

Interagency Fire Program Management Qualifications Standards and Guide

Implementation Plan 2004 to 2009

BACKGROUND

Studies of wildland fire incidents for a number of years highlighted the fact that more stringent, uniform qualification standards were needed for certain fire management positions to assure firefighter safety. The *1995 Federal Wildland Fire Policy and Program Review*, signed by the Secretaries of Agriculture and Interior, directed federal wildland fire agencies to establish fire management qualifications standards to improve firefighter safety and increase the level of skill and competence in fire management programs. An Interagency Fire Program Management Qualifications Task Group was established to develop these qualification standards.

The resulting *Interagency Fire Program Management Qualification Standards and Guide (IFPM Standard)* was approved by the Federal Fire and Aviation Leadership Council (FFALC) in January 2000. In August 2002 the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist was approved for use by the Office of Personnel Management (OPM). In June 2004 Dale Bosworth, Chief, United States Department of Agriculture Forest Service (USDA-FS) and Department of Interior (DOI) Assistant Secretary P. Lynn Scarlett issued memorandums establishing October 1, 2004 as the date to officially begin implementing the *IFPM Standard*.

The National Fire and Aviation Executive Board (NFAEB), which replaced FFALC, through the Federal Fire Training Task Group (FFTTG) chartered an interagency IFPM Implementation Team consisting of human resources, training and fire management personnel to develop and distribute an implementation plan.

This implementation plan and supporting documents are to be used as a guide during the implementation of the *IFPM Standard*.

SCOPE

Full implementation of this plan will require the cooperation of fire program managers, supervisors, affected employees and human resources (HR) specialists at all levels in both the Forest Service and DOI Bureaus.

The *IFPM Standard* is a guide for developing future fire managers.

COMMUNICATIONS

The *IFPM Standard* has broad impact across all agencies and bureaus and across all levels of the fire community. The *IFPM Standard* and related documentation on the implementation process can be found on the Internet at: www.nifc.gov/training_quals/IFPM/ifpm.htm.

- **Training:** Established training networks through the Geographic Area Training Representatives will be utilized to disseminate information.
- **Fire Management:** Established networks through geographic and state fire management officers will be utilized to disseminate information.
- **Human Resources:** The human resources community has established an interagency network with bureau/agency IFPM Human Resources representatives to ensure standard interpretation and processing.

FUNDING

It is the responsibility of each bureau or agency to ensure **every** employee affected by the *IFPM Standard* meets the minimum qualification standards by October 1, 2009. This includes paying for training and associated costs as well as providing employees with work time to complete the training.

LABOR/EMPLOYEE RELATIONS

Bureaus will meet their labor-management obligations, as appropriate, with unions representing bargaining unit employees who may be impacted by the implementation of this plan according to the provisions of their respective contracts or as otherwise appropriate.

STANDING BOARDS

Two standing boards, the 401 Education/Training Assessment Board and the IFPM Resolutions Board, have been established per the Interagency Fire Program Management Qualifications Standards and Guide White Paper (White Paper).

The IFPM Resolutions Board has been established to address the “Rare Occasions” clause of the OPM standards. This board is comprised of human resources and fire management personnel from the department level and one representative from the Fire Directors.

The GS-0401 Education/Training Assessment Board is responsible for reviewing non-college courses to determine if they meet the intent of the Supplemental Standards for the GS-0401 Fire Management Specialist and to designate the number of credit hours per course. This board is also responsible for revisions and updates to the *IFPM Standard*. The board is comprised of

training, human resources, fire management specialists, and subject matter experts from colleges and universities.

Protocols have been developed for each of these standing boards and can be found in Appendix A.

Appendix A:

- *IFPM Resolutions Board Operating Procedures*
- *GS-0401 Education/Training Assessment Board Operating Procedures*

MINIMUM QUALIFICATION STANDARDS AND COMPETENCY TRACKING

Members of the IFPM Implementation Team are working with the Incident Qualifications and Certification System (IQCS) Project Team to incorporate the 14 key positions and their minimum qualifications standards and competencies into IQCS. IQCS is the interagency system of record for the management of National Wildfire Coordinating Group (NWCG) Incident Management Qualifications. This will provide fire managers and human resources specialists with a standard tracking system for the *IFPM Standard*.

The IQCS Project Team is drafting a design document and time frame. As more information becomes available it will be posted on the *IFPM Standard* website at: www.nifc.gov/training_qual/IFPM/ifpm.htm.

IFPM STANDARD

The *IFPM Standard* consists of:

1. Key fire management positions
2. Rating guide for evaluating fire program complexity
3. Minimum qualification standards
4. Competencies for key fire management positions

1. Key Fire Management Positions

The *IFPM Standard* identifies 14 key fire management positions common to the five federal wildland fire management agencies. Generic position titles are used as some agencies designate different titles for the same positions.

The 14 key positions are:

- Interagency Hotshot Crew (IHC) Superintendent (technical)
- Helicopter Manager (technical)
- Senior Firefighter (technical)
- Engine Module Supervisor (technical)

- Supervisory Fire Engine Operator (technical)
- Initial Attack Dispatcher (technical)
- Initial Attack Lead Dispatcher/Assistant Center Manager (technical)
- Wildland Fire Operations Specialist (professional or technical)
- Prescribed Fire and Fuels Specialist (professional or technical)
- Prevention and Education Specialist (professional or technical)
- Center Manager (professional or technical)
- Unit Fire Program Manager (professional)
- Geographic Fire Program Manager (professional)
- National Fire Program Manager (professional)

Positions annotated **professional or technical** may be established as professional or technical at the GS-9 level and below depending upon whether professional or technical knowledge is required, the organizational structure exists, and the competency is met as established in the rating guide. All IFPM fire positions classifiable at GS-11 and above are professional positions based on the required competencies and job complexity.

For purposes of this implementation plan, at the program management level a **unit** is considered to be:

- Bureau of Indian Affairs - Tribe/Agency
- Bureau of Land Management - District/Field Office
- Fish and Wildlife Service - Refuge or Zone
- National Park Service - Park or Area
- Forest Service - Forest/District or Zone

and a **geographic area** is considered to be:

- Forest Service, Fish and Wildlife Service, National Park Service - Regional
- Bureau of Land Management - State
- Bureau of Indian Affairs - Area

2. Rating Guide for Evaluating Fire Program Complexity

The complexity analysis is used to determine the overall complexity of a fire management program at the **unit** level. A rating of low, moderate or high is assigned. The series, grade and competency level of the key fire management positions is tied directly to the complexity rating.

3. Minimum Qualification Standards

The minimum qualification standards consist of four components:

- a. OPM Qualification Standard Requirements
- b. Specialized Experience Requirements
- c. NWCG Incident Management Qualifications*

d. Additional Required Training

Encumbered Key Fire Management Positions: To be considered fully qualified for the position in question, an incumbent must meet **all** of the minimum qualification standards as outlined in the *IFPM Standard by October 1, 2009**.

Vacant Key Fire Management Positions: An employee hired into a vacant key fire management position after October 1, 2004 must meet the minimum qualification standards **at the time he/she is placed in the position***. For positions advertised concurrently, professional and technical, the selectee must meet components b., c., and d. above, however, they have until October 1, 2009, to meet OPM's Supplemental Qualification Standards for the GS-0401, Fire Management Specialist. Please refer to the section of this plan, entitled *Recruitment and Staffing for IFPM Positions*.

* Note: Until October 1, 2009, only two of any three specified **non-currency** NWCG position requirements must be met. If only two non-currency NWCG positions are required, both must be met. This is true for both technical and professional positions whether encumbered or filled as vacancies.

4. Competencies for Key Fire Management Positions

Competencies constitute the requisite knowledge, skills and abilities which, when acquired, allow a person to perform a task or function at a defined level of proficiency. The *IFPM Standard* identifies both **position-specific** and **common competencies**.

An employee has **three (3)** years from the time he/she is placed in a position to meet the competencies, both position-specific and common. It is intended that the employee achieve all indicated competencies before being considered at a full performance level. For further guidance, refer to *Assess Employee Development Needs*, Step 5 of the Implementation Process in this plan.

RECRUITMENT AND STAFFING FOR IFPM POSITIONS

These procedures will be followed beginning October 1, 2004 when recruiting for vacant positions:

1. Receive Request to Fill Vacancy

Upon receiving a request to fill a vacancy, the human resources specialist will consult with fire management to determine how recruitment will take place and whether or not the position will be advertised concurrently as GS-0401 and GS-0455 or GS-0462.

Advertising Concurrently (Professional and Technical):

Positions will only be advertised concurrently if the position was **previously established** as a technician position (position description classified) and it is anticipated that it will be difficult to fill as a GS-0401. Consider additional recruitment strategies and incentives such as relocation, recruitment, and retention bonuses to fill difficult positions instead of advertising vacancy announcements concurrently.

2. Build Vacancy Announcements

A. Qualification Information

For each of the 14 key fire management positions, the *IFPM Standard* contains the required minimum qualifications for the GS-0401, GS-0455 and GS-0462 positions. The language in the vacancy announcements will be taken from the *IFPM Standard*. The minimum qualifications that must be identified on the vacancy announcement are:

- Basic Requirements for GS-0455, GS-0462 or GS-0401 positions,
- Specialized Experience*,
- NWCG Incident Management Qualifications**, and
- Additional Required Training**.

Note: The human resources specialist must use the appropriate minimum qualification standards as identified in the *IFPM Standard* for those positions where **unit complexity** is a factor (i.e., Wildland Fire Operations Specialist, Prescribed Fire and Fuels Specialist, Fire Prevention and Education Specialist, Center Manager and Unit Fire Program Manager). Refer to the *Unit Position Identification Worksheet* in Appendix D for the unit complexity rating.

