

Appendix D

Notification of Qualification Status

Responsibility – Human Resources

Introduction

After the Human Resources Professional has reviewed the employee's documentation they will notify the employee of their status by sending them a copy of the HR Qualification Worksheet (Appendix C) used in the determination process and the following template letter. A copy of this notification will also be sent to the employee's supervisor. A sample qualification review memo can be found on Page D-3

If the qualification review results in a finding that IFPM Minimum Qualification Standards have been met, the Human Resources Professional will send a notice to the supervisor to initiate a personnel action to move the employee to the new position description, if the employee is not currently in a standard position description.

If the qualification review results in a finding that IFPM Minimum Qualification Standards have not been met, the Human Resources Professional will send an *Employee Agreement* to the supervisor for completion. This document must be signed by the employee and the Line/Administrative Officer. The Fire Manager must work with the employee on drafting an Individual Development Plan.

Employee Agreement Directions

Employees in positions who do not meet either the educational requirements established for the GS-0401series and/or the Conditions of Employment (NWCG Incident Management Qualifications or Additional Required Training) must sign an Employee Agreement acknowledging they understand that the requirements must be met by October 1, 2010.

Conditions of Employment

When an applicant is selected for one of the identified IFPM positions, the Human Resources Office will send out the IFPM Condition of Employment developed for use during the transition period. This document must be signed, dated, and received back by the employing office prior to entrance on duty. The selectee must sign the Condition of Employment acknowledging their agreement to successfully complete all required IFPM Minimum Qualification Standards before October 1, 2010. Employees who do not complete the full IFPM requirements by that date will be removed from their position.

Sample Qualification Review Memorandum to Current Employees in GS-0455/0462 and GS-0401 Positions Identified in the IFPM Standard. (Not for New Hires)

Date: Current Date
To: Incumbent (enter name here)
From: Human Resources Specialist
Subject: Result of IFPM Qualification Review

Your position has been identified as one of the 13 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*. The Human Resources Office completed a review of your records and determined (select the appropriate option):

- You meet the requirements in the *IFPM Standard* for the position of (enter IFPM position title).

- You do not meet the requirements in the *IFPM Standard* for the position of (enter IFPM position title) because:
 - You lack NWCG Incident Management Qualifications and/or the Additional Required Training. To meet these requirements, you need to complete the following:

 - You lack required coursework in order to meet the Office of Personnel Management qualification standards for the GS-401. Specifically, you will need an additional XX hours of creditable coursework.

 - You lack one year of specialized experience as defined in the IFPM Qualification Standard. Specifically, you will need an additional XX months of specialized experience in order to meet the qualification requirements.

Attached is a completed HR Qualifications Review Checklist used to make this determination. See below for missing requirements.

If you do not meet the requirements you and your supervisor are required to develop an Individual Development Plan (IDP) that will identify the appropriate training and courses you need. You are also required to sign the attached agreement that defines responsibilities between you and the Agency/Bureau in meeting the requirements outlined in the *IFPM Standard*.

When you believe you meet the IFPM requirements, please resubmit your qualification package through your supervisor to human resources for a final review. All IFPM minimum qualification standard requirements must be met no later than October 1, 2010.

If you have any additional questions please contact (Name here) of the Human Resources Office at (phone and or email).

Signature

Name Title Human Resources Office

CC Supervisor of Employee
Fire and Aviation Management or Equivalent

IFPM Employee Agreement (For Employees Currently Occupying IFPM Positions)

This is an agreement between U.S. Department of _____, (Agency) and Employee _____.

Name: _____

Current Position Title, Series, Grade: _____

This agreement provides a basis of mutual understanding between the above parties in matters relating to the attainment of (check all that apply):

- _____ GS-0401 Fire Management Specialist Positive Education Requirements
- _____ Basic Requirements
- _____ Specialized experience required for GS-0401, Fire Management Specialist
- _____ NWCG Incident Management Qualifications
- _____ Additional Required Training

Positive education and specialized experience requirements of the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist, NWCG Incident Management Qualifications, and Additional Required Training must be met on October 1, 2010.

If you do not meet these requirement(s) within the specified time frame you will be removed from your current position.

1. PURPOSE OF AGREEMENT:

This agreement is intended to assist in the successful completion of the *IFPM Standard* requirements by October 1, 2010. Failure to meet the requirements on October 1, 2010, will result in removal from your current position. It is intended that each party will assist the other in the accomplishment of its objectives.

2. AGENCY RESPONSIBILITIES:

- a. Create an Individual Development Plan (IDP) with input from the employee.
- b. Assist the employee in locating opportunities for education, training, and specialized experiences 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 education and training.
- f. Provide funds when available to pay for education and training.

3. EMPLOYEE RESPONSIBILITIES:

- a. Provide supervisor with input for your IDP.
- b. Assist the supervisor in locating opportunities for education, specialized experience and training as identified in your IDP.
- c. Complete education, specialized experience and training as identified in 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 education and training.
- f. Sign Continued Service Agreement for tuition paid by the agency, if applicable.

STATEMENT OF UNDERSTANDING BY EMPLOYEE

I understand the following:

- a. This position has been identified as a key fire management position under the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.
- b. I do not fully meet the *IFPM Standard* requirements as identified herein.
- c. In order to remain in this position, I must complete these requirement(s), as identified in my Individual Development Plan, by October 1, 2010.
- d. If I fail to complete these requirement(s) by October 1, 2010, I will be removed from this position.
- e. If I decline the opportunity to meet these requirement(s) or fail to actively pursue these requirement(s), I will be removed from this 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) for this position.

Signature

Agency Representative

Date

IFPM Condition of Employment Agreement (For New Hires)

NOTE: The applicant must sign and return this prior to appointment. Continued employment will depend on the applicant meeting the minimum qualification standards for the Key Fire Management Position for which hired.

I fully understand that I must complete the minimum qualification requirements listed below in order to be considered fully qualified for the position of _____ (IFPM Position).

The minimum qualification requirements for this IFPM position must be completed before October 1, 2010. I also fully understand that if I fail to meet the requirements I will be removed from this position.

Qualifications Required:

I fully understand by signing below that failure to satisfactorily meet the minimum qualification standards will result in removal from the position:

_____ Typed name of applicant	_____ Date Prepared
<i>Signature</i> _____ Applicant	_____ Date Signed

The following individual has the authority to authorize funding to ensure the employee has the opportunity to obtain the necessary training in order to fully meet qualifications for the position. The following individual also agrees to provide time and support so that the applicant can meet the minimum qualification standards.

_____ Typed name of FMO/supervisor/representative	_____ Date Prepared
<i>Signature</i> _____ Signature of FMO/supervisor/representative	_____ Date Signed