SAMPLE NOTIFICATION

Memo to Incumbents in who met basic qualifications for GS-0401, Fire Management Specialist positions.

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: GS-0401 Fire Management Basic Qualification Review

The Human Resources Office completed a review of your education, training records, and/or experience to determine if you meet the basic qualification requirement for the position you currently hold. The following determination was made in regards to your basic qualifications:

Select and use the appropriate paragraph below for your employee

Qualified & Placed prior to 2/15/2005 – Using NWCG Qualifications
You were found to have met the basic qualifications for the position you currently hold. However, NWCG qualifications were used to determine your basic qualification requirement. Beginning February 15, 2005, NWCG qualifications are no longer allowed to be credited for basic qualifications unless they are on a transcript from an accredited institution. Since you were found qualified and placed into your current position prior to February 15, 2005, you are allowed to remain in your position without obtaining additional creditable education. At this time, you are not eligible for details, promotions, or reassignments to other GS-0401 Fire Management position until you obtain the additional creditable education as found in Department of the Interior Personnel Bulletin 07-13 – "Qualification Requirements for GS-0401 Fire Program Management" dated December 4, 2007.

Qualified & Placed – Not using NWCG Qualifications
You were found to have met the basic qualifications for the position you currently hold. You may be eligible for details, promotions or reassignments in to other GS-0401 Fire Management positions. Final determination regarding qualifications is made by the appropriate Human Resource Office.

If you have any additional questions please contact (Name here) from the Human Resource office at (phone and or email).