*The *IFPM Standard* does not address the substitution of education for specialized experience. Refer to the Group Coverage Qualification Standard for Professional and Scientific Positions and Group Coverage Qualification Standard for Technical and Medical Support Positions in the *OPM Operating Manual for Qualification Standards for General Schedule Positions*.

** NWCG Incident Management Qualifications and Additional Required Training are Selective Factors. Example:

Position:	Senior Firefighter
Selective Factors:	Incident Commander Type 5 (ICT5) (Currency Required); Firefighter, Type 1 (FFT1) or Helicopter Crew Member (HECM), as appropriate (Currency Required); S-290 "Intermediate Fire Behavior"

B. Task Statements/Knowledge, Skills, and Abilities (KSAs)

Each agency will determine the appropriate applicant assessment tools (e.g., task statements or KSAs). These may be included in the vacancy announcement or in an on-line questionnaire.

C. Standard Statements

All additional standard statements relative to advertising a vacancy announcement or recruitment notice (e.g., area of consideration, description of duties, firefighter retirement coverage, minimum entry age, physical requirements and/or medical standards, etc.) should be included.

D. Required Language

When advertising an IFPM key fire management position concurrently as technical and professional, include one of the following statements:

- Language required on Technical and Professional Concurrent Announcements:

“This position has been identified to be transitioned to the GS-0401 Fire Management Specialist. This is a key fire management position under the Interagency Fire Program Management Standard. This position is being advertised concurrently as professional (GS-0401) and technical (*enter either GS-0455 or GS-0462*) with (*enter concurrent vacancy announcement number here*).”

- Language required on the Technical Vacancy Announcement that is being advertised concurrently with the Professional Vacancy Announcement.

“There is a condition of employment/appointment for this position. Selectee has until October 1, 2009 to meet the basic requirements of the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist. The basic requirements for the GS-0401 Fire Management Specialist can be found under (*enter GS-0401 vacancy announcement number*). Selectees who do not meet the requirements by October 1, 2009 will be removed from the position.”

- *Optional:* Agencies can require the applicant to submit transcripts along with the application. The language for this is below:

“This position will be transitioned to the GS-0401 Fire Management Specialist. If you are applying for a GS-0401 position and are not currently in a professional position in the GS-0400 series it is required that you submit a copy of your official college transcripts, as well as a list of your completed Technical Fire Management modules and your IQCS Individual Master Report (which shows all training completed).”

3. **Qualify/Evaluate Applicants**

For positions advertised as GS-0401, the human resources specialist will qualify applicants using the *HR Qualification Checklist/Worksheet* in Appendix D of the IFPM Standard Implementation Process (below). If using concurrent vacancy announcements, the checklist/worksheet may be used to evaluate the GS-0455/GS-0462 applicants in the event they are selected for the position.

4. Selection of a Technician

If a technician is selected (when advertising concurrently), the following steps will be taken:

- a. Send the *Conditions of Employment* statement (in Appendix E) with the offer letter.
- b. The human resources specialist will determine GS-0401 qualifications based upon the application and the *HR Qualification Checklist/Worksheet* in Appendix D.
- c. Refer to Step 4, *Notification of Qualifications Status*, in the IFPM Standard Implementation Process (below) for further guidance.

5. Temporary Employees and Student Temporary Employment Program (STEP)

Employees will **not** be treated as incumbents. Prior to entry on duty (beginning FY 2005), rehires must meet the *IFPM Standard* selective factors (NWCG Incident Management Qualifications, and Additional Required Training).

6. Student Career Experience Program (SCEP) Employees will be treated as incumbents. Refer to Step 2 of the IFPM Implementation Plan for further guidance.

IFPM STANDARD IMPLEMENTATION PROCESS

The following steps are to be used for the implementation of the *IFPM Standard*:

Note: Steps 1, 2 and 3 may be completed concurrently for positions that are not affected by unit complexity. Positions affected by unit complexity (Wildland Fire Operations Specialist, Prescribed Fire and Fuels Specialist, Fire Prevention and Education Specialist, Center Manager, and Unit Fire Program Manager) require that the steps be followed in the order provided.

Step 1: Complexity Analysis

The complexity analysis will be conducted at the **unit** level, and the results will then be reviewed at the **regional** or **state** level. Once the review is complete the final complexity ratings will be transmitted to the servicing human resources office for each unit, and to their bureau or agency fire director for an interagency peer review.

Specific instructions have been developed for the Bureau of Land Management, Fish and Wildlife Service, National Park Service and USDA Forest Service to aid in the application of the complexity analysis. These can be found in Appendix B.

The Complexity Analysis Guide helps clarify the Complexity Descriptors in the *IFPM Standard* Complexity Analysis. All bureaus or agencies should use this guide in the application of the complexity analysis.

Request for Information: Final complexity ratings will be compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director by February 15, 2005.

Appendix B:

- *Bureau of Land Management: Fire Program Complexity Analysis Instructions*
- *National Park Service: Fire Program Complexity Analysis Instructions*
- *Fish and Wildlife Service: Fire Program Complexity Analysis Instructions*
- *USDA Forest Service: Fire Program Complexity Analysis Instructions*
- *Complexity Analysis Guide*

Step 2: Position Identification

Once the complexity has been determined, fire management must review each position within the fire organization to determine positions that are affected by the *IFPM Standard*. The positions include encumbered as well as vacant positions that are listed in the unit fire plan (e.g., table of organization/work chart). Most of the analysis has been completed in advance in the *Standard Position Description Crosswalk*. This is not an all-inclusive list. For those positions identified in the crosswalk the employee and his/her supervisor will complete and submit an

incumbent declaration to the servicing human resources office. Further guidance for evaluation of positions can be found in the *Position Identification Process* in Appendix C.

Special Note Concerning Standard Position Descriptions (SPDs): Department of the Interior (DOI) and Forest Service (FS) policy dictate mandatory use of the key fire management SPDs that were developed by an interagency team of human resources and fire management personnel. The team did not develop SPDs for Helicopter Manager, Geographic Area Fire Program Manager, National Fire Program Manager, and several other unique positions such as Engine Module Supervisor, GS-08. In these instances, agencies will continue to use their own position descriptions to cover this work. If a unit fire program manager believes that an existing key fire management SPD is inadequate, the manager must follow established DOI and FS procedures to request an exception to this policy.

Using the IFPM Standard Position Descriptions will alleviate confusion over whether the IFPM requirements apply to the position, standardize position descriptions across agencies, relieve managers of the burden of creating new position descriptions, and make it easier for employees to understand the requirements in the next step of their career ladder.

Request for Information: Final positions and the number of employees in those positions will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director.

Appendix C:

- *Position Identification Process*
- *Unit Position Identification Worksheet*
- *Incumbent Declaration for GS-0401 Fire Management Specialist*
- *Incumbent Declaration for GS-0455/GS-0462*
- *Standard Position Description Crosswalk*

Step 3: Determination of Qualifications

The human resources office will review qualifications for incumbents identified in the *Unit Position Identification Worksheet* (Step 2) submitted by fire managers against the requirements in the *IFPM Standard*. These processes can be found in *Determination of Qualifications Process* in Appendix D.

For guidance on advertising and filling vacant positions refer to the *Recruitment and Staffing for IFPM Positions* section of this plan.

For employees who wish to gauge their qualifications for the GS-0401 Fire Management Specialist, a self-assessment tool is available on-line at:
www.nifc.gov/training_qual/IFPM/ifpm.htm.

Appendix D:

- *Determination of Qualifications Process*

- *HR Qualification Checklist/Worksheet*
- *Procedures for Implementing the GS-0401 Supplemental Qualification*

Step 4: Notification of Qualification Status

The human resources specialist will notify the employee in writing with regard to his/her qualifications. Guidance on this process can be found in Appendix E: *Notification of Qualification Status Process*.

Appendix E:

- *Notification of Qualification Status Process*
- *Incumbent Memo: Transition to GS-0401 (Qualified)*
- *Incumbent Memo: Transition to GS-0401 (Not Qualified)*
- *Incumbent Memo: Existing GS-0401 (Qualified)*
- *Incumbent Memo: Existing GS-0401 (Not Qualified)*
- *Incumbent Memo: GS-0455/GS-0462 (Qualified)*
- *Incumbent Memo: GS-0455/GS-0462 (Not Qualified)*
- *IFPM Employee Agreement*
- *IFPM Conditions of Employment*

Step 5: Assess Employee Development Needs

The fire program manager must assess the employee's training and development needs to meet minimum qualification standards for incumbents of positions affected by the *IFPM Standard*. The *HR Qualification Checklist/Worksheet* from the human resources office and the *NWCG Fire Training and Incident Qualifications Worksheet* (available on the Internet at: www.nifc.gov/training_quals/IFPM/ifpm.htm) should be used in this process. Employee development includes training and on the job experience which could be fulfilled by coaching, mentoring, details or special assignments.

Request for Information: Information on the training and development needs of affected employees will be drafted by the unit fire training officer, compiled by the regional or state fire training officer, and transmitted to each bureau or agency national fire training officer. This includes training, mentoring, details, special assignments, and related costs. In addition, information on the impacts of these training and development needs on productivity and other related consequences will be transmitted to each bureau or agency fire director.

Step 6: Initiate Individual Development Plans

Once an employee's training and development needs have been assessed in Step 5, the employee and supervisor **must** develop and initiate an Individual Development Plan (IDP) based on that assessment. The employee and supervisor should use the *HR Qualification Checklist/Worksheet*

(if applicable) and the *NWCG Fire Training and Incident Qualifications Worksheet* to develop the IDP. An IDP template is provided in Appendix F.

