Appendix A

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 or sub-unit that are one of the fire management positions affected by *FS-FPM Standard*. Fire Management must review each position within the unit's fire organization that has not been previously identified to be in *IFPM Standard*, and determine if those positions are in FS-FPM.

Encumbered as well as vacant positions that are in the unit fire management plan (e.g., table of organization/work chart) should be reviewed.

The sub-unit complexity rating will need to be determined before proceeding with the Position Identification process (refer to Section X. FS-FPM Implementation Process, Step 1).

Unit Position Identification Worksheet

1. Download the *Unit Position Identification Worksheet* from this appendix (A-3).
2. Enter the name, current series/grade, and organizational title for each of the FAM positions on your unit in the worksheet.
3. Establish the sub-unit complexity level for the ranger districts on your unit.
4. Go to the *Forest Service Standard Position Description Crosswalk* located at: http://www.fs.fed.us/fire/management/ifpm/crosswalk.pdf and refer to the specific page in the *Crosswalk* for more information on each position.
5. Document those positions that are on your unit in the *Unit Position Identification Worksheet,* and indicate the complexity level (if applicable).
6. Record the recommended National Standard Position Description (NSPD) referenced on the *Crosswalk* for each position.
7. Once the FS-FPM position category and complexity (if applicable) for each position has been identified, review the Minimum Qualification Standards (MQS) required for each position, and note if the employee meets the MQS with a YES or NO.

Some FS-FPM 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 on 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

The Incumbent Declaration is only needed for FS-FPM employees that are encumbering their position on October 1, 2013, and whose qualification determination has not been previously established.

Supervisors and the FS-FPM affected employee should initiate the Incumbent Declaration and submit the form along with any supporting documentation (e.g., IQCS master record, PTB certification page, and copies of NWCG course certificates) to the Forest FMO.

1. Download the *Incumbent Declaration* from this appendix (A-4).
2. Fill out the information on the *Incumbent Declaration* for each position identified on the *Unit Position Identification Worksheet*.
3. Reference the *Forest Service SPD Crosswalk* to identify the Primary and Secondary Core NWCG Incident Management Qualification and Addition Required Training requirements (if applicable) for the position.
4. If those requirements have been met, note the date the requirement was attained.
5. Check YES or NO if the employee meets the Minimum Qualification Standard, and attach the supporting documentation from IQCS.
6. Employee and Supervisor should sign the *Incumbent Declaration*, attesting that the information contained on the form is accurate and correct.
7. Submit the Incumbent Declaration along with supporting documentation to the Forest FMO.

UNIT POSITION IDENTIFICATION WORKSHEET

Position Identification Worksheet for _____   **Sub-Unit Complexity** _____

Name of Unit (Forest or Ranger District)   *Low/Moderate/High*

Prepared by _____   **Date Prepared** _____

Forest Fire Management Officer

Instructions for Use:

This worksheet is intended to assist fire managers to identify which of their employees are affected by FS-FPM. The responsible Forest FMO should reference the Forest Service SPD Crosswalk posted on the Forest Service website (http://www.fs.fed.us/fire/management/ifpm/) to identify the appropriate FS-FPM 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	FS-FPM Position Category	Complexity Level	National Standard PD#	Meet MQS (Y/N)	Comments
Forest AFMO				FAFMO	H/M/L			
District or Zone FMO				DZFMO	H/M/L			
District or Zone AFMO				DZAFM	H/M/L			
District or Zone Fuels Specialist				DFPFM or DFAFM-P	N/A			
District Fuels AFMO				DFAFM-T	N/A			
District Fuels Tech				DFTEC	N/A			
IHC Asst Supt				IHCAS	N/A			
IHC Squad Leader				IHCSQL	N/A			
Helitack Asst Crew Supervisor				FHACS	N/A			
Helitack Squad Leader				FHSQL	N/A			
T2 Handcrew Supervisor				FT2CS	N/A			
T2 Handcrew Asst Supervisor				FT2CA	N/A			
IA Module Leader				FIAML	N/A			
Station Manager				FSMGR	N/A			

INCUMBENT DECLARATION
For FS-FPM Positions

Employee Name: _____   **Unit:** _____

FS-FPM Position: _____

Minimum NWCG Qualifications and Training Required for Position:
Refer to the *Forest Service SPD Crosswalk* for the Minimum NWCG Qualifications and Additional Required Training required for the FS-FPM position. Also see Appendix B of the FS-FPM Implementation Plan.

Required NWCG Qualifications

Primary: _____   Date Attained: _____

-and-

Secondary: _____   Date Attained: _____

Additional Required Training (if applicable)

_____   Date Completed: _____

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 FS-FPM position.

Yes _____   No _____

Certifying Official: _____   Date: _____
                      Forest FMO