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Subject: Fire and Aviation Management Qualifications Documentation for ADs

To: Regional Foresters, Station Directors, Area Director, IITF Director, and WO Staff

There have been questions regarding the Washington Office 5100 Fire and Aviation management Qualifications Documentation letter, dated January 21, 2005. In particular, whether the requirements listed in the letter apply to individuals hired under the Administratively Determined (AD) Pay Plan.

The same documentation requirements apply to individuals certified by a National Forest Fire Program Management Staff Officer and hired as "Administratively Determined" or AD's as apply to all other redcarded Forest Service employees. Documentation to support the qualifications listed on the Incident Qualifications Card (redcard) will be provided to the National Forest who serves as the "hiring unit" and maintained on that unit as directed by 22.1 Record Keeping in Forest Service Handbook 5109.17. The 2005 amendment to the 5109.17 will include the following record keeping standards,

22.1 - Record Keeping

The Forest Fire Program Management Staff Officer on each unit shall ensure that certification records are maintained.

1. A file folder in paper copy format must be maintained for each employee for records related to certification in fire and aviation management positions. These records must be centrally located on the unit and readily accessible to the Fire Program Manager or review teams. The Fire Program Manager shall determine that location and provide written direction the field as to the expectations for storage and maintenance of the files.

2. The contents of these folders shall include:

- a. All relevant evidence of course completion related to position qualifications. Relevant evidence may consist of training certificates, copies of course completion rosters and/or completed Request for Training (SF-182) forms, or other 3rd party validation that the training has been completed. Documents from the course Lead Instructor or Course Coordinator, certifying that the employee successfully completed the training is acceptable.
- b. Position task book verification (inside front cover of task book, showing recommending final evaluator and Certifying Official's signatures and dates). If no copy of a qualifying position task book verification page can be located, verification can be accomplished with a letter, or e-mail, from the final evaluator verifying satisfactory completion of all tasks and a recommendation that the individual be



considered for certification, listing the incident(s) and date(s) that the final evaluation recommended certification was completed.

When course completion and position task book verification evidence is missing, the Certifying Official must also document that they have accepted evidence, based on identified criteria, that the employee was eligible for certification and that the employee has continued to be certified in the position.

- c. Current Work capacity test (WCT) Administration Reports on file (see http://www.fs.fed.us/fire/safety/wct/wct_index.html for forms and details on administration).
- d. Yearly updated Incident Qualifications and Certification System Responder Master Record (RPTC028) from IQCS.

By June 30, 2005, all AD personnel master records will be reviewed in order to validate training and individual performance rating or task book documentation for all existing position qualifications. If the proper documentation does not exist, the position qualification(s) will be removed from the individual's incident qualifications card.

The Forest Fire Program Management Staff Officer has the responsibility for establishing controls to assure the completeness and accuracy of qualification documentation prior to certifying an AD's incident qualifications card.

Each Region's representative shall contact Jim Barnett by June 30, 2005, and confirm that all employee and AD master records and qualifications within their Region have been reconciled.

/s/ Mike Dudley (for)
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Director, Fire and Aviation Management