Note: It is strongly suggested that during the IDP process consideration be given to the IFPM competencies, both common and position specific, when identifying developmental opportunities. Refer to the *Competency Assessment* section below for further guidance.

Appendix F:

- *Individual Development Plan (IDP) Template*

Step 7: Employee Monitoring

Employee monitoring is completed during the employee performance evaluation review.

Request for Information: Progress reports on implementation activities will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director. This includes information on employees who:

- have successfully met the minimum qualification standards.
- have chosen not to participate.
- have been unable to acquire training and development opportunities.

Step 8: Evaluation of Incumbent for Transition to New Position Description

Once an incumbent meets the minimum qualification standards for his/her position it is the responsibility of the employee and his/her supervisor to complete and submit an Incumbent Declaration to the servicing human resources office before October 1, 2009. **Refer to Step 3, Determination of Qualifications, for further guidance.**

Note: If the employee is unable to meet the minimum qualification standards for his/her position, fire management is responsible for notifying the human resources specialist as soon as it becomes apparent that the employee will not meet the minimum qualification standards. Refer to Step 9.

Step 9: Removal from Current Position

The employee will be removed from his/her position if:

- The employee fails to complete requirement(s) outlined in the *IFPM Standard* by October 1, 2009.
- The employee declines the opportunity or fails to actively pursue requirement(s) outlined in the *IFPM Standard*.

The agency will consider all possible options for continuation of employment if the employee fails to meet the requirement(s) for his/her current position. Refer to your agency human resources office for policy and guidance.

Request for Information: A final report on the number of employees by position who have not met the minimum qualification standards for their position will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director by October 1, 2009.

COMPETENCY ASSESSMENT

All employees affected by the *IFPM Standard* must be evaluated on the common and position-specific competencies they possess. **The employee will have three years from the time he/she meets the minimum qualifications standards for the position to acquire all required competencies.** Competencies can be obtained at the same time an employee is working toward meeting the minimum qualification standards.

Competencies are described in terms of three expertise levels (working, journey, and expert). The appropriate level of expertise for a particular competency is indicated under the relevant level of complexity as determined by the unit complexity analysis. If there is no associated complexity level for a particular position, the expert level is recommended for each of the competencies.

All competencies will be tracked using a competency taskbook. It is the responsibility of the employee's supervisor to initiate the taskbook in IQCS as soon as an employee meets the minimum qualification standards for his/her position.

An employee who does not meet the minimum qualification standards for his/her position should be given a competency taskbook to work on concurrently with the minimum qualification standards. The taskbook will not be officially initiated in IQCS until the employee has met the minimum qualification standards for his/her position. Completed taskbooks will be entered into the IQCS system.

Competency Taskbooks and Planning Tools for each of the 14 key positions can be found on the *IFPM Standard* website at: www.nifc.gov/training_qual/IFPM/ifpm.htm. The planning tools describe some of the developmental activities an employee can use to achieve the requisite competencies for his/her position. These planning tools should be used during the IDP development process outlined in Step 6, and evaluated during the Performance Evaluation Process.

IFPM Standard Implementation Time Table

Implementation Begins October 1, 2004 and will be completed by October 1, 2009

Task	Start Date	Due Date	Responsible Party(s)	IFPM Implementation Plan Appendix
Complexity Analysis:				
Unit level complexity analysis (Refer to Step 1 in the IFPM Standard Implementation Process)	10/1/04	12/1/04	Unit Fire Program Manager	Appendix B
Review of complexity analysis at geographic or state level; transmit final rating to servicing human resources office for each unit	12/1/04	1/30/05	Geographic or State Fire Program Manager	Appendix B
<i>Request for Information:</i> Final complexity ratings will be compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director.	1/30/05	2/15/05	Geographic or State Fire Program Manager	
Position Identification:				
Crosswalk unit fire positions not tied to complexity analysis. (Refer to Step 2 in the IFPM Standard Implementation Process)	10/1/04	11/30/04	Unit Fire Program Manager	Appendix C
Human Resources will evaluate all positions not tied to the complexity analysis and sends out qualification letters to employees and their supervisors. (Refer to Step 3 & 4 in the IFPM Implementation Process)	11/30/04	12/30/04	Human Resources Specialist	Appendix D & E
Cross-walk unit fire positions tied to complexity analysis. (Refer to Step 2 in the IFPM Standard Implementation Process)	1/30/05	2/15/05	Unit Fire Program Manager	Appendix C
Human Resources will evaluate remaining positions and send out qualification letter to employees and their supervisors. (Refer to Step 3 & 4 in the IFPM Standard Implementation Process)	2/15/05	3/15/05	Human Resources Specialist	Appendix D & E
<i>Request for Information:</i> Final positions and number of employees in those positions will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director.	3/15/05	4/15/05	Unit and Geographic or State Fire Program Manager	
Assess Employee Development Needs:				
Each employee affected by the IFPM Standard will be assessed for training and development needs to meet the qualifications for their position. (Refer to Step 5 in the IFPM Standard Implementation Process)	11/30/04	6/30/05	Unit Fire Manager or employee's direct supervisor	Planning Tools available at: www.nifc.gov/training_quals/IFPM/ifpm.htm

<i>Request for Information:</i> Information on the training and development needs of employees will be compiled and transmitted to each bureau or agency national fire training officer. (Refer to Step 5 in the IFPM Standard Implementation Process)			Unit and Geographic Training Officer	This information will be compiled and transmitted annually by October 1.
Initiate Individual Development Plan (IDP):				
Supervisors of employees affected by the IFPM Standard will initiate an IDP for his/her employees. (Refer to Step 6 in the IFPM Standard Implementation Process)	11/30/04	6/30/05	Unit Fire Manager or employee's direct supervisor	Appendix F
Employee Monitoring				
<i>Request for Information:</i> Progress reports on implementation activities will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director. (Refer to Step 7 of the IFPM Standard Implementation Process)			Unit and Geographic or State Fire Program Manager	This information will be compiled and transmitted annually by October 1.
Removal from Current Position				
<i>Request for Information:</i> A final report on number of employees by position who have not met the minimum qualification standards for their position will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director.			Unit and Geographic or State Fire Program Manager	This report will be compiled and transmitted by October 1, 2009.

APPENDICES

Appendix A: Standing Boards

- IFPM Resolutions Board Operating Procedures
- GS-401 Education/Training Assessment Board Operating Procedures

Appendix B: Complexity Analysis

- Bureau of Land Management: Fire Program Complexity Analysis Instructions
- National Park Service: Fire Program Complexity Analysis Instructions
- Fish and Wildlife Service: Fire Program Complexity Analysis Instructions
- USDA Forest Service: Fire Program Complexity Analysis Instructions
- Complexity Analysis Guide

Appendix C: Position Identification

- Position Identification Process
- Unit Position Identification Worksheet
- Incumbent Declaration for GS-0401 Fire Management Specialist
- Incumbent Declaration for GS-0455/GS-0462
- Standard Position Description Crosswalk

Appendix D: Determination of Qualifications

- Determination of Qualifications Process
- HR Qualification Checklist/Worksheet
- Procedures for Implementing the GS-0401 Supplemental Qualification

Appendix E: Notification of Qualification Status

- Notification of Qualification Status Process
- Incumbent Memo: Transition to GS-0401 (Qualified)
- Incumbent Memo: Transition to GS-0401 (Not Qualified)
- Incumbent Memo: Existing GS-0401 (Qualified)
- Incumbent Memo: Existing GS-0401 (Not Qualified)
- Incumbent Memo: GS-0455/GS-0462 (Qualified)
- Incumbent Memo: GS-0455/GS-0462 (Not Qualified)
- IFPM Employee Agreement
- IFPM Conditions of Employment

Appendix F: Individual Development Plan (IDP)

- Individual Development Plan (IDP) Template

Appendix A
Standing Boards

IFPM RESOLUTIONS BOARD OPERATING PROCEDURES

I. General

The IFPM Resolutions Board will: (1) review and decide on cases in which employees do not meet the *IFPM Standard* qualification, but believe their education and experience should be qualifying; and (2) review and decide on requests for extensions beyond the October 1, 2009 implementation completion date. The Board will render both types of decisions based on a fair and impartial review of the complete file. At its discretion, the Board may solicit comments and opinions from any party it deems appropriate, including the DOI and Forest Service Solicitor's Office and respective Human Resources Offices. In all cases, decisions rendered by the Board are final.

II. Step-By-Step Process for "Experience Only" Qualifications Determinations

- A. Initiation. Any affected employee (i.e., one whose position has been declared one of the 14 key fire program management positions) who has been determined to be not qualified for either (or any combination) of the four components of the *IFPM Standard* may file a request for a qualifications review by the Board. The request must: (1) be in writing; (2) contain specific reasons why the employee believes he/she should be determined to be qualified; and (3) be signed and dated by the employee. If available, the employee should also include the servicing Human Resources Office's qualifications documentation, the position description of record, and the IFPM or bureau standard position description (if appropriate). The employee should submit the package to his/her immediate supervisor.
- B. Immediate Supervisor's Responsibility. The immediate supervisor will: (1) review the employee's package, paying particular attention to the employee's written statement; (2) obtain (if necessary) and review the servicing Human Resources Office documentation; (3) prepare a statement reflecting the supervisor's opinion (i.e., agreement or disagreement with the employee's request); and (4) forward the complete documentation package to the next level of fire management within the Bureau. (Note: This review process will continue up the fire management chain until the package reaches the Bureau Fire Management Officer).
- C. The Fire Management Officers Responsibility. The Bureau Fire Management Officer (FMO) will review the documentation and, if deemed necessary, consult with Bureau fire management and Human Resources officials, and decide if the request merits forwarding to the Board. The Bureau FMO will document that decision (including the FMO's rationale) and either forward the package to the Board Chair, or return it to the employee via the same fire management chain of command).
- D. The Board's Deliberations. Once a request for review is received, the Board Chair will call a meeting (either face-to-face, or teleconference) as soon as possible. Copies of the entire package will be made available to all Board members. All five Board

members will be actively engaged in the deliberations. Although unanimity is the Board's goal for resolving each case, a simple majority vote will be the Board's last resort for making decisions.

