

Appendix C

Determination of Qualifications

Responsibility –Local Forest Fire Management Officer and Human Resources

Qualification Review Process

Following the IFPM implementation deadline of October 1, 2010, all new hires and incumbents in an IFPM position were required to meet the IFPM requirements for their position. As such, the qualification determination process should have been accounted for automatically at time of hire as part of the hiring process, with a few exceptions:

1. On October 1, 2010 the Forest Service authorized an extension to the IFPM implementation deadline for employees that had mitigating circumstances which prevented them from attaining the IFPM requirements for their position.
 - All employees that were granted an extension should have completed an Employment Agreement (see Step 9 in the Implementation Plan).
 - Supervisors should monitor employee's progress towards attaining their IFPM requirements.
 - Upon attainment of the IFPM requirements, the supervisor of the affected employee should inform the Forest FMO of the employee's accomplishment for final review and certification.
2. Due to OPM policy regarding Selective Placement Factors, currency (as defined by the PMS 301-1) cannot be used as screen-out criteria. Applicants who were previously qualified in the primary and secondary core NWCG Incident Management Qualifications but lost currency in one or more of the required NWCG qualifications are still eligible to apply for IFPM positions, provided they are able to provide supporting documentation that they once possessed the NWCG qualification.
 - All employees hired that lack currency are required to complete an Employment Agreement providing them with a NTE 12 month period to regain current certification as a condition of their employment.
 - Supervisors should monitor employee's progress towards attaining their IFPM requirements.
 - Upon re-certification, the supervisor of the affected employee should inform the Forest FMO of the employee's accomplishment for final review and certification.
3. There may be instances at the National and Regional offices where the national or geographic fire program manager role is assigned to a qualified subordinate fire program manager on their staff. For example, at the Regional Office level, the Regional Fire Director may assign the Geographic Fire Program Manager (GFPM) responsibilities and duties to their Deputy or one of the Assistant Directors on their staff.
 - The IFPM requirements for NFPM and GFPMs will not be incorporated into the hiring process for these positions.

- Once a selection is made, the supervisor of these positions should conduct the assessment of the newly hired employee's qualifications and determine if the NFPM or GFPM role needs to be assigned to a subordinate staff member.