



Introduction and Instructions:

The FQS Change Recommendation Worksheet will serve as the official documentation to recommend changes to the documents. These include Position Qualification Sheets, Position Task Books, and Progression Flow Charts. These worksheets will be collected and reviewed for document changes. Changes considered “critical” will be shared with the Reservist Program Manager and/or the appropriate program office for review and adjudication. All other worksheets will be collected, documented, and stored. One year after FQS has been implemented, Programs will be responsible for convening a panel of program SMEs, to include regional representation, to review and adjudicate the recommended change(s). There will also be small work groups formed to identify and address cross-cutting issues. Additional information on this process will be shared with Reservist Program Managers closer to the review process.

Process and Guidelines:

1. Respondents may submit more than one Change Recommendation Worksheet, but should submit one per issue, position and/or Program.
2. Any FEMA employee of any career status may submit a change Recommendation Worksheet.
3. Provide as much detail as possible when describing the recommended change. It is better to provide too much information than not enough.
4. Be aware there are mandatory fields that must be completed before moving ahead in or completing the worksheet. Those questions are designated with an asterisk (*).
5. You may be contacted for further information or clarity regarding your submission.

If you have documentation to support your submitted recommendations, forward them to ChangeFQS@gmail.com. All attachments must include the following to be considered:

- Program
- Position being impacted
- Contract information of person submitting the change recommendation

If you have any questions, please email ChangeFQS@gmail.com

General Information

1. *Name

First

Last

2. *Phone (xxx-xxx-xxxx)

3. *Email address

4. *Today's date (DD/MM/YYYY)

FEMA Qualification System (FQS) Change Recommendation Worksheet

General Change Request Information

5. *Select Impacted Program(s).

Choose the primary Program that will be impacted by this change suggestion.

If more than one Program will be impacted, enter those Programs in the secondary and tertiary text box(es).

If the recommendation is non- Program specific, select "NA".

Change Form Worksheets that do not identify a specific Program cannot be processed for consideration.

All Programs

NA

PRIMARY Program (select only one from this section)

Acquisitions (ACQ)

Alternative Dispute Resolution (ADR)

Chief Information Office (CIO)

DEC/MERS (DEC/MERS)

Disability Integration (DI)

Disaster Field Training Operations (DFTO)

Disaster Survivor Assistance (DSA)

Environmental/ Historical Preservation (EHP)

Equal Rights (ER)

External Affairs (EA)

Federal Coordinating Officer (FCO)

Financial Management (FM)

Hazard Mitigation (HM)

Human Resources (HR)

Individual Assistance (IA)

Logistics (LOG)

National Disaster Recovery Support (NDRS)

Office of Chief Council (OCC)

Operations (OPS)

Public Assistance (PA)

Planning (PLAN)

Safety (SAF)

Security (SEC)

SECONDARY PROGRAM:

TIERTARY PROGRAM:

6. *Select the type of change you are submitting

If “other”, please specify:

7. *Priority of Change

IMPORTANT: If the Priority of Change is selected as “**critical**”, it is regarded as an issue that is a hindrance or complete obstruction to the ability of the Program to functionally perform. Please provide a detailed explanation about why the issue presented is considered Critical in the box below. Forms marked critical will immediately be sent to the appropriate Reservist Program Manager and/or Program Office.

Enter explanation of **critical** changes here:

8. *Select the document impacted by the recommended change.

- Position Task Book ([page 5](#))
- Qualification Sheet ([page 6](#))
- Flow Chart ([page 7](#))
- Other ([Page 8](#))

Enter “other” document title here:

Based on your response to question 8, please locate the applicable section to continue the survey or click the hyper link next to your document selection.

Position Task Book Feedback ONLY

- 1. Enter the Position Task Book title and 4-character code recommended for changes.**

Example: *Accountable Property Specialist (APSP)*

- 2. Provide the page and/or section where the change is recommended. Please be specific.**

- 3. Please add a detailed explanation of your recommended changes.**

- 4. I would like to provide additional documentation to support my recommendation.**

Yes, and I will forward my documentation to ChangeFQS@gmail.com

No, I have no additional documentation to provide

Please continue to the [last page](#) of the survey for final instructions

Position Qualification Sheet Feedback ONLY

- 1. Enter the Position Qualification Sheet and 4-character code recommended for changes.**

Example: *Accountable Property Specialist (APSP)*

- 2. Identify the section where the change is recommended.**

- 3. Describe the recommended changes. Please be specific.**

- 4. I would like to provide additional documentation to support my recommendation.**

- Yes, and I will forward my documentation to ChangeFQS@gmail.com
- No, I have no additional documentation to provide

Please continue to the [last page](#) of the survey for final instructions

Flow Chart Feedback ONLY

- 1. Enter the Flow Chart/Program title recommended for changes.**
- 2. Enter the position that is recommended for changes.**
- 3. Describe the recommended changes. Please be specific**
- 4. I would like to provide additional documentation to support my recommendation.**
 - Yes, and I will forward my documentation to ChangeFQS@gmail.com
 - No, I have no additional documentation to provide

Please continue to the [last page](#) of the survey for final instructions

“Other” FQS Document Change Request ONLY

- 1. Enter the title of the document recommended for changes.**
- 2. Describe where the changes are recommended (page/section/other visual identifier).**
- 3. Describe the recommended changes. Please be specific**
- 4. I would like to provide additional documentation to support my recommendation.**
 - Yes, and I will forward my documentation to ChangeFQS@gmail.com
 - No, I have no additional documentation to provide

Please continue to the [next page](#) of the survey for final instructions

FEMA Qualification System (FQS) Change Recommendation Worksheet

Thank you for completing the FQS Change Recommendation Worksheet!

Important Reminder:

If you have additional changes to submit, you will need to complete a survey for each change you are recommending.

If you have documentation to support your submitted recommendations, forward them to ChangeFQS@gmail.com. All attachments must include:

- Program
- Position being impacted
- Contact information of person submitting the change recommendation