

## Appendix D

### Notification of Qualification Status

#### Responsibility – Fire Management

##### Introduction

Once the employee's supporting documentation has been reviewed, the Forest FMO will notify the employee of their status.

##### Incumbent Meets MOS

If the employee has been determined to have met the minimum qualification standards (MOS) required for their IFPM position, the employee and supervisor must be provided with a signed copy of the certified *Incumbent Declaration* and *Notification of Qualification* letter (see template for letter on page D-2).

##### Incumbent Does Not Meet MOS

If it is determined that the employee has not met all of the minimum qualification standards (MOS) required for their IFPM position, the Forest FMO must provide the employee and supervisor with the *Notification of Non-Qualified* letter (see template for letter on page D-3) which will also direct the employee and supervisor to initiate an *Individual Development Plan* (IDP) outlining the steps to be taken for the employee to meet their IFPM competencies.

##### On or After October 1, 2010

Step 9 of the Forest Service IFPM Implementation Plan outlines the steps to be taken if the incumbent does not meet the IFPM competencies for their position.

If a 12 month extension is granted, the employee will be required to sign an Employment Agreement. An agreement template is provided on page D-4 and D-5.

**Notification of Qualification Letter (template)**

**File Code:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Route To:** IQCS Master Record  
**Subject:** Notification of IFPM Qualification  
**To:** *Incumbent*

Congratulations! Based on our review of your NWCG Incident Management Qualifications and training records in *IQCS*, I have determined that you meet the Minimum Qualification Standards (MQS) for the \_\_\_\_\_ IFPM position.

If you intend to pursue a career within Fire and Aviation Management, I would refer you to the *Forest Service Standard Position Description Crosswalk* located at: <http://www.fs.fed.us/fire/management/ifpm/> for the IFPM or FS-FPM Standard for key fire positions within FAM. Please take note of the NWCG Incident Management Qualifications and required training for those positions, and work with your supervisor to develop an Individual Development Plan (IDP) that will help you attain those requirements.

A copy of this letter will be filed in your IQCS Master Record.

/s/

Unit Fire Program Manager

cc: *Employee's Supervisor*

**Notification of Non-Qualification Letter (template)****File Code:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Route To:** IQCS Master Record**Subject:** Notification of IFPM Qualification**To:** *Incumbent*

I have determined that you are currently encumbered in the \_\_\_\_\_ IFPM position.

After completing a review of your NWCG Incident Management Qualifications and training records in *IQCS*, I have determined that you do not meet the Minimum Qualification Standards (MQS) for your IFPM position.

The records indicate you need the following to meet the MQS for your position:

NWCG Incident Management Qualification(s): \_\_\_\_\_

Required Training (if applicable): \_\_\_\_\_

For additional information on IFPM, refer to the *Forest Service Standard Position Description Crosswalk* and the *IFPM Implementation Plan* located at: <http://www.fs.fed.us/fire/management/ifpm/>

Once you have obtained the above qualifications or required training, you and your supervisor should re-submit a new Incumbent Declaration form for final certification. Please refer to Appendix B of the IFPM Implementation Plan for further clarification.

If you are included in the NFFE bargaining unit, you are entitled to Union representation in this matter. If you disagree with my determination, you may elect to file a grievance in accordance with Article 9 of the Master Agreement.

If you believe there are mitigating circumstances which have prevented you from fully meeting the MQS for your position, you may request an extension. See the procedures for requesting an extension described in Step 9 of the *Forest Service IFPM Implementation Plan*. The deadline for requesting the extension is November 15, 2010.

You and your supervisor are required to develop an Individual Development Plan (IDP) that will identify the appropriate training or position performance training experience, and describe the steps you will take to achieve those requirements.

/s/

Unit Fire Program Manager

cc: *Employee's Supervisor*

**IFPM Employment Agreement (Template for Employees That Have Been Granted a 12 Month Extension)**

This agreement is not to be modified without union representation if the employee is in the NFFE bargaining unit

This is an agreement between USDA Forest Service Unit: \_\_\_\_\_

AND

Employee Name: \_\_\_\_\_

Current Position Title, Series, Grade: \_\_\_\_\_

**1. PURPOSE OF AGREEMENT**

This agreement is intended to assist in the employee's successful completion of the IFPM Standard requirements. As a result of an approved extension request, you have been afforded the opportunity to have an additional 12 months to complete the requirements that you are lacking. The date for completion of these requirements is \_\_\_\_\_ (*12 months from date of approved extension*). It is intended that each party will assist the other in the accomplishment of the objectives of this agreement.

**2. AGENCY RESPONSIBILITIES**

- a. Create an Individual Development Plan (IDP) with input from the employee.
- b. Assist the employee in locating opportunities for training as identified in the IDP.
- c. Monitor employee's progress.
- d. Provide opportunities for completion of NWCG Incident Management Qualifications, as applicable.
- e. As mission needs dictate and with supervisory approval, allow the employee a flexible work schedule for training.
- f. Provide funds when available to pay for training.

**3. EMPLOYEE RESPONSIBILITIES**

- a. Provide supervisor with input for your IDP.
- b. Assist the supervisor in locating opportunities for training as identified in your IDP.
- c. Complete training as identified in your IDP.
- d. Participate in opportunities for completion of NWCG Incident Management Qualifications, as applicable.
- e. Keep supervisor informed of progress and any problems encountered in completing training.

**STATEMENT OF UNDERSTANDING BY EMPLOYEE**

I understand the following:

- a. The position I currently occupy has been identified as a key fire management position under the Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard).
- b. At this time I do not fully meet the IFPM Standard requirements for my position. In order to remain in my IFPM position, I must compete these requirement(s), as identified in my Individual Development Plan:

NWCG Incident Management Qualifications \_\_\_\_\_

Additional Required Training \_\_\_\_\_

- c. If I decline the opportunity to meet these requirement(s) or fail to actively pursue these requirement(s), I will be removed from my IFPM position.
- d. If I fail to complete these requirement(s) by this date \_\_\_/\_\_\_/\_\_\_\_\_, I will be removed from my IFPM position.

I certify that I have read and fully understand and accept the conditions of employment cited above.

Signature \_\_\_\_\_  
 Employee Date \_\_\_\_\_

STATEMENT OF UNDERSTANDING BY AGENCY

- a. The agency will make every effort to assist the employee in successfully completing these requirement(s) needed to remain in this position.
- b. The agency will consider all possible options for continuation of employment of the employee if he/she fails to meet the requirement(s) of this position.
- c. The agency will also consider a request for an additional 12 month extension if the employee is unable to meet the requirements contained in this agreement for reasons outside of the employee's control (see Mitigating Circumstances in Step 9 of the Forest Service IFPM Implementation Plan). The same procedures for requesting an additional extension as described in Step 9 will apply.

Signature \_\_\_\_\_  
 Agency Representative Date \_\_\_\_\_