- E. Issuing the Board's Decision. Upon reaching a decision, the Board will simultaneously issue copies (by US mail or secured interoffice/interdepartmental means as necessary) to: (1) the employee; (2) the employee's immediate supervisor; (3) the employee's servicing Human Resources Office; (4) the Bureau FMO; (4) the Bureau Human Resources Office; and (4) the organization's (DOI or FS) headquarters Fire Management and Human Resources policy offices.
- F. Current Situation Only. In instances where the Board rules that an employee is qualified for the targeted IFPM position, the ruling applies only to that position. Should the employee aspire to another position, a determination of qualification for that position must be made.
- G. Previous Bureau-Level Panel of Subject Matter Expert Decisions. In the event that an employee has been previously ruled eligible for a targeted IFPM position by a Bureau-level panel of subject matter experts, that employee's experience and education must be re-examined by the Board. Accordingly, once the servicing Human Resources Office re-examines the employee's qualifications and informs the employee that he/she does not meet the *IFPM Standard* qualifications, the employee should take action as explained in item II.A. above. The subsequent steps should be followed.

III. Process for Requests for Extensions Beyond October 1, 2009

- A. Similar to "Experience Only" Qualifications Decisions. The Board will entertain these requests only if the circumstances were beyond the employee's and management's control, as certified in writing by the Bureau fire management chain. One difference between this procedure and the one outlined in Section II above is that fire management may initiate a request for extension. The request must include clear statements as to how and why the circumstances were beyond the control of the employee and management.
- B. The Importance of Monitoring Employee Progress. Of particular importance is the need for fire management to actively monitor employees' progress toward meeting the minimum *IFPM Standard* requirements. The reason is that the employee or management should initiate the request for review as soon as possible after it is determined that the employee will not meet the requirements by the end of the implementation period. This provision is especially important in the event that new hires brought on well into the implementation period do not meet the *IFPM Standard* requirements.

IV. Timelines

Once a complete review request package is received, the Board will make every effort to complete its study and render a decision within 60 days of receipt. If it is necessary to gather additional information or clarification that is not included in the package (e.g., by conducting interviews), the Board will expect to render a decision within 90 days.

GS-0401 EDUCATION/TRAINING ASSESSMENT BOARD OPERATING PROCEDURES

Assessment Board Protocol

1. The GS-0401 Education/Training Assessment Board (Assessment Board) will meet annually to review course assessment requests, and to resolve any issues related to the process. The Assessment Board will operate as stated in their charter, which has been approved by the Federal Fire Training Task Group (FFTTG).
2. DOI/DOA Participation. Every attempt will be made to have both the DOI and DOA represented at all board meetings. This is especially important when assessments or other important decisions are made.
3. Acting Board Members. Board members should make every effort to attend all meetings. However, it is acceptable to utilize an Acting who has been briefed prior to meeting attendance.

Course Assessment Process

1. Definition: *Course Assessment Process* - fact finding or gathering of information used to ascertain whether prospective coursework meets the criteria established by the Office of Personnel Management for the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist.
2. Course assessments will be conducted annually by the GS-0401 Education/Training Assessment Board to determine if prospective coursework should be included in Attachment 3, *Other Education Creditable Towards 24 Semester Hours Requirement of the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist Position*. The Assessment Board was specifically established to accomplish this task pursuant to the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist position.
3. A standard template has been created for course assessment requests. This template, called a *Course Assessment Request Form*, is available electronically on the IFPM website. Requests will be accepted electronically or via fax. All requests will come through one of the five (5) federal land management agencies. Appropriate agency channels will be utilized for course assessment requests. This will ensure that the submitting agencies' national office is in concurrence with the request.
4. One of the five (5) federal land management agencies may submit a request on behalf of other federal, state, or non-profit partners. No requests will be accepted from contractors unless the contractor has entered into an agreement with one of the five federal land management agencies.

5. The course assessment process (see flow chart) explains the steps involved in the review of prospective coursework to determine if it meets the criteria established by the Office of Personnel Management for the GS-0401 series.
 - a) Requests for course assessments from the five federal land management agencies are due to the Assessment Board by February 1 of each year.
 - b) The Assessment Board will meet once a year in the spring, to consider and screen course assessment requests.
 - c) The Assessment Board forwards course assessment requests to the panel of college professors for evaluation. The panel of college professors will have two months (approximately March-April) in which to evaluate the requests.
 - d) Consensus is reached between the Assessment Board and the panel of college professors approximately April-May annually.
 - e) Assessment Board recommendations will be presented to the NFAEB, with a final decision regarding updates to Attachment 3 (which provides a list of creditable courses from other than an accredited university or college that can be used to satisfy the educational requirement), being made by NFAEB prior to October 1 annually.
 - f) Updates to Attachment 3 will be published October 1 annually.

Initial Screening of Course Assessment Requests

1. The Assessment Board will conduct an initial screening of all course assessment requests to ensure that prospective coursework meets the basic requirements established by the Office of Personnel Management for the GS-0401 series.
2. The basic requirements for the GS-0401 series are outlined in the *Qualification Standards for General Schedule Positions Operating Manual* published by the Office of Personnel Management, and must be used as an initial screening for course assessment requests. In order to be creditable, the GS-0401 series basic requirements include subject matter related to biological sciences, natural resources, wildland fire management, forestry or agriculture.

College Professor Involvement

1. A list of college professors utilized in the course assessment process will be maintained by the Assessment Board. Only professors from institutions of higher learning recognized by United States accrediting organizations will be used. Databases of these institutions of higher learning that are accredited are available on the Internet. Three professors will comprise the panel at any given time period. Professors utilized on the panel will specialize in wildland fire education, as stated in the *Supplemental Qualification Standard*.
2. Partnerships with more than three accredited organizations will be maintained by the Assessment Board to ensure that at any time at least three professors will be available to assist the federal agencies with the course assessment process. Compensation for the professors' work will be negotiated between the professors and the Assessment Board.

Use of Subject Matter Experts

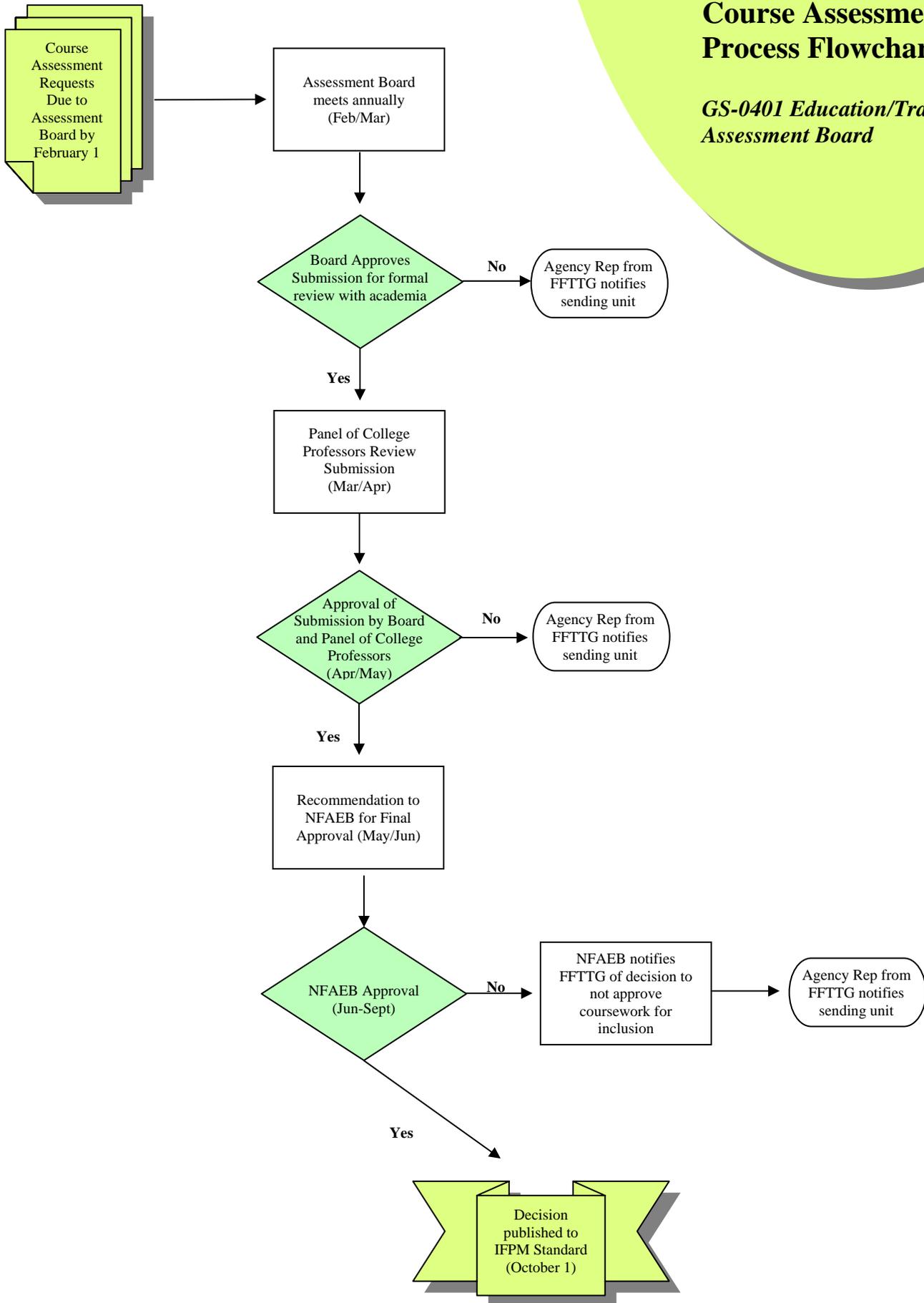
1. The Assessment Board may request assistance from subject matter experts as needed to deal with course assessments in a specific functional area. A contact list of regionally or nationally recognized subject matter experts will be maintained by the Assessment Board by functional area.

