

## USDA/FS-12

**System Name:** Fire Qualifications and Experience Records, USDA/FS.

**System Location:** Records are presently kept by the respective Regional Office and Forest Supervisor's Office where the individual is presently employed. The records are currently being entered into an automatic data processing system at the Fort Collins Computer Center, Fort Collins, CO, 80521.

**Categories of individuals covered by the system:** Forest Service employees with sufficient fire experience to qualify for supervisory positions or non-supervisory crews.

**Categories of records in the system:** The system contains a records of the actual fire experience, fire related training received, age, physical condition, training needed and an evaluation of fire overhead positions in which he has been deemed qualified to perform. An evaluation of his performance may also be included.

**Authority for maintenance of the system:** 5 U.S.C. 301; 7 CFR 2.60; 16 U.S.C. 551.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Disseminated to Federal, State and local agencies involved in wildland fire protection activities, including but not limited to the Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Park Service, State Forestry Organizations, and Rural Fire Departments, so that the individuals and their assigned fire crews can be called upon for emergency duty.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** The records are currently stored on file cards at each respective Regional Office and Forest Supervisor's Office. An ADP system is being devised and all records will be placed on magnetic tape at Forest Collins Computer Center.

**Retrievability:** The system is currently indexed by the individual's last name, but it will also be cross-referenced by social security number when it is placed in the ADP system.

**Safeguards:** The records do not contain any information considered to be of a confidential or personal nature, therefore, they are kept in a general file and in an ADP storage system without access restrictions.

**Retention and disposal:** The records are kept for the entire employment period of the individual, which could be up to 35 years, or until he is unable to perform fire related work due to health or lack of current experience or training.

**System manager(s) and address:** The Regional Forester, Forest Supervisor, or his designated representative, at appropriate office where the individual is employed.

**Notification procedure:**

**Record access procedures:** Use same procedures as for requesting Notification.

**Contesting record procedures:** Use same procedures as for requesting Notification.

**Record source categories:** The information in this system comes primarily from the individual, from other in-service documents or from supervisory personnel.