

## Appendix C

### Determination of Qualifications

#### Responsibility – Human Resources

##### Qualification Review Process

Each employee identified in the *Unit Position Identification Worksheet* (Appendix B) needs to be evaluated by Human Resources to determine if they meet the IFPM minimum qualification standards as defined in the *IFPM Standard*.

For GS-0401 positions if additional guidance is required please refer the Department of Interior Personnel Bulletin No: 07-13, dated December 4, 2007. Forest Service should contact their Human Resources office.

##### Auditing Incumbents

**Step 1:** The Fire Manager and the incumbent will submit to the Human Resources Office all required documentation (see Appendix B, Position Identification).

**Step 2:** The Human Resources Professional will review the information provided to determine if the incumbent meets the minimum qualification standards as defined in the *IFPM Standard*.

**Step 3:** Notification of Employee's Status, refer to the Appendix D, Notification of Qualification Status.

##### Auditing New Hires

The Human Resources Professional will review the application along with additional documentation that was attached with the application (e.g., college transcripts, IQCS Individual Master Report, and/or copies of certificates or letters of training completion). The *HR Qualification Review Checklist(s)* in this Appendix can be used to review the application.

**Before October 1, 2010:** If the selectee does not meet the NWCG Incident Qualifications and Additional Required Training, the Human Resources Professional will send an Offer Letter, and the *Conditions of Employment* document to the selectee (refer to *Recruitment and Staffing for IFPM Positions* in the IFPM Implementation Plan.)

All OPM requirements must be met at the time of hire.

**On or After October 1, 2010:**

Applicants selected at FPL must meet the NWCG qualifications as outlined in the IFPM Standard as part of the selective placement factors.

Applicants may be selected into developmental positions below the FPL with less than the full NWCG qualifications required by the IFPM position; however they must obtain those qualifications prior to non-competitive promotion to FPL. During recruitment, the selecting official should indicate the appropriate NWCG qualifications for the less than FPL position, which can be equal to, or less than the NWCG qualifications of the FPL position.

If selected for a developmental position with less than the full NWCG qualifications, the employee must sign a Condition of Employment prior to hire, acknowledging that promotion to the FPL will not occur until the IFPM Standard is met. An IDP will be developed to ensure NWCG qualifications can be obtained in a timely manner. All OPM requirements must be met at the time of hire.

**HR Qualifications Review Checklist for IFPM  
GS-0455/0462 Range Aid or Technician Positions**

<b>Applicant Name:</b>	<b>Announcement #: Position Title/Series/Grade:</b>
<b>Guidance:</b> OPM Qualifications (IOR) Standard for General Schedule positions, GS-455 Range Technician Series; OPM Qualifications (IOR) Standard for General Schedule positions, GS-462 Forestry Technician Series; OPM Group Coverage Qualifications Standards for Technical and Medical Support Positions	

