

**NWCG CURRICULUM MANAGEMENT ISSUE PAPER #68**  
**CHANGING STATUS/CHECK-IN RECORDER FROM SELF STUDY TO**  
**INSTRUCTOR LED TRAINING**  
**April 26, 2005**

**BACKGROUND**

S-248, Status/Check-In Recorder was developed in 1998 as a self study course.

**CURRENT STATUS**

Incident automation software (I-Suite) has changed the traditional role of a Status/Check-in Recorder on an incident. The tasks have evolved from a paper based check in process to a digital process. In some cases, the SCKN performs both processes.

These changes have increased the complexity of the job and the SCKN is now expected to be able work within a database to run reports, trouble shoot data errors and coordinate efforts with other database users. With the automation of the incident action plan, timesheets and incident costs, this position has become critical to incident management.

The subject matter expert revision group feels strongly that a self study course will not adequately address the complexities now faced by the SCKN. An instructor led course that demonstrates information collection, management and output is recommended to address the requirements of this position. Please note that the course hours will not change from the previous self study course (16 hours), only the instructional format changes.

**RECOMMENDATIONS**

Approve the change from self study to instructor led training for S-248.

**APPROVED** **DENIED**  
(circle one)

SIGNATURE  
James H. Glenn (ACTING)  
IWT Chair

9/20/2005  
Date

cc: Incident Operations Standards Working Team