Maintenance of the *IFPM Standard and Guide*

1. The Assessment Board will have the additional responsibility to ensure that updates are made to the *IFPM Standard* until 2009. This includes **all** updates, not merely those pertaining to the GS-0401 Education Requirement. Updates will not alter the original intent of the *IFPM Standard*.
2. The following deadlines/process will be followed to ensure timely updates are made:
 - a) February 1: Change Request Deadline. All change requests are due to the Assessment Board.
 - b) April 1: *IFPM Standard* Revision Deadline. If changes are minor, the Board will incorporate changes into draft documents to be forwarded to FFTTG for review. If changes are major, subject matter experts may be engaged to complete tasks. Editorial assistance if necessary will be provided to the Assessment Board by the FFTTG.
 - c) June 1: FFTTG Review and Final Edit Deadline. The FFTTG will review the changes made by the Assessment Board to the *IFPM Standard*, make any final edits to these changes as necessary, and forward the updated final draft to the NFAEB for approval.
 - d) September 1: NFAEB Approval of IFPM Changes. Deadline for NFAEB approval of the updated version of the *IFPM Standard*.
 - e) October 1: Deadline for Publishing of Updated *IFPM Standard*. The FFTTG will be responsible for ensuring that the updated, approved *IFPM Standard* is published by October 1, annually.

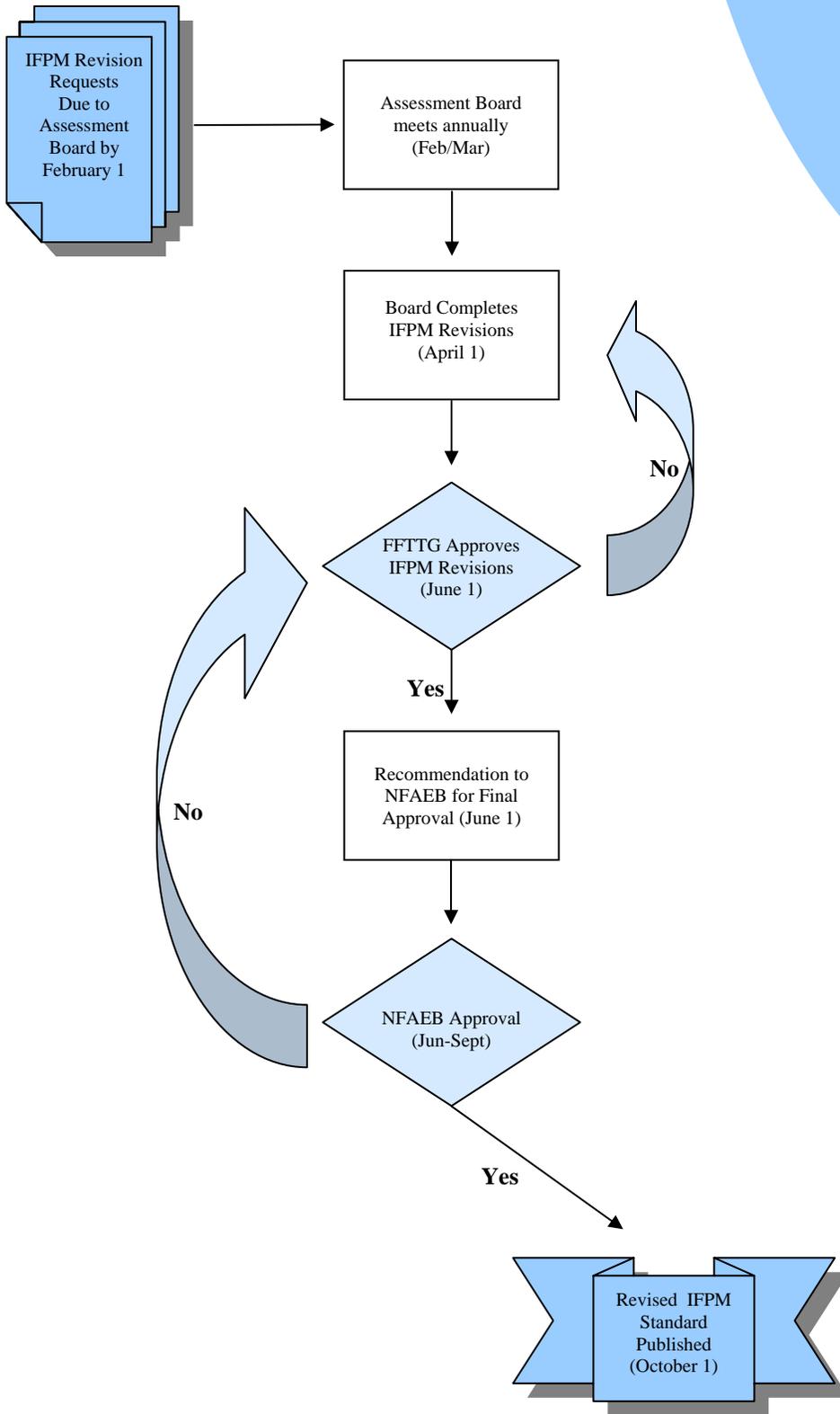
Course Assessment Process Flowchart

GS-0401 Education/Training Assessment Board



IFPM Revision Process Flowchart

GS-0401 Education/Training Assessment Board



Appendix B

Complexity Analysis

BUREAU OF LAND MANAGEMENT FIRE PROGRAM COMPLEXITY ANALYSIS INSTRUCTIONS

Unit and State Responsibilities

Each BLM unit identified below will perform the fire program complexity analysis in the *Interagency Fire Program Management Qualifications and Standards Guide*, beginning on page 6-1, and forward the results to their State Office **before December 1, 2004**. Each State Office will then review the unit level complexity analyses, to ensure that they were completed in a consistent manner, **before January 30, 2005**. If a discrepancy or inconsistency is detected, the unit FMO will be contacted and asked the rationale for a particular score.

After completing the review process, each State Office will then forward the completed analyses to that State servicing Human Resource Office and to the BLM Office of Fire and Aviation Operations Group (Tom Romanello)

Alaska: AFS.

Arizona: Arizona Strip Field Office; Phoenix/Kingman Zone; Safford/Tucson Zone; Yuma/Lake Havasu Zone.

California: California Desert District; Central California Region; Northern California Field Offices.

Colorado: Front Range Interagency Fire Center; Montrose Interagency Fire Management; Northwest Colorado Fire Management Unit; San Juan Public Lands Center; Upper Colorado River Interagency Fire Management.

Eastern States: Eastern States FMO and associated program.

Idaho: Lower Snake River District; Upper Snake River District Eastern Idaho; Upper Snake River District Shoshone/Burley; Upper Columbia Salmon-Clearwater District.

Montana: Each of the three Zone fire programs.

Nevada: Each of the six Field Office fire programs.

New Mexico: Each of the seven Field Office fire programs.

Oregon: Each of the ten District Office fire programs.

Utah: Each of the five Field Office fire programs.

Wyoming: Each of the four Zone fire programs.

Support for Completing the Complexity Analysis

If there are questions that cannot be resolved at the local or State level regarding the *Unit Fire Program Complexity Analysis*, please contact Tom Romanello, BLM Fire Operations, at (208) 387-5722.

NATIONAL PARK SERVICE FIRE PROGRAM COMPLEXITY ANALYSIS INSTRUCTIONS

The completion of the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard) Unit Fire Program Complexity Analysis* is the first step in implementing the IFPM process. Delays in this first step could have future ramifications for fire staff employees who will be affected by *IFPM Standard*.

The purpose of the *Unit Fire Program Complexity Analysis* is to assess the wildland fire program complexity of each federal unit responsible for a wildland fire program. In 1996, in response to the *1995 Federal Wildland Fire Management Policy and Program Review*, the Departments of Interior and Agriculture published the *Implementation Action Plan Report*. Action Item 27 of the implementation plan states that agencies “shall establish fire management qualifications **based on program complexity**, and staff existing and future Agency administration and fire management vacancies with individuals who meet these qualifications and who are committed to accomplishing the total fire management program.” The *Unit Fire Program Complexity Analysis* is the first step in the IFPM process.

The *Unit Fire Program Complexity Analysis* beginning on page 6-1 in the IFPM Standard contains specific instructions on how to complete the Complexity Analysis worksheet. It is important to carefully read the instructions and apply the Guiding Principles, Complexity Analysis Guide (in this Appendix), and sub-element descriptions before completing the worksheet. Depending on scope and breadth of a unit’s fire program, complexity of each park’s fire program will be rated at a low, moderate or high.