<b>QUALIFICATION DETERMINATION</b>
------------------------------------

				<b>Yes/No</b> (Circle Appropriate Choice)								
<p>1. Does applicant have the general and/or specialized experience for the grade level?</p> <p><i>References: OPM Qualifications Manual Group Coverage for Technical and Medical Support Positions. If applicable, specialized experience must be as described in the vacancy announcement.</i></p>				<p>If <b>YES</b> proceed to step 4.</p> <p>If <b>NO</b>, proceed to step 2.</p>								
<p><i>List general and/or specialized experience, including dates, number of months/years, and where obtained (organization) NOTE: Specialized experience can substitute for general experience, general experience cannot substitute for specialized experience</i></p> <table border="1"> <thead> <tr> <th align="center">Experience (If applicable, indicate if general or specialized)</th> <th align="center">Organization</th> <th align="center">Beginning and Ending Dates (MM/YY – MM/YY)</th> <th align="center">No. Months/Years</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Experience (If applicable, indicate if general or specialized)	Organization	Beginning and Ending Dates (MM/YY – MM/YY)	No. Months/Years					
Experience (If applicable, indicate if general or specialized)	Organization	Beginning and Ending Dates (MM/YY – MM/YY)	No. Months/Years									
<p>2. Does applicant have the appropriate substitution of education for the grade level?</p> <p><i>References: OPM Qualifications Manual Group Coverage for Technical and Medical Support Positions AND the Individual Occupational Requirement for either GS-0455/Range or GS-0462/Forestry Technician Series as appropriate. Qualifications Standards for General Schedule Positions Part E.4.(e)</i></p> <p><i>NOTE: For GS-5 level positions, when education is used to meet specialized experience requirements, the level of course work must have been equivalent to at least the junior- and senior-year levels of a baccalaureate program. Two full academic years of study, or 60 semester hours, beyond the second year is equivalent to 1 year of specialized experience.</i></p>				<p>If <b>YES</b> proceed to step 4.</p> <p>If <b>NO</b>, proceed to step 3.</p>								
<p>3. Does applicant have a combination of education and experience as defined in the OPM Qualifications Manual Group Coverage for Technical and Medical Support Positions? (<i>Complete table below for creditable course work and table above for creditable experience</i>)</p>				<p>If <b>YES</b>, proceed to step 4.</p> <p>If <b>NO</b>, applicant does not meet the minimum qualification requirements, proceed to step 5.</p>								
<p><i>List courses below or attach a copy of the transcript(s) or other acceptable documentation highlighting the courses credited (Redact SSN, DOB, etc.).</i></p>												

Course Number and Title	Date Completed	Sem. Hours	Accredited College or University/Institution

**SELECTIVE PLACEMENT FACTOR(S)**

<b>Guidance:</b> <i>The Interagency Fire Program Management Qualifications Standards and Guide</i>	<b>Yes/No</b> (Circle Appropriate Choice)
<p>4. Does applicant meet the IFPM requirements of the position being filled?</p> <p>Identify IFPM standard being applied to position being filled and applicable selective factor(s):</p> <ul style="list-style-type: none"> <li>- IFPM Position (or category): _____</li> <li>- NWCG Incident Management Qualification(s): _____</li> <li>- Additional Required Training (if applicable): _____</li> </ul>	<p>If <b>YES or not applicable</b>, proceed to step 5</p> <p>If <b>NO</b>, applicant does not meet the minimum qualification requirements, proceed to step 5.</p>

**FINAL QUALIFICATION DETERMINATION**

5. Does the applicant meet the qualification(s) for the position?	<b>Yes / No</b> (Circle Appropriate Choice)
<b>Rationale for determination (Yes or No):</b>	
<b>Reviewer Signature/Title/Office Location</b>	<b>Date</b>

## HR Qualifications Review Checklist for IFPM GS-0401 Fire Management Specialist

<b>Employee Name:</b>	<b>Announcement #:</b> <b>Position Title/Series/Grade:</b>
-----------------------	---

**Guidance:** OPM Qualifications (IOR) Standard for General Natural Resources Management and Biological Sciences, 401 Series; OPM Qualifications Standard for Professional and Scientific Positions, and Supplemental Qualification Standard for GS-0401 Fire Program Management Positions.

