Appendix B

Position Identification

Responsibility - Fire Management

Introduction

The purpose of the Position Identification process is to assist managers in identifying all positions on a Forest Service unit that are one of the 12 key fire management positions in the *IFPM Standard*.

The Unit complexity level will need to be determined before proceeding with the Position Identification process (refer to Step 1 of the IFPM Implementation Process or Appendix A).

Unit Position Identification Worksheet

1. Download the *Unit Position Identification Worksheet* from Appendix B.
2. Enter the name and current series/grade for each FAM positions on your unit in the worksheet.
3. Identify the unit complexity level for those positions that are dependent on complexity.
4. Go to the *Forest Service Standard Position Description Crosswalk* located at: http://www.fs.fed.us/fire/management/ifpm/crosswalk.pdf
5. Locate each employee's current position title in the Crosswalk Summary and refer to the specific page in the *Crosswalk* for more information on each position.
6. Document those positions on your unit that are in one of the IFPM positions on the *Unit Position Identification Worksheet*, and indicate the complexity level (if applicable).
7. Record the recommended National Standard Position Description (NSPD) referenced on the *Crosswalk* for each position.
8. Once the IFPM position category and complexity (if applicable) for each position has been identified, review the Selective Placement Factors required for each position and note if the employee meets the SPF (Yes or No).

Some IFPM employees may be in non-standard position descriptions. Supervisors should review the non-standard PD and consider if it is still 80% accurate.

- If their current PD accurately describes at least 80% of their duties, it is recommended that the employee remain in that PD until the position becomes vacant.
- If their current PD is not 80% accurate, it is recommended that they be re-assigned into the NSPD as identified for their position in the Crosswalk.
- The NSPD's identified on the Crosswalk should be used to fill vacancies unless the employee is engaged in non-standard collateral duties for more than 20% of the time.

The Unit Position Identification Worksheet should be maintained at the Unit level, and updated periodically when there are changes in the organization or vacant positions that are filled.

Incumbent Declaration

Incumbent Declarations are only needed for Fire and Aviation Management employees that were encumbering their position on October 1, 2010. Continued use of the Incumbent Declaration is not needed for employees hired into an IFPM position after Oct 1, 2010, however Units may continue to use the Incumbent Declaration as a check sheet to document when an employee has regained lost currency or for those that were granted an extension.

UNIT POSITION IDENTIFICATION WORKSHEET

Position Identification Worksheet for _____ Unit Complexity _____

Name of Unit (Forest)   *Low /Moderate/High*

Prepared by _____ Date Prepared _____

Unit Fire Program Manager

Instructions for Use:

This worksheet is intended to assist fire managers to identify which of their employees are affected by IFPM. The responsible Unit Fire Program manager (UFPM) should reference the Forest Service IFPM/FS-FPM SPD Crosswalk posted on the Forest Service website (http://www.fs.fed.us/fire/management/ifpm/) to identify the appropriate IFPM category that applies to their employees. This information should be entered into the Incident Qualification and Certification System (IQCS) and updated periodically as needed.

Current Organizational Title	Current Series &Grade	Current PD #	Employee's Name	IFPM Position Category	Complexity Level	Agency Standard PD#	Meet SPF (Y/N)	Comments
Forest FMO				UFPM				
Forest Fuels Splt				PFFS				
Engine Captain				EMLS	N/A			
Engine Captain				SEOP	N/A			
Asst Engine Capt				SEOP	N/A			
IHC Supt				IHCS	N/A			
Helitack Manager				HMGR	N/A			
Engine AFEO				SFF	N/A			
Engine SFF				SFF	N/A			
Handcrew SFF				SFF	N/A			
IHC SFF				SFF	N/A			
Helitack SFF				SFF	N/A			
Disp Center Mgr				CMGR				
Asst Center Mgr				ACMG	N/A			
IA Dispatcher				IADP	N/A			

INCUMBENT DECLARATION
For IFPM Positions

Employee Name: _____ **Unit:** _____

IFPM Position: _____

Minimum NWCG Qualifications and Training Required for Position:
Refer to the Forest Service Standard Position Description Crosswalk for the Minimum NWCG Qualifications and Training required for the IFPM position. Also see Appendix C of the IFPM Implementation Plan.

    Required NWCG Qualifications

    Core: _____ Date Attained: _____

        -and-

    Secondary: _____ Date Attained: _____

    Additional Required Training (if applicable)

    _____ Date Attended: _____

    Meets Minimum Qualification Standards: Yes _____ No _____
            Attach supporting documentation from IQCS.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

I have reviewed and verified the information above, and certify that the employee has met the Minimum Qualification Standards for their IFPM position.

        Yes _____ No _____

Certifying Official: _____ Date: _____
        Unit Fire Program Manager