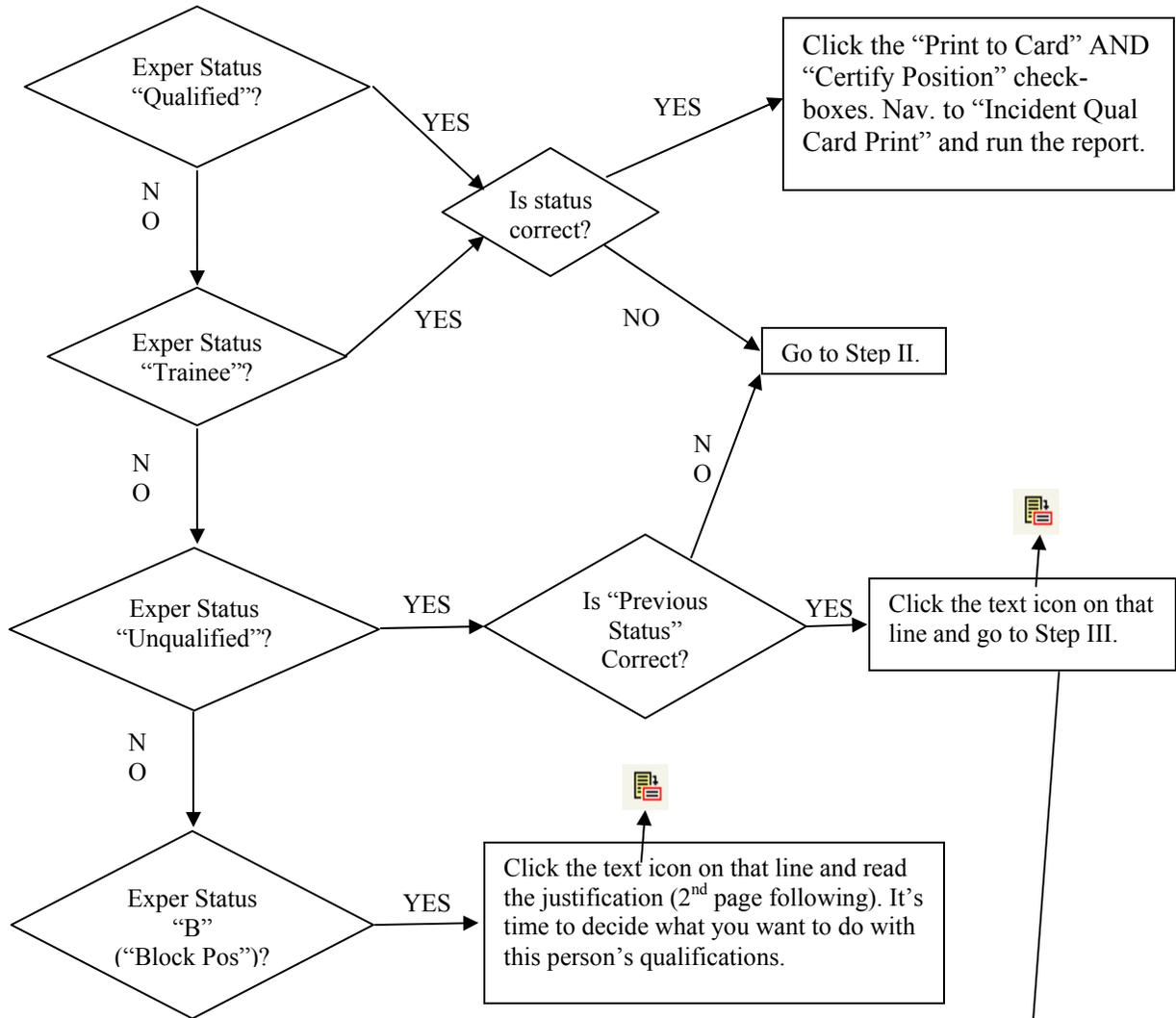


Qualifications Troubleshooting Procedure

STEP I: Workforce Development > Competency Management > Incident Qualification Card