<b>BASIC QUALIFICATION DETERMINATION</b>
--

<b>Applicant must minimally have a combination of education &amp; experience which total four (4) years; if experience is used to meet the basic education requirement, it CANNOT ALSO be used to meet the specialized experience requirement.</b>	<b>Yes/No</b> <small>(Circle Appropriate Choice)</small>								
<p>1. Does employee have a degree in one of the following: biological sciences, agriculture, natural resources management, or a related discipline appropriate to the position being filled? <i>(complete a, b &amp; c below)</i></p> <p style="padding-left: 20px;">Applicants who meet the basic qualification requirement qualify for a GS-5.</p>	<p>If <b>YES</b>, and applicant is being considered only for a GS-5, proceed to step 5.</p> <p>If <b>YES</b>, and applicant is being considered for GS-7 and above, proceed to step 2.</p> <p>If <b>NO</b>, proceed to step 3.</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><i>a. Date of Degree:</i></td> <td style="width: 50%; padding: 5px;"><i>b. Accredited College/University:</i></td> </tr> <tr> <td colspan="2" style="padding: 5px;"><i>c. Major Field of Study:</i></td> </tr> </table>	<i>a. Date of Degree:</i>	<i>b. Accredited College/University:</i>	<i>c. Major Field of Study:</i>						
<i>a. Date of Degree:</i>	<i>b. Accredited College/University:</i>								
<i>c. Major Field of Study:</i>									
<p>2. Does applicant meet Superior Academic Achievement as defined in the Qualification Standards for General Schedule Positions part E.4.f?</p> <p style="padding-left: 20px;">Applicants who are eligible for Superior Academic Achievement are qualified for the GS-7.</p>	<p>If <b>YES</b>, and applicant is being considered only for a GS-7, proceed to step 5.</p> <p>If <b>YES</b>, and applicant is being considered for GS-9 and above, proceed to step 4.</p> <p>If <b>NO</b>, proceed to step 3.</p>								
<p>3. Does employee have a combination of education and experience as defined in Part B on page 2 of the Supplemental Qualification Standard for GS-0401 Fire Management Specialists? <i>(Complete tables below for course work and experience used to determine basic qualifications)</i></p> <p style="padding-left: 20px;">Applicants who meet the basic qualification requirement qualify for a GS-5.</p>	<p>If <b>YES</b>, and applicant is being considered only for a GS-5, proceed to step 5.</p> <p>If <b>YES</b>, and applicant is being considered for GS-7 and above, proceed to step 4.</p> <p>If <b>NO</b>, applicant does not meet the basic requirement, proceed to step 5.</p>								
<i>List courses below or attach a copy of the transcript(s) or other acceptable documentation highlighting the courses credited (Redact SSN, DOB, etc.).</i>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Course Number and Title</th> <th style="width: 15%;">Date Completed</th> <th style="width: 10%;">Sem. Hours</th> <th style="width: 45%;">Accredited College or University/ Institution</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Course Number and Title	Date Completed	Sem. Hours	Accredited College or University/ Institution					
Course Number and Title	Date Completed	Sem. Hours	Accredited College or University/ Institution						
<i>List experience, including dates, number of months/years, and where obtained (organization)</i>									

Experience	Organization	Beginning and Ending Dates (MM/YY – MM/YY)	No. Months/ Years

**SPECIALIZED EXPERIENCE DETERMINATION**

<p><b>If applicable, credit for experience given in the basic qualification section above cannot be used to determine specialized experience below.</b></p> <p>4. Does the employee also have one year of specialized experience equivalent to the next lower grade of the position being filled as defined on page 2 #6. of the Supplemental Qualification Standard for GS-0401 Fire Management Specialists? <i>(Complete table below to show experience used to determine specialized experience)</i></p>	<p align="center"><b>Yes/No</b> (Circle Appropriate Choice)</p> <p>If <b>YES</b>, employee meets specialized experience, proceed to item 5 below</p> <p>If <b>NO</b>, employee does not meet specialized experience, proceed to item 5 below</p>
---	--

*List specialized experience, including dates, number of months/years, and where obtained (organization)*

Experience	Organization	Beginning and Ending Dates (MM/YY – MM/YY)	No. Months/ Years

**SELECTIVE PLACEMENT FACTOR(S)**

**Guidance:** *The Interagency Fire Program Management Qualifications Standards and Guide*

5. Does applicant meet the IFPM requirements of the position being filled?

Identify IFPM standard being applied to position being filled and applicable selective factor(s):

- IFPM Position (or category): \_\_\_\_\_
- NWCG Incident Management Qualification(s): \_\_\_\_\_
- Additional Required Training (if applicable): \_\_\_\_\_

**FINAL QUALIFICATION DETERMINATION**

6. Does the applicant meet the qualification for the position?

**Yes / No**  
(Circle Appropriate Choice)

**Rationale for determination (Yes or No):**

**Reviewer Signature/Title/Office Location**

**Date**