

## Appendix B

### Determination of Qualifications

#### Responsibility –Local Forest Fire Management Officer and Human Resources

##### Qualification Review Process

Prior to October 1, 2013, each employee that is encumbering a FS-FPM position identified in the *Unit Position Identification Worksheet* (Appendix A) needs to be evaluated to determine if they meet the minimum qualification standards as defined for their position in the *FS-FPM Standard*.

The Forest FMO is delegated the responsibility to evaluate and determine if FS-FPM incumbents on their unit meet the NWCG Incident Management Qualifications and Additional Required Training that is required for their FS-FPM position.

If it is necessary to determine whether or not the incumbent meets the education and specialized experience requirements of the professional series that they are encumbering, the series determination may only be made by the Human Resources Staffing Branch at the Albuquerque Service Center (ASC). The NWCG Qualifications and Additional Required Training determination may be conducted by the Forest's Fire Management Officer.

##### Auditing Incumbents

**Step 1:** The encumbered employee and supervisor will submit to the Forest FMO all required documentation (see Appendix A, Position Identification) for determination of qualification.

**Step 2:** The Forest FMO will review the submitted documentation (i.e. Unit Position Identification Worksheet, Incumbent Declaration, ICQS Master Record, and/or copies of certificates or letters of training completion).

**Step 3:** Notification of Employee's Status, refer to Appendix C: Notification of Qualification Status. If employee meets all the requirements, the employee and supervisor should be notified (see Appendix C), and the process ends here.

**Step 4:** If the incumbent does not meet MQS, the Forest FMO will notify the employee of their status (per Appendix C), and inform the supervisor that an IDP must be developed to assist the employee in meeting the NWCG Qualifications and Additional Required Training. An Employment Agreement for Unqualified Incumbents should be initiated (Appendix D-2).

For incumbents that do not meet FS-FPM MQS on October 1, 2013, the employee has the option to request an extension, per Section XI, Step 9 of the FS-FPM Implementation Plan. If an extension is granted (per Step 9), an Employment Agreement must be completed (see Appendix D-4).

### Auditing New Hires

The OPM requirements for the employee's occupational series must be met at time of hire. This will be accomplished by Human Resources Staffing Specialists at the time of hire.

**Before October 1, 2010:** Incumbents hired prior to October 1, 2010 are not required to meet the NWCG Incident Qualifications , Additional Required Training (if applicable), or currency (see PMS 310-1 definition of "currency") for the FS-FPM position they are hired into.

The Forest FMO is responsible to ensure that a review of the new employee's IQCS records was completed, and determine (as in Steps 1 and 2 above) if the new employee meets the MQS required for their FS-FPM position. Once the determination is made, the employee will be notified of their status as per the steps outlined in Appendix C: Notification of Qualification Status.

**On or After October 1, 2013:** On October 1, 2013 the FS-FPM minimum qualification standards (MQS) will become selective placement factors (SPF). Applicants selected for a FS-FPM position on or after this date must meet the NWCG Incident Qualifications , Additional Required Training, as outlined in the *Forest Service SPD Crosswalk* as a condition of hire.

After October 1, 2013, determining if the employee meets the FS-FPM selective placement factors will be performed at the time of hire by Human Resources (HRM) or Fire SMEs, and no further need for qualification determination will be required on the part of the local Forest.

Due to OPM policy regarding Selective Placement Factors, "currency" (as defined by the PMS 310-1) 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 FS-FPM positions, provided they are able to provide supporting documentation that they once possessed the NWCG qualification(s).

- 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 and maintaining their FS-FPM 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.