

HR QUALIFICATION CHECKLIST/WORKSHEET
FOR
GS-0401 FIRE MANAGEMENT SPECIALIST

Vacancy Announcement: _____

Official Title/Series/Grade: _____

Org. Title: _____

Employee's Name: _____

SELECTIVE FACTORS

Refer to the Interagency Fire Program Management Qualifications Standards and Guide for the selective factors required based on position to be filled. An applicant who does not meet the selective factor(s) is not considered qualified. The selective factor(s) are the NWCG Incident Management Qualifications and additional required training found as the last item in the Minimum Qualifications Standards for each key fire management position.

Meets Selective Factor: Yes _____ No _____

EDUCATION AND EXPERIENCE:

A. Degree: biological sciences, agriculture, natural resource management, or related disciplines appropriate to the position. **OR**

B. Combination of education and experience – courses equivalent to a major in biological sciences, agriculture or natural resources management, or at least 24 semester hours in biological sciences, natural resources¹, wildland fire management², forestry, or agriculture equivalent to a major field of study, plus appropriate experience or additional education that is comparable to that normally acquired through the successful completion of a full 4-year course of study in the biological sciences, agriculture, or natural resources. **AND**

One year of specialized, directly related experience equivalent to the GS-____ grade level.

¹ Natural Resources, for these purposes is defined as work in the conservation, management, protection, or utilization of resources in the life sciences arena.

² Courses equivalent to a major in wildland fire management must include adequate scientific content to provide the basis for a professional-level degree. Courses offered as part of an Associate Degree, or Vocational Certificate will not meet the requirements for upper division course work. Courses offered as part of an Applied Science Degree, will have to be assessed to determine if they meet the OPM Supplemental Standards.

BASIC QUALIFICATIONS

Creditable College Education: 24 semester/36 quarter hours of course credit must be obtained in the following academic categories. Of the 24 semester/36 quarter hours, 18 semester/24 quarter hours must be upper division courses (typically number 300 or 400 or prefaced with a C or D).

<u>Academic Category</u>	<u>Total Hours</u>		<u>Upper Division Hours</u>	
Biological Sciences	___ Sem	___ Qtr Hrs	___ Sem	___ Qtr Hrs
Natural Resources	___ Sem	___ Qtr Hrs	___ Sem	___ Qtr Hrs
Wildland Fire Management	___ Sem	___ Qtr Hrs	___ Sem	___ Qtr Hrs
Forestry	___ Sem	___ Qtr Hrs	___ Sem	___ Qtr Hrs

Agriculture _____ Sem _____ Qtr Hrs _____ Sem _____ Qtr Hrs
 Totals: _____ Sem/Qtr Hrs _____ Sem/Qtr Hrs

CREDITABLE COLLEGE COURSEWORK: _____

Other Education Creditable toward the 24 Semester Hour Requirement:

Technical Fire Management (TFM) – Upper Division – 18 Semester Hours

(All Modules must be successfully completed before any of the 18 semester hours are credited.)

- Module I/Ia Statistics/Computers and Math
- Module II Economics
- Module III Fuels Management
- Module IV Fire Ecology and Fire Effects
- Module V Fire and Land Management
- Module VI Final Project Reviews

CREDITABLE TFM COURSEWORK (All modules completed): _____

NWCG Courses – Upper Division Completed:

FIEM	Fire In Ecosystem Mgmt	1 Sem Hr	_____
FML	Fire Mgmt Leadership	1 Sem Hr	_____
FPM	Fire Program Mgmt	1 Sem Hr	_____
LFML	Local Fire Mgmt Ldrshp	1 Sem Hr	_____
NFMAS	Natl Fire Mgmt Analy Sys	1 Sem Hr	_____
RX-410 or 450	Smoke Mgmt Techniques	1 Sem Hr	_____
RX-510 or 540	Applied Fire Effects	1 Sem Hr	_____
RX-590	Presc Fire Behav Interpret (To be combined with S-590)	2 Sem Hr	_____
S-490	Adv Wl Fire Behav Calcul	1 Sem Hr	_____
S-491	Natl Fire Danger Rating Sys	1 Sem Hr	_____
S-492	Long Term Fire Risk Assessmt	1 Sem Hr	_____
S-493	Fire Area Growth Simulation	1 Sem Hr	_____
S-520	Adv Incident Mgmt	2 Sem Hrs	_____
S-580	Adv Fire Use Applications (Natl Parks and Wilderness Fire Mgmt)	1 Sem Hr	_____
S-590	Fire Behavior Interpretation	2 Sem Hrs	_____
S-620	Area Command	1 Sem Hr	_____

