

## Appendix C

### Notification of Qualification Status

#### Responsibility – Fire Management

#### Introduction

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

#### Before October 1, 2013

##### Incumbent Meets MQS

If the employee has been determined to have met the minimum qualification standards (MQS) required for their FS-FPM position, the employee and supervisor must be provided with a signed copy of the *Incumbent Declaration* and *Notification of Qualification* letter (Appendix C-2).

##### Incumbent Does Not Meet MQS

If it is determined that the employee has not met all of the minimum qualification standards (MQS) required for their FS-FPM position, the Forest FMO must provide the employee and supervisor with signed copy of the *Incumbent Declaration* letter indicating which MQS have not been met, and a *Notification of Non-Qualified* letter (Appendix C-3) which will direct the employee and supervisor to initiate an *Individual Development Plan* (IDP) outlining the steps to be taken for the employee to meet their FS-FPM requirements.

In addition, the employee's supervisor should prepare an Employment Agreement for the employee to sign (Appendix D-2), acknowledging that they are required to obtain the missing qualifications prior to October 1, 2013, or face possible removal from their position if they do not meet the conditions described in Step 9 of the FS-FPM Implementation Plan.

#### On or After October 1, 2013

Step 9 of the FS-FPM Implementation Plan outlines the steps to be taken if the incumbent does not meet the FS-FPM requirements for their position.

If a 12 month extension is granted, the employee will be required to sign an Employment Agreement (Appendix D-4).

**Notification of Qualification Letter (template)****File Code:****Date:****Route To:** IQCS Master Record**Subject:** Notification of FS-FPM 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 \_\_\_\_\_ FS-FPM position.

If you intend to pursue a career within Fire and Aviation Management, I refer you to the *Forest Service SPD Crosswalk* located at: <http://www.fs.fed.us/fire/management/ifpm/> for the *IFPM* or *FS-FPM Standards* 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 FS-FPM Qualification**To:** *Incumbent*

I have determined that you are currently encumbered (or newly hired) in the \_\_\_\_\_ in the FS-FPM 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 FS-FPM 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 FS-FPM, refer to the *Forest Service Standard Position Description Crosswalk* and the *FS-FPM 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 A of the FS-FPM 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 will prevent you from fully meeting the MQS for your position by October 1, 2013, you may request an extension. See the procedures for requesting an extension described in Step 9 of the *FS-FPM Implementation Plan*. The deadline for requesting the extension is November 15, 2013.

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. In addition, you will also be required to sign an Employment Agreement (see attached).

/s/

Forest Fire Management Officer

cc: *Employee's Supervisor*