DELEGATION OF AUTHORITY
Incident Qualifications & Certification System (IQCS)

The Wildland and Prescribed Fire Qualifications System Guide, PMS 310-1, defines a *Certifying Official (CO)* as the agency official at the home unit that is responsible for authorizing and granting certification of agency employee's qualifications. Only the home unit has the authority to certify an individual's qualifications. The home unit is the designated agency that employs the individual. This could be a district, county, state, park, reservation or similar entity, and/or the administrator who manages the qualifications system.

This document serves as a Delegation of Authority from the Certifying Official to an IQCS Account Manager for the purpose of completing certifications of agency employees qualifications in the IQCS application. *Certification* is defined as the process whereby an appropriate agency official confirms through the issuance of an Incident Qualification Card that an individual is qualified to perform in a specified position.

Qualification is defined as meeting the established standards for a position in order to achieve certification. A key component in the certification or re-certification process is the subjective evaluation by the appropriate agency official of an individual's capability to perform in a position.

IQCS will **not** identify the individual as the CO in their data records; however, the individual will have User Roles of Certifying Official assigned to their Employee ID in the IQCS solely for the purpose of allowing them access to certain components, pages, fields, and accounts.

The Certifying Official has delegated to the Account Manager (check all the following that apply):

- ☐ Initiating a hard copy Position Task Book for a unit employee
- ☐ Updating, modifying, and/or certifying Position Task Book records in IQCS
- ☐ Updating and/or modifying position competencies of employees in IQCS for which the CO is directly responsible
- ☐ Determining what qualifications the employees in the unit can maintain
- ☐ Updating and/or modifying the Incident Qualification Card in IQCS
- ☐ Certifying the Incident Qualification Card in IQCS
- ☐ Other _____

Account Manager Name	Account Manager Signature	Date

Certifying Official Name	Certifying Official Signature	Date