Qualifications

EmpID: 0000000116 Ramirez, Juan Sanchez Villa-Lobos Last Print Date:

Cert Official: 0000000035 Supervisor, Steve

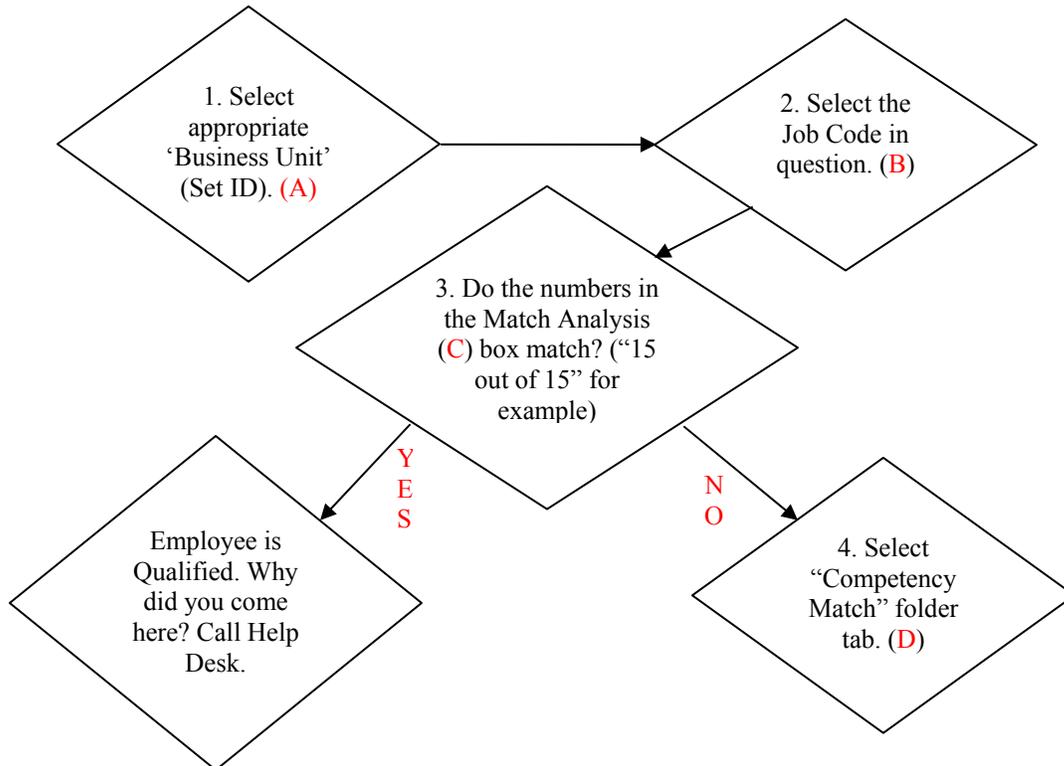
Priority	Print to Card	Certify Position	Position	Admin. Action	Exper Status	Previous Status	Position/Taskbook Expiration Date	Justification	Printed
1	<input type="checkbox"/>	<input type="checkbox"/>	CRWB Crew Boss (Single Resource)	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	DOZB Dozer Boss (Single Resource)	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	EDRC Dispatch Recorder	<input checked="" type="checkbox"/>	T	Trainee	Training 08/01/2003		<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	FFT1 Adv Firefighter/Squad Boss	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	FFT2 Firefighter	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	STCR Strike Team Ldr Crew	<input type="checkbox"/>	U	Unqualified	Training		<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	TFLD Task Force Ldr	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	TRPB Tractor/Plow Boss(Sgl Res)	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>

Qualifications Troubleshooting Procedure

2

**STEP
II:**

**Workforce Development>Competency Management>
Match Competencies to Roles>Person to Role**



Menu

- My Favorites
- Workforce Administration
- Benefits
- Workforce Development
 - Competency Management
 - Assign Role
 - Competencies
 - Track Person
 - Competencies
 - Match Competencies to Roles
 - Match Evaluation Types
 - Person to Role
 - Role to Person
 - Team to Job Task
 - Perform Competency Search
 - Incident Qualification Card
 - Review NVQ Information UK
 - Needs Assessment
 - Career Planning