Park Responsibilities

Each National Park Service Park Fire Management Office at the park level will complete the Unit Complexity Analysis in the *IFPM Standard*, beginning on page 6-1. The *IFPM Standard*, instructions, supporting documents and worksheet to complete the analysis can also be found on the Internet at http://www.nifc.gov/training_qual/IFPM/ifpm.htm. **Parks are required to complete the complexity analysis by December 1, 2004.**

The Park Fire Management Officer is the lead for completing the unit’s complexity analysis. It is recommended that additional park fire staff be included/consulted when completing the analysis. It is estimated that the analysis will take two to four hours to complete.

Park Fire Management Officers assigned to support more than one park should complete just one complexity analysis covering all parks under their responsibility, not a separate complexity analysis for each park.

By December 1, 2004, Parks should send their completed Unit Complexity Analysis worksheet to their respective Regional Fire Management Office.

Regional Responsibilities

The Regional Fire Management Officer is responsible for reviewing and leveling the complexity analysis from each park in his/her region, to ensure that no glaring errors or discrepancies exist, and that each park's score is realistic in comparison with other parks in the region. **Regional review and leveling of park complexity analyses is to be completed by January 30, 2005.** The RFMO can perform this action by him/herself, or can convene a panel to review the scores. This decision is left up to the RFMO.

If a discrepancy or possible error is detected, the park FMO will be contacted and asked to explain rationale for a particular score. If a significant discrepancy occurs the park will be asked to provide documentation that supports the reported scoring. Small discrepancies have little effect over the total scoring of a park's complexity. Despite efforts to instill objectivity in the analysis, there is still a great deal of subjectivity. It is recommended that, before a large amount of effort is expended to fine-tune a park's score, regions consider weighting values of an element and how much that element contributes to the overall complexity score.

By January 30, 2005, Regional Fire Management Offices will have completed the review and leveling of all the fire management program complexity analyses for parks within their region. Individual complexity analysis ratings (high, moderate or low) should be sent to each park's servicing Human Resource Office, with a copy to the Fire Program Management Center.

Fire Management Program Center Responsibilities

The Fire Management Program Center (FMPC) will receive and review complexity analysis ratings (high, moderate or low) for each fire program management unit from all the regions, and prepare a spreadsheet for analysis and review by the Program Managers and by the Fire Management Leadership Board. The objective of the national level review is to ensure that the complexity analysis has been applied consistently across the regions. **The FMPC review will be completed by Feb 28, 2005.** Any discrepancies will be brought to the attention of the RFMOs as soon as possible to be resolved and, if necessary, reported to the park and servicing Human Resources Office at the earliest possible time.

Support for Completing the Complexity Analysis

If there are any questions that cannot be resolved at a local or regional level regarding the *Unit Fire Program Complexity Analysis*, or suggested revisions for future drafts of the complexity analysis, please contact Mark Koontz at (208) 387-5090 or Dan Buckley at (208) 387-5174.

US FISH & WILDLIFE SERVICE FIRE PROGRAM COMPLEXITY ANALYSIS INSTRUCTIONS

The completion of the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard) Unit Fire Program Complexity Analysis* is the first step in implementing the IFPM process.

The *Unit Fire Program Complexity Analysis* beginning on page 6-1 in the IFPM Standard contains specific instructions on how to complete the Complexity Analysis worksheet. It is important to carefully read the instructions and apply the Guiding Principles, Complexity Analysis Guide (in this Appendix), and sub-element descriptions before completing the worksheet. The complexity of each refuge's fire program will be rated at a low, moderate or high.

Refuge Responsibilities

Each Refuge Fire Management Office at the refuge level will complete the Unit Complexity Analysis in the *IFPM Standard*, beginning on page 6-1. The *IFPM Guide*, instructions, supporting documents and worksheet to complete the analysis can also be found on the Internet at http://www.nifc.gov/training_qual/IFPM/ifpm.htm. **Refuges are required to complete the complexity analysis by December 1, 2004.**

The Refuge Fire Management Officer is the lead for completing the unit's complexity analysis. It is recommended that additional refuge fire staff be included/consulted when completing the analysis.

Refuge Fire Management Officers assigned to support more than one refuge should complete just one complexity analysis covering all refuges under their responsibility, not a separate complexity analysis for each refuge.

By December 1, 2004, Refuges should send their completed Unit Complexity Analysis worksheet to their respective Regional Fire Management Office.

Regional Responsibilities

The Regional Fire Management Coordinator is responsible for reviewing and leveling the complexity analysis from each refuge in their region, to ensure that no glaring errors or discrepancies exist, and that each refuge's score is realistic in comparison with other refuges in the region. **Regional review and leveling of refuge complexity analysis is to be completed by January 30, 2005.** The RFMC can perform this action or can convene a panel to review the scores.

By January 30, 2005, Regional Fire Management Offices will have completed the review and leveling of all the fire management program complexity analysis for refuges within their region. Individual complexity analysis ratings (high, moderate or low) should be sent to each region's servicing Human Resource Office, with a copy to the National Fire Management Branch.

National Responsibilities

The Fire Management Branch will receive and review complexity analysis ratings (high, moderate or low) for each fire program management unit from all the regions, and prepare a spreadsheet for analysis and review. The objective of the national level review is to ensure that the complexity analysis has been applied consistently across the regions.

Support for Completing the Complexity Analysis

If there are any questions that cannot be resolved at a local or regional level regarding the *Unit Fire Program Complexity Analysis*, or suggested revisions for future drafts of the complexity analysis, please contact Rod Bloms, FWS National Fire Operations at (208) 387-5599.

US FOREST SERVICE FIRE PROGRAM COMPLEXITY ANALYSIS INSTRUCTIONS

The completion of the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard) Unit Fire Program Complexity Analysis* is the first step in implementing the IFPM process. Delays in this first step could have future ramifications for fire management employees who will be affected by IFPM.

The *Unit Fire Program Complexity Analysis* beginning on page 6-1 in the *IFPM Standard* contains specific instructions on how to complete the Complexity Analysis worksheet. It is important to carefully read the instructions and apply the Guiding Principles, Complexity Analysis Guide (in this Appendix), and sub-element descriptions before completing the worksheet. Depending on scope and breadth of a unit's fire program, complexity of each forest's fire program will be rated at a low, moderate or high.

Forest Responsibilities

Each Fire Management staff at the forest level will complete the Unit Complexity Analysis in the *IFPM Standard*, beginning on page 6-1. The *IFPM Standard*, instructions, supporting documents and worksheet to complete the analysis can also be found on the Internet at http://www.nifc.gov/training_qual/IFPM/ifpm.htm. **Forests are required to complete the complexity analysis by December 1, 2004.**

The Forest Fire Management Officer is the lead for completing the unit's complexity analysis. It is recommended that additional forest fire staff be included when completing the analysis.

Forest Fire Management Officers responsible for more than one forest program should complete just one complexity analysis covering all forests under their responsibility, not a separate complexity analysis for each forest.

Forests are required to complete and send the Unit Complexity Analysis worksheet to their Regional Fire Director by December 1, 2004.

Regional Responsibilities

The Regional Fire Director is responsible for reviewing and leveling the complexity analysis from each forest in his/her region to ensure consistency. Suggested staff to be involved with regional review include: Regional fire staff person along with two or more Forest FMOs as a peer review. If a discrepancy or inconsistency is detected, the unit FMO will be contacted to provide the rationale for a particular score. **Regional review and leveling of forest complexity analyses is to be completed by January 30, 2005.**

Completed Regional review results (high, moderate or low) for each unit should be submitted to the Regional Human Resources Office, which will distribute the rating to each forest's Servicing

Human Resources Office, with a copy to Jim Barnett, Branch Chief, Fire Training, Fire and Aviation Management, WO and WO Human Resources Staff.

Support for Completing the Complexity Analysis

Questions that cannot be resolved at a local or regional level should be directed to James Barnett at jbarnett02@fs.fed.us or call (202) 205-1488.

COMPLEXITY ANALYSIS GUIDE

Program Activities - Wildland Fire Management, Prescribed Fire Management, Fuels Management, Prevention (must have approved plan), Preparedness, Aviation, Interagency Operations.

Element	Sub-Element	Rule of Thumb
Program Management	Fire Season	<ul style="list-style-type: none"> • Must have a prescribed fire program to get credit for overlap season. • Permanent full time FMO may rate a “2” if there are no overlapping seasons and season is less than six months. • Season length is the total of prescribed and wildland fire seasons.
	Budget	<ul style="list-style-type: none"> • Two Program Activities is at least a “3” score.
	Logistics	<ul style="list-style-type: none"> • Accessibility should be based upon “where fire risk exists that requires IA response.” • Programs managed by other agencies score “low” for logistics (1 or 2). • Remote station is defined as being a satellite station, e.g., guard station, outstation, etc.
	Workforce Management	<ul style="list-style-type: none"> • Assumes unit fire program manager is being evaluated (supervisor). • First line supervision refers to permanents or furlough positions. • Temporary employees refers to seasonal positions. • If union is not present ignore this factor.
	Program Objectives	<ul style="list-style-type: none"> • “Internally controversial” implies within the home unit; “externally controversial” is outside home unit. • This sub-element is specific to fire program objectives.
	Planning	<ul style="list-style-type: none"> • There are no rules of thumb for this sub-element.
	Contracts	<ul style="list-style-type: none"> • Contract means the unit retains contract oversight responsibilities (COTR, reviews, etc.).
	Agreements, Cooperators	<ul style="list-style-type: none"> • Contract vs. MOA: Money up front vs. reimbursement. • Contracted services handled in previous sub-element. • MOU means no exchange of funds.
	Multi-unit	<ul style="list-style-type: none"> • Responsibility is assumed to mean management

