The Fire Management Officer (FMO), Wildland Firefighter (WLFF), Servicing Human Resources Officer (SHRO), receives notification of WLFF non-qualification (does not meet one or more standards).

Note: If the examinee is an incumbent, the FMO must ensure the SHRO is aware of a non qualification so they know to initiate the process below.

The FMO, WLFF and SHRO have up to 30-days to complete the Interactive Risk Assessment Process and draft the Risk Mitigation/Waiver (RM/W) memo TO BE REVIEWED by the Wildland Fire Safety Program Manager (WFSPM).

**Interactive Risk Assessment**

*Key Questions (A-G):*
- What’s the non-qualifying issue(s)?
- What are the risks of this condition relevant to the job and the agency?
- Can these risks be mitigated?

**Resource:** contact Michelle Moore 208-387-5811 Technical Assistance

If the examinee is an incumbent, the FMO must ensure the SHRO is aware of a non qualification so they know to initiate the process below.

**WFSPM**
Reviews memo and provides input.

**SHRO** sends the *Initial Letter* (opportunity memo) to WLFF

**WLFF** elects to participate in the RM/W process?

**YES**

**NO**

**Not Qualified**

**Management Official**
Makes Decision.

**Acceptable Risk**

**Status Qualified with RM/W**

**Acceptable Risk w/ Conditions**

**Unacceptable Risk**

**WLFF remains not qualified; has an opportunity at second level (DOI MRB)**

**Note:** If the employee is an AD/EFF the FMO shall act as the SHRO.

**Note:** a copy of the memo must be sent to DOI MSP for uploading into CAS.

**Note:** the Management Official is the local level Line Officer.