Appendix B

Position Identification

Responsibility - Fire Management

Introduction

The purpose of the Position Identification process is to assist managers in identifying all positions on a Forest Service unit that are one of the 12 key fire management positions in the IFPM Standard.

The Unit complexity level will need to be determined before proceeding with the Position Identification process (refer to Step 1 of the IFPM Implementation Process or Appendix A).

Unit Position Identification Worksheet

1. Download the Unit Position Identification Worksheet from Appendix B.
2. Enter the name and current series/grade for each FAM positions on your unit in the worksheet.
3. Identify the unit complexity level for those positions that are dependent on complexity.
4. Go to the Forest Service Standard Position Description Crosswalk located at: 
5. Locate each employee’s current position title in the Crosswalk Summary and refer to the specific page in the Crosswalk for more information on each position.
6. Document those positions on your unit that are in one of the IFPM positions on the Unit Position Identification Worksheet, and indicate the complexity level (if applicable).
7. Record the recommended National Standard Position Description (NSPD) referenced on the Crosswalk for each position.
8. Once the IFPM position category and complexity (if applicable) for each position has been identified, review the Selective Placement Factors required for each position and note if the employee meets the SPF (Yes or No).

Some IFPM employees may be in non-standard position descriptions. Supervisors should review the non-standard PD and consider if it is still 80% accurate.

• If their current PD accurately describes at least 80% of their duties, it is recommended that the employee remain in that PD until the position becomes vacant.
• If their current PD is not 80% accurate, it is recommended that they be re-assigned into the NSPD as identified for their position in the Crosswalk.
• The NSPD’s identified on the Crosswalk should be used to fill vacancies unless the employee is engaged in non-standard collateral duties for more than 20% of the time.

The Unit Position Identification Worksheet should be maintained at the Unit level, and updated periodically when there are changes in the organization or vacant positions that are filled.
**Incumbent Declaration**

Incumbent Declarations are only needed for Fire and Aviation Management employees that were encumbering their position on October 1, 2010. Continued use of the Incumbent Declaration is not needed for employees hired into an IFPM position after Oct 1, 2010, however Units may continue to use the Incumbent Declaration as a check sheet to document when an employee has regained lost currency or for those that were granted an extension.
**UNIT POSITION IDENTIFICATION WORKSHEET**

Name of Unit (Forest) ____________________________  Unit Complexity __________

Prepared by ____________________________  Date Prepared __________

*Unit Fire Program Manager*

Instructions for Use:

This worksheet is intended to assist fire managers to identify which of their employees are affected by IFPM. The responsible Unit Fire Program manager (UFPM) should reference the Forest Service IFPM/FS-FPM SPD Crosswalk posted on the Forest Service website (http://www.fs.fed.us/fire/management/ifpm/) to identify the appropriate IFPM category that applies to their employees. This information should be entered into the Incident Qualification and Certification System (IQCS) and updated periodically as needed.

<table>
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<tr>
<th>Current Organizational Title</th>
<th>Current Series &amp; Grade</th>
<th>Current PD #</th>
<th>Employee’s Name</th>
<th>IFPM Position Category</th>
<th>Complexity Level</th>
<th>Agency Standard PD #</th>
<th>Meet SPF (Y/N)</th>
<th>Comments</th>
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INCUMBENT DECLARATION
For IFPM Positions

Employee Name: ____________________________  Unit: ____________________________

IFPM Position: __________________________________________

Minimum NWCG Qualifications and Training Required for Position:
Refer to the Forest Service Standard Position Description Crosswalk for the Minimum NWCG
Qualifications and Training required for the IFPM position. Also see Appendix C of the IFPM
Implementation Plan.

Required NWCG Qualifications

Core: ____________________________  Date Attained: __________
-and-

Secondary: ____________________________  Date Attained: __________

Additional Required Training (if applicable)

_____________________________  Date Attended: ________________

Meets Minimum Qualification Standards:  Yes __________  No __________
Attach supporting documentation from IQCS.

Employee: ____________________________  Date: ________________

Supervisor: ____________________________  Date: ________________

I have reviewed and verified the information above, and certify that the employee has met the
Minimum Qualification Standards for their IFPM position.

Yes __________  No __________

Certifying Official: ____________________________  Date: ________________

Certifying Official: Unit Fire Program Manager