Cluster Match | **Competency Match** | Accomplishment Match | Gap-Fit Measurement

Ramirez, Juan Sanchez Villa-Lobos Employee EmpID: 00000000116

Business Unit: NWCG0 Organization ID: Position: Job Code: B Job Task:

Match Analysis

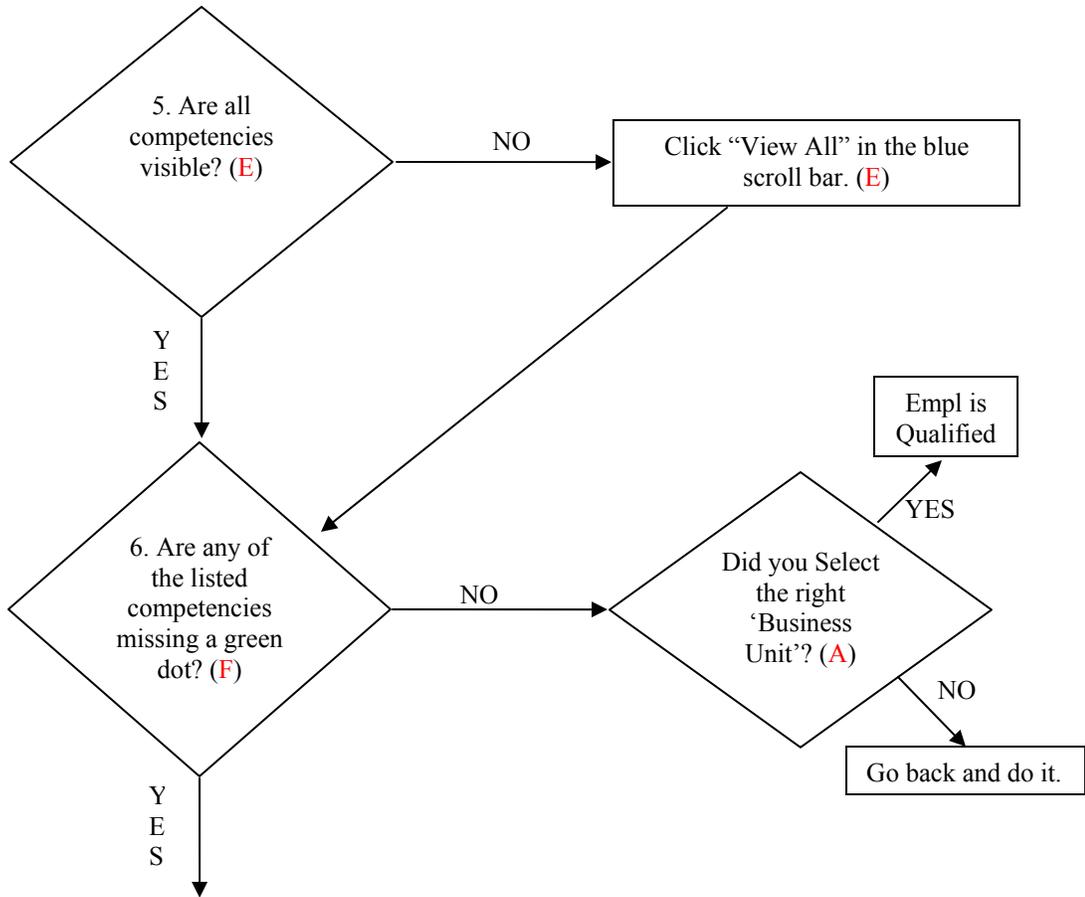
Total Match:	0	out of C	0
Competency Match:	0		0
Accomplishment Match:	0		0

Role Cluster

Cluster	Importance	EE Complete	Competency Cluster
	Average	<input type="checkbox"/>	Competency Cluster