CREDITABLE NWCG UPPER DIVISION COURSES: _____

NWCG Courses – Lower Division Completed:

P-151	Wildfire Origin & Cause Determ	1 Sem Hr	_____
Rx-300	Presc Fire For Burn Bosses	1 Sem Hr	_____
Rx-310 or 340	Intro To Fire Effects	1 Sem Hr	_____
S-190/290	Intro To Fire Behavior Combined With Intermed Wl Fire Behavior	1 Sem Hr	_____
S-390	Intro To Wl Fire Behav Calcul	1 Sem Hr	_____

CREDITABLE NWCG LOWER DIVISION COURSES: _____

SPECIALIZED EXPERIENCE REQUIREMENTS

GS-07: Must meet the following:

Experience that demonstrated an understanding of fire behavior relative to fuels, weather and topography and how fire affects natural and cultural resources. Typical assignments included:

- _____ Participating in implementing prescribed fire or fire use plans to ensure resource objectives can be met from a fire management standpoint.
- _____ Developing initial attack incident management strategies and tactics to meet the stated resource objectives.

GS-09: Experience in at least two of the following three categories:

- _____ 1. Experience that demonstrated understanding of fire effects on cultural and natural resources. Assignments must have shown participation in activities such as:
 - Developing fire management plans to ensure resource objectives can be met from a fire management standpoint.
 - Conducting field inspections before and/or after prescribed fires or wildland fires to determine if defined resource objectives have been met.
- _____ 2. Prescribed Fire/Fuels Management – experience in activities such as:
 - Professional forest or range inventory methods and procedures (e.g., Brown’s planar intercept for dead down fuels; live fuel loading assessments), or
 - Analysis of fuel loadings and determination of appropriate fuel treatment methods and programming, or
 - Evaluating prescribed fire plans or fire management plans to ensure fire containment is possible and identify appropriate suppression contingencies if containment is not obtained.
- _____ 3. Fire management operations – analyzing and applying fire management strategies, and experience in at least four of the following activities:
 - _____ Mobilization and Dispatch Coordination
 - _____ Fire Prevention
 - _____ Training
 - _____ Logistics
 - _____ Equipment Development and Deployment
 - _____ Fire Communications Systems
 - _____ Suppression and Preparedness

GS-11 and above: Experience must have included all of the fire program management elements as described below:

- _____ Reviewing and evaluating fire mgmt plans for ecological soundness and technical adequacy;
- _____ Conducting field inspections before and after prescribed or wildland fires to determine if resource objectives were achieved and/or to evaluate the effectiveness of actions taken; and
- _____ Developing analyses on the ecological role of fire and its use and/or exclusion, and smoke management.

In addition, appropriate experience must have included either Prescribed Fire/Fuels Management – **or** – Fire Management Operations as described below:

- _____ Prescribed Fire/Fuels Management – experience in a broad range of activities such as:
- Professional forest or range inventory methods and procedures (e.g., Brown’s planar intercept for dead down fuels; live fuel loading assessments);
 - Analysis of fuel loadings and determination of appropriate fuel treatment methods and programming;
 - Land use planning and environmental coordination;
 - Evaluating prescribed fire plans or fire mgmt plans to ensure fire containment is possible and identify appropriate suppression contingencies if containment is not obtained.

_____ Fire Management Operations – analyzing and applying fire management strategies, and experience in at least five of the following activities:

- _____ Mobilization and Dispatch Coordination
_____ Fire Prevention and Education
_____ Training
_____ Logistics
_____ Equipment Development and Deployment
_____ Fire Communication Systems
_____ Suppression and Preparedness
_____ Aviation

Meets basic education requirements: Yes No

Meets specialized experience requirements: Yes No

Qualified Yes No

Signature of Human Resources Specialist determining qualifications

Date

Contact Information

Name: _____

Phone: _____

Email: _____

HUMAN RESOURCES SPECIALIST: Provide a copy of this worksheet to the applicant as a record of the rationale for your determination.

APPLICANT: Provide a copy of this document when applying to future announcements for the same position as identified on the first page. Questions should be directed to the specialist whose signature appears above.