Element	Sub-Element	Rule of Thumb
		<p>of the land, which would also include IA responsibility.</p> <ul style="list-style-type: none"> • Jurisdiction = Determined by governmental authority; Unit = determined by geographic boundary. • Applies to lands for which you are responsible for primary initial attack. • Single jurisdiction, single unit means 1 parcel and 1 owner. • Single jurisdiction, multiple unit means fragmented parcels by one governing body. • Multiple jurisdiction, multiple unit means many owners and many parcels. • Multiple jurisdiction, single unit means one parcel with multiple governing bodies.
	Socio-Political-Economic	<ul style="list-style-type: none"> • Internal implies within the home unit; external is outside home unit. • Include impact of local AD and seasonal hires in last factor.
Preparedness	Training & Qualifications	<ul style="list-style-type: none"> • Unit personnel is defined as red-carded individuals only.
	IA Dispatch Office	<ul style="list-style-type: none"> • There are no rules of thumb for this sub-element.
	Caches	<ul style="list-style-type: none"> • This should also include consideration for EFF.
	Support To Other Units	<ul style="list-style-type: none"> • Interagency Coordination/Dispatch Center refers to local dispatch, not a GACC. • Support means provides funds/FTE. Hosts means shop located on unit. • Retardant base includes air tankers and SEATS.
	Fuels for Fire Danger	<ul style="list-style-type: none"> • Visitation means human-caused ignitions. • "Management activity fuels prevalent with limited mitigation controls" implies persistent high hazard conditions exist because slash treatment cannot or has not been done. • Units not using BI should use an equivalent index and percentiles. • BI values, or equivalent index, should be based upon average for the planning period.
	Fire Resource Modules	<ul style="list-style-type: none"> • To receive credit for modules, they must be funded by the unit with regular recurring dollars. Does not include CWN or rarely used resources. • MEL includes everything identified in the budget planning analysis process, plus extended attack

Element	Sub-Element	Rule of Thumb
		<p>modules and support functions (see Guiding Principle #15).</p> <ul style="list-style-type: none"> • EFF crews should be the number of crews used on an average local extended/initial attack/mop-up incident, not the number of crews identified in the GACC roster. • For NPS include positions on Firepro staffing deficiency list
Program Interdependence	Consequences of Outcome	<ul style="list-style-type: none"> • Consider diversity (# of program activities), overlap of program activities, skills (likeness or uniqueness) and impact (success or failure). • Program activity “Interagency Operations” is not analyzed in this element. Element is looking at internal program interdependence. • If a unit has 6 of the activities, consider a score of “5.” • If the unit has 3 or fewer program activities, consider a score of “2” or less. • If a unit has 4 to 5 of the program activities, consider a score of “3” or “4.” • This is the only element that is not looking at the current consequences/situation. It addresses consideration for future, possible consequences of additional program activities could have (prevention could reduce occurrence, but not experiencing this now.)
Land Management Base	Total Acres	<ul style="list-style-type: none"> • Consider total protection acreage, not all land within boundary. • Areas not managed by the unit should not be included. • Response time should be evaluated by traveling on roads.
	Ownership	<ul style="list-style-type: none"> • Responsibility is assumed to mean management of the land, which would also include IA responsibility. • Jurisdiction = determined by governmental authority; Unit = determined by geographic boundary. • Applies to lands for which you are responsible for primary initial attack. • Single jurisdiction, single unit means 1 parcel and 1 owner. • Single jurisdiction, multiple unit means

Element	Sub-Element	Rule of Thumb
		<p>fragmented parcels by one governing body.</p> <ul style="list-style-type: none"> • Multiple jurisdiction, multiple unit includes multi-agencies. • Multiple jurisdiction, single unit means one parcel with multiple governing bodies. Multiple jurisdiction, single unit means one parcel with multiple governing bodies.
	Wildland/Urban Interface	<ul style="list-style-type: none"> • A “4” would be highest possible score without structural fire responsibility.
	Cultural/Natural Resources	<ul style="list-style-type: none"> • Resource must be “at risk” to direct fire or post-fire effects.
Wildland Fire	Average Occurrence	<ul style="list-style-type: none"> • Based on a 10-year average. • “Episodes” = at least once every 2 years.
	Average Acres	<ul style="list-style-type: none"> • Based on a 10-year average.
	Season Length	<ul style="list-style-type: none"> • There are no rules of thumb for this sub-element.
	Values	<ul style="list-style-type: none"> • There are no rules of thumb for this sub-element.
	Wildland Fire Management	<ul style="list-style-type: none"> • Fire Use Management Team = T2 team.
	Firefighter & Public Safety	<ul style="list-style-type: none"> • See Guiding Principle #14, page 6-6; this discusses safety and how it should be analyzed
	Fuels and FB	<ul style="list-style-type: none"> • If more than 50% of predominant fuel type is out of historic range of variability or condition class 2 or 3, add 1 point.
Prescribed Fire	Prescribed Fire	<ul style="list-style-type: none"> • Units should be scored “0” when there are no prescribed fires being performed at all. • “Episodes” of concurrent ignitions include ongoing Wildland Fire Use fires.
	Multiple Ownership	<ul style="list-style-type: none"> • If no Rx fires being conducted, score a “0.” • Implies that this is conducting joint prescribed burns with other jurisdictions, not supporting off-unit fires.
	Burn Season Length	<ul style="list-style-type: none"> • If no Rx fires being conducted, score a “0.” • This does not include pile burning.
Mechanical	Treatment Objectives	<ul style="list-style-type: none"> • If no mechanical treatment is being conducted, score a “0.”
	Implementation	<ul style="list-style-type: none"> • If no mechanical treatment is being conducted, score a “0.” • If heavy equipment is used consider a minimum score of “2.”

Element	Sub-Element	Rule of Thumb
	Values	<ul style="list-style-type: none"> • If no mechanical treatment is being conducted, score a “0.” • This sub-element is rated only if the unit is implementing mechanical treatments. Then the rating is based upon the inherent risks to people, property and resources from wildland fire.
Aviation	Aviation	<ul style="list-style-type: none"> • Contributions (positions, funding) to a shared resource = a minimum score of “2.” • Exclusive use resource scores a minimum of “3.” • Hosting NMAC or National Shared Resource-type contracts = minimum of “3.”
Prevention	Prevention	<ul style="list-style-type: none"> • Units that administer a permitting system for burning: consider a minimum score of “3.” • Consider % of human-caused ignitions: <10%=L; 10-20%=M; >20%=H.
Education	Education	<ul style="list-style-type: none"> • Consider minimum of “4” if unit has a dedicated full-time position in Fire Prevention/Education.

Appendix C

Position Identification

POSITION IDENTIFICATION AND INCUMBENT DECLARATION PROCESS

Introduction

The purpose of this process is to identify all positions within your unit that are considered part of the 14 key management positions in the *IFPM Standard*. Fire management must review each position within the fire organization to determine positions that are affected by the *Standard*. The positions include encumbered as well as vacant positions that are in the unit fire management plan (e.g., table of organization/work chart).

The following positions will require the unit complexity level to be determined prior to the review of these positions (refer to Step 1 of the IFPM Standard Implementation Process):

- Wildland Fire Operations Specialist
- Prescribed Fire and Fuels Specialist
- Prevention and Education Specialist
- Center Manager
- Unit Fire Program Manager

Process

The Unit Fire Manager must review his or her unit standard and non-standard position descriptions to identify which positions are affected by the *IFPM Standard*.

Only agency standard position descriptions approved for primary or secondary firefighter retirement coverage were evaluated in the crosswalk. Individuals in positions similar to the 14 key fire management positions identified in the *IFPM Standard* must meet the position requirements regardless of retirement status.

Phase 1: Complete *Unit Position Identification Worksheet*

Standard Position Descriptions

To determine if the standard position descriptions used by the organization are listed, the Unit Fire Manager will:

1. Go to the *Standard Position Description Crosswalk* for your agency or bureau.
2. Look for your current position descriptions and PD numbers among those listed in the 4th column, labeled (*Agency*) *SPD #, Official Title, Series, and Grade*.
3. Document those positions in the *Unit Position Identification Worksheet*.

4. If you have positions that are not identified in the *Standard Position Description Crosswalk* for your agency or bureau, go to the *Non-Standard Position Descriptions* section that follows.

Non-Standard Position Descriptions

To review non-standard position descriptions the Unit Fire Manager will:

1. Review the position descriptions used in your organization.
2. Compare your unit position descriptions with the IFPM Organizational Titles to determine which of the 14 key positions are similar in title, series, and at least equivalent to the grade indicated. **Note: These are minimum grades.**

Consider the primary purpose of the positions and the major duties assigned to them. If:

- The primary purpose is to support wildland fire management, and
- The major duties substantially* match the duties in one of the IFPM Standard Position Descriptions or the IFPM Position Title, and
- The grade meets or exceeds the minimum grade level of the key position,

then the position fits within the corresponding key fire management position and the *IFPM Standard* applies to that position.

**The term “substantially” generally means that at least 80% of the primary regular and recurring duties and responsibilities are similar to those outlined in the IFPM Standard Position Descriptions.*

3. If any IFPM Standard Position Description is found to match a non-standard position description, the manager must apply the requirements of the *IFPM Standard*, and document those positions in the *Unit Position Identification Worksheet*.

Phase 2: Complete the *Incumbent Declarations*

The Unit Fire Manager will assist the employees listed on the *Unit Position Identification Worksheet* with the completion of an *Incumbent Declaration*.

Note: There are two versions of this declaration, one for positions that will be reassigned to the GS-0401 and one for positions that will remain in the GS-0455/GS-0462.

