Flowchart for Employees Completing the HSQ

1. **Initiate packet and complete WCT level** – for highest active qualification you have

2. **HSQ Coordinator approves WCT level**

3. **Review profile and sign informed consent**

4. **Do you have a waiver granted by the Forest Service?**
   - **YES**
     - **Yes – WITHOUT annual mitigations**
       - Inform HSQ Coordinator that you do not need to supply annual info
       - Cleared to take the WCT
   - **Yes – WITH annual mitigations**
     - Find your waiver by searching through old packets
     - Look for: *Cleared to process*—waiver highlighted in Packet Information
     - Click “View” in Part D of previous packets
   - **I don’t know**
     - Find your waiver by searching through old packets
     - View/Add notes in left column of each packet
   - **NO**
     - Were new boxes checked?
     - **NO new boxes were checked on HSQ**
       - NO new boxes checked on HSQ
     - **YES new box(es) were checked on HSQ**
       - cleared to take the WCT
       - complete the OF-178 process

5. **Complete HSQ**

Fax info to: 866-338-6630 or attach to packet and notify MQP office at: SM.FS.mqp_emedical@usda.gov
Flowchart for AD/Temporary (1039) Employees Completing the HSQ

- HSQ Coordinator will initiate packet and assign appropriate WCT level

- AD/1039 review profile, WCT level, and signs informed consent

- Complete HSQ

- Do you have a waiver granted by the Forest Service?
  - NO
    - I don’t know
      - Were new boxes checked?
        - NO new boxes were checked
          - View/add notes in each packet
        - YES new box(es) checked on HSQ
          - cleared to take the WCT
          - complete the OF-178 process

- YES
  - I don’t know
    - 3 paths to finding your waiver by searching through old packets
      - Cleared to process—waiver under Packet Information
      - Click “View” in Part D of previous packets
    - NO new boxes were checked
      - Fax info to: 866-338-6630 or attach to packet and notify MQP office at: SM.FS.mqp_emedical@usda.gov
      - Informed HSQ Coordinator that you do not need to supply annual info
      - Cleared to take the WCT
    - Yes – WITH annual mitigations
      - YES new box(es) checked on HSQ
          - complete the OF-178 process
      - View/add notes in each packet
    - Yes – WITHOUT annual mitigations
      - Informed HSQ Coordinator that you do not need to supply annual info
      - Cleared to take the WCT