Qualifications Troubleshooting Procedure

Step II: (Cont'd) Workforce Development>Competency Management>Match Competencies to Roles>Person to Role>Competency Match tab



7. Click the “Competency Match Detail” hyperlink (G). (Optional; just gives more detail.)

Cluster Match | Competency Match | Accomplishment Match | Gap-Fit Measurement

Ramirez, Juan Sanchez Villa-Lobos Employee EmpID: 00000000116
 SetID: NWCG0 Job Code: CRWB
 Org ID:

Match Analysis

Competency Match: 12 out of: 15 **G** [Competency Match Detail](#)
 Total Competencies: 4 Competencies not ranked: 0 **E**

Competency	Importance	Training Scheduled
CRWBTB Single Resource Boss PTB	Average ●	<input type="checkbox"/> Competency Training
FFT1 Adv Firefighter/Squad Boss	Average ●	<input type="checkbox"/> Competency Training
FITCAT Fitness Category	Average ● ○ F	<input type="checkbox"/> Competency Training
S-230 Crew Boss (Training)	Average ●	<input type="checkbox"/> Competency Training
S-290 Intern Wildland Fire Behavior	Average ●	<input type="checkbox"/> Competency Training

Qualifications Troubleshooting Procedure

Step II: (Cont'd) Competency Match Detail page.

Any number in the “EE Review Points” column means this person has met the criteria before. This corresponds to the red open dot on the Competency Match page.

The “0” in the “Importance Match” column shows the competency is not currently met (H). The red open dot on the Competency Match page also shows this.

Competency Match Detail

Ramirez, Juan Sanchez Villa-Lobos Employee EmpID: 0000000116

SetID: NWC00 Job Code: CRWB

Org ID:

Competency	Required Points	EE Review Points	Importance Match	Expiration Date
CRWBTB Single Resource Boss PTB	100	100	3	
FFT1 Adv Firefighter/Squad Boss	100	100	3	
FITCAT Fitness Category	3	3	0	
S-230 Crew Boss (Training)	100	100	3	
S-290 Intern Wildland Fire Behavior	100	100	3	

Competency Match: 12

Return

If a prerequisite position is shown as ‘missing’ (no green dot), troubleshoot that position.

If a Position Task Book (PTB) is shown as ‘missing’ (no green dot), make sure it’s been properly issued, completed, and certified. A yellow dot (half-moon) indicates an open PTB. Go to: **Workforce Administration>Responder Information>Position Task Book.**

To view all the competencies assigned to the person (not just position-specific), go to: **Workforce Development>Competency Management>Track Person Competencies>Competencies>Competency Assignment tab** (and the **Competency Rating** tab, to see relevant expiration dates.)

Competency Assignment

Ramirez, Juan Sanchez Villa-Lobos Employee EmpID: 0000000116 [Link to Career Planning](#)

Evaluation ID/Type: 01 Approved

Add Assigned Competencies by Role

SetID: [] Org ID: []

Populate from Role Job Code: []

Competency	Description
CRWB	Crew Boss (Single Resource)
CRWBTB	Single Resource Boss PTB
D-110	Dispatch Recorder
DOZB	Dozer Boss (Single Resource)
EDRC	Dispatch Recorder
EDRCTB	Dispatch Recorder PTB
FFT1	Adv Firefighter/Squad Boss
FFT1TB	Firefighter 1 Task Book
FFT2	Firefighter 2
FITCAT	Fitness Category

Assigned Competencies of 32

Search by: Category [] Type []

Source Competencies

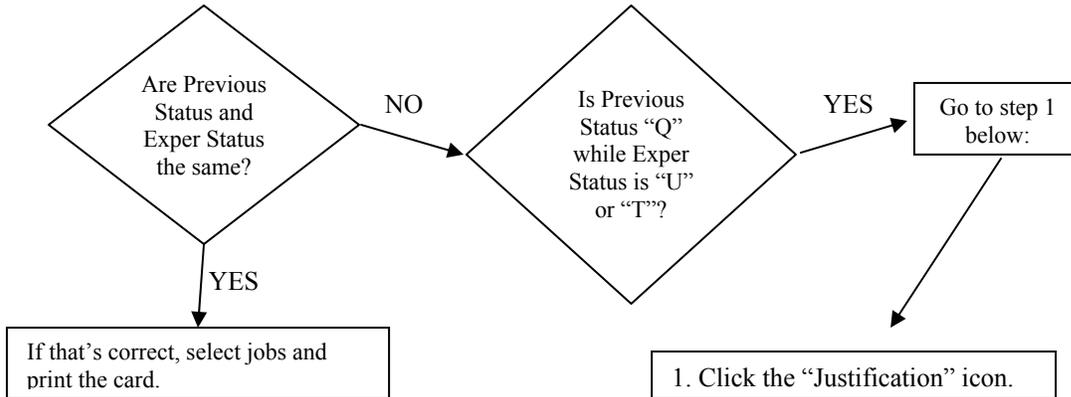
Competency Description

Save Return to Search Notify Update/Display Include History Com

Qualifications Troubleshooting Procedure

STEP III: Workforce Development>Competency Management> Incident Qualification Card>Authorized Action Justification

Do these steps **before** moving to the Match Competencies to Roles component, if you were directed here in Step I.



Qualifications

EmpID: 0000000116 Ramirez, Juan Sanchez Villa-Lobos Last Print Date:
 Cert Official: 0000000035 Supervisor, Steve

Priority	Print to Card	Certify Position	Position	Admin. Action	Exper Status	Previous Status	Position/Taskbook Expiration Date	Justification	Printed
1	<input type="checkbox"/>	<input type="checkbox"/>	CRWB Crew Boss (Single Resource)	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	DOZB Dozer Boss (Single Resource)	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	EDRC Dispatch Recorder	<input checked="" type="checkbox"/>	T	Trainee	Training 08/01/2003		<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	FFT1 Adv Firefighter/Squad Boss	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	FFT2 Firefighter	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	STCR Strike Team Ldr Crew	<input type="checkbox"/>	U	Unqualified	Training		<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	TFLD Task Force Ldr	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	TRPB Tractor/Plow Boss(Sgl Res)	<input type="checkbox"/>	U	Unqualified	Qualified		<input type="checkbox"/>

2. If "Authorizing Official" is empty, there is no justification to read. "System" means the system provided a Justification due to some criteria expiring.

Justification

EmpID: 0000000116 Ramirez, Juan Sanchez Villa-Lobos
 Exper Status: Trainee
 Position: EDRC Dispatch Recorder

Effective Date	Seq.	Authorizing Official	Exper Status	Justification
02/20/2004	0	SYSTEM	T	Justification

OK Cancel

Qualifications Troubleshooting Procedure

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Step III: (Cont'd) Viewing Justification statements for Qualifications status problems.

4. The screen below (reached by Clicking “Justification” button in the previous step) shows why the Qualification status for this employee has changed.



In this example, the employee will have to perform in one of the positions that maintains currency for the affected job (see **Set Up HRMS>Foundation Tables>Job Attributes>Responder Position Code Table: Job Code Profile page**), or will be indicated as a “Trainee” and, if a USFS employee, must complete the Position Task Book for the affected job in order to regain Qualified status.

Other system-generated ‘boilerplate’ Justification reasons (“Responder is missing fitness or refresher training.”) require you to review the employee’s competencies (**Workforce Development>Competency Management>Track Person Competencies>Competencies>Assigned Competencies**) to determine what is missing from the employee’s records. You can also find this out by returning to Step II of this guide.

To view an employee’s Training Summary, go to **Enterprise Learning>Result Tracking>Training Summary**. To view an employee’s Incident Experience History, go to **Workforce Administration>Responder Information>Experience by Employee**. To view ALL a person’s competencies and qualifications in one place, go to **Workforce Development>Competency Management>Incident Qualification Card>Responder History Summary**.