Phase 3: Submit Documentation to Human Resources

The Unit Fire Manager will submit:

- *Unit Position Identification Worksheet*
- *Incumbent Declaration* and supporting documents

INCUMBENT DECLARATION
FOR
GS-0401 FIRE MANAGEMENT SPECIALIST

Employee's Name: _____

Targeted IFPM Position Title: _____ Grade: _____

1. SELECTIVE FACTORS

Refer to the Interagency Fire Program Management Qualifications Standards and Guide for the selective factors required based on targeted IFPM position. The selective factor(s) are the NWCG training course(s) and additional training required normally found as the last item in the Minimum Qualifications Standards for each key fire management position.

Meets Selective Factor: Yes _____ No _____

EDUCATION AND EXPERIENCE:

A. Degree: biological sciences, agriculture, natural resource management, or related disciplines appropriate to the position. **OR**

B. Combination of education and experience – courses equivalent to a major in biological sciences, agriculture or natural resources management, or at least 24 semester hours in biological sciences, natural resources¹, wildland fire management², forestry, or agriculture equivalent to a major field of study, plus appropriate experience or additional education that is comparable to that normally acquired through the successful completion of a full 4-year course of study in the biological sciences, agriculture, or natural resources.

¹ Natural Resources, for these purposes is defined as work in the conservation, management, protection, or utilization of resources in the life sciences arena.

² Courses equivalent to a major in wildland fire management must include adequate scientific content to provide the basis for a professional-level degree. Because of this, courses offered as part of an Applied Science Degree, Associate Degree, or Vocational Certificate may not meet the requirements for upper division course work.

2. BASIC QUALIFICATIONS

Select one of the options below.

I have a Bachelor's Degree: described in "Education and Experience" above (if selected, skip to section 3).

OR

Creditable College Education: 24 semester/36 quarter hours of course credit must be obtained in the following academic categories. Of the 24 semester/36 quarter hours, 18 semester/24 quarter hours must be upper division courses (typically number 300 or 400 or prefaced with a C or D).

Academic Category	Total Hours		Upper Division Hours	
Biological Sciences	___ Sem	___ Qtr Hrs	___ Sem	___ Qtr Hrs
Natural Resources	___ Sem	___ Qtr Hrs	___ Sem	___ Qtr Hrs
Wildland Fire Management	___ Sem	___ Qtr Hrs	___ Sem	___ Qtr Hrs
Forestry	___ Sem	___ Qtr Hrs	___ Sem	___ Qtr Hrs
Agriculture	___ Sem	___ Qtr Hrs	___ Sem	___ Qtr Hrs

Totals: _____ Sem/Qtr Hrs _____ Sem/Qtr Hrs

CREDITABLE COLLEGE COURSEWORK: _____

Other education creditable towards 24 semester hour requirement:

Technical Fire Management (TFM) (check all that are completed):

- | | | | |
|--------------------------------------|-----------------------------|------------------------------------|-----------------------------|
| <input type="checkbox"/> Module I/Ia | Statistics/Computers & Math | <input type="checkbox"/> Module Iv | Fire Ecology & Fire Effects |
| <input type="checkbox"/> Module Ii | Economics | <input type="checkbox"/> Module V | Fire & Land Management |
| <input type="checkbox"/> Module Iii | Fuels Management | <input type="checkbox"/> Module Vi | Final Project Reviews |

NWCG Courses (check all that are completed):

NWCG COURSES – UPPER DIVISION

- | | | |
|--|--|-----------|
| <input type="checkbox"/> FIEM | Fire In Ecosystem Mgmt | 1 Sem Hr |
| <input type="checkbox"/> FML | Fire Mgmt Leadership | 1 Sem Hr |
| <input type="checkbox"/> FPM | Fire Program Mgmt | 1 Sem Hr |
| <input type="checkbox"/> LFML | Local Fire Mgmt Ldrshp | 1 Sem Hr |
| <input type="checkbox"/> NFMAS | Natl Fire Mgmt Analy Sys | 1 Sem Hr |
| <input type="checkbox"/> RX-410 or 450 | Smoke Mgmt Techniques | 1 Sem Hr |
| <input type="checkbox"/> RX-510 or 540 | Applied Fire Effects | 1 Sem Hr |
| <input type="checkbox"/> RX-590 | Presc Fire Behav Interpret
(To Be Combined With S-590) | 2 Sem Hr |
| <input type="checkbox"/> S-490 | Adv Wl Fire Behav Calcul | 1 Sem Hr |
| <input type="checkbox"/> S-491 | Natl Fire Danger Rating Sys | 1 Sem Hr |
| <input type="checkbox"/> S-492 | Long Term Fire Risk Assessmt | 1 Sem Hr |
| <input type="checkbox"/> S-493 | Fire Area Growth Simulation | 1 Sem Hr |
| <input type="checkbox"/> S-520 | Adv Incident Mgmt | 2 Sem Hrs |
| <input type="checkbox"/> S-580 | Adv Fire Use Applications
(Natl Parks & Wilderness Fire Mgmt) | 1 Sem Hr |
| <input type="checkbox"/> S-590 | Fire Behavior Interpretation | 2 Sem Hrs |
| <input type="checkbox"/> S-620 | Area Command | 1 Sem Hr |

NWCG COURSES – LOWER DIVISION

- | | | |
|--|---|----------|
| <input type="checkbox"/> P-151 | Wildfire Origin & Cause Determ | 1 Sem Hr |
| <input type="checkbox"/> Rx-300 | Presc Fire For Burn Bosses | 1 Sem Hr |
| <input type="checkbox"/> Rx-310 or 340 | Intro To Fire Effects | 1 Sem Hr |
| <input type="checkbox"/> S-190/290 | Intro To Fire Behavior Combined
With Intermed Wl Fire Behavior | 1 Sem Hr |
| <input type="checkbox"/> S-390 | Intro To Wl Fire Behav Calcul | 1 Sem Hr |

3. SPECIALIZED EXPERIENCE REQUIREMENTS:

GS-09: To be qualified as a full performance GS-0401-09, you must have experience in at least two of the following three categories. Select all that apply to your work experience.

- _____ 1. Experience that demonstrated understanding of fire effects on cultural and natural resources. Assignments must have shown participation in activities such as:
- Developing fire management plans to ensure resource objectives can be met from a fire management standpoint.
 - Conducting field inspections before and/or after prescribed fires or wildland fires to determine if defined resource objectives have been met.
- _____ 2. Prescribed Fire/Fuels Management – experience in activities such as:
- Professional forest or range inventory methods and procedures (e.g., Brown’s planar intercept for dead down fuels; live fuel loading assessments), or
 - Analysis of fuel loadings and determination of appropriate fuel treatment methods and programming, or
 - Evaluating prescribed fire plans or fire management plans to ensure fire containment is possible and identify appropriate suppression contingencies if containment is not obtained.
- _____ 3. Fire management operations – analyzing and applying fire management strategies, and experience in at least four of the following activities (select all that apply to your work experience):
- _____ Mobilization and Dispatch Coordination
 - _____ Fire Prevention
 - _____ Training
 - _____ Logistics
 - _____ Equipment Development and Deployment
 - _____ Fire Communications Systems
 - _____ Suppression and Preparedness

GS-11 and above: To be qualified as a full performance GS-0401-11 and above, your experience must have included all of the fire program management elements as described below. Select all that apply to your work experience.

- _____ Reviewing and evaluating fire mgmt plans for ecological soundness and technical adequacy;
- _____ Conducting field inspections before and after prescribed or wildland fires to determine if resource objectives were achieved and/or to evaluate the effectiveness of actions taken; and
- _____ Developing analyses on the ecological role of fire and its use and/or exclusion, and smoke management.

In addition, appropriate experience must have included either Prescribed Fire/Fuels Management – **or** – Fire Management Operations as described below:

- _____ Prescribed Fire/Fuels Management – experience in a broad range of activities such as:
- Professional forest or range inventory methods and procedures (e.g., Brown’s planar intercept for dead down fuels; live fuel loading assessments);
 - Analysis of fuel loadings and determination of appropriate fuel treatment methods and programming;
 - Land use planning and environmental coordination;
 - Evaluating prescribed fire plans or fire mgmt plans to ensure fire containment is possible and identify appropriate suppression contingencies if containment is not obtained.

_____ Fire Management Operations – analyzing and applying fire management strategies, and experience in at least five of the following activities:

- _____ Mobilization and Dispatch Coordination
- _____ Fire Prevention and Education
- _____ Training
- _____ Logistics
- _____ Equipment Development and Deployment
- _____ Fire Communication Systems
- _____ Suppression and Preparedness
- _____ Aviation

Please attach the following documents to this questionnaire:

- College Transcripts
- IQCS Individual Master Report
- Copies of Certificates or Letters of Completion (if the course is not listed on the IQCS Master Individual Report).

The information that I have provided, herein, is accurate and true to the best of my knowledge.

Signature of Employee	Date	Phone Number
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I concur with the information provided above.

Signature of Supervisor	Print Name	Date	Phone Number
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I have reviewed and verified the above qualifications, and have determined the employee to be

- Qualified
- Not Qualified

Signature of Human Resources Specialist	Print Name	Date	Phone Number
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**INCUMBENT DECLARATION
FOR GS-0455/GS-0462**

Employee's Name: _____

Targeted IFPM Position Title: _____ **Grade:** _____

SELECTIVE FACTORS

Refer to the Interagency Fire Program Management Qualifications Standards and Guide for the selective factors required based on targeted IFPM position. The selective factor(s) are the NWCG training course(s) and additional training required normally found as the last item in the Minimum Qualifications Standards for each key fire management position.

Meets Selective Factor: Yes _____ No _____

Please attach the following documents to this questionnaire:

- IQCS Individual Master Report
- