIBED FIRE (i.e. you will not have a resource order) please attach a copy of the front page of the IAP.
- Sorry, but if multiple people were on the same incident (i.e. a 3 person engine crew) you still need to file three different forms.
- If you filled two or more roles on an incident (e.g. you were ordered as a FFT1, worked in that position for 3 days, and then worked as an ENGB(t) for 11 days) you need to fill out 1 form for each position worked, essentially treating it like two different assignments on the same incident.
- Taskbook covers need to be submitted when initiated or certified. For a trainee assignment, only the Evaluator Record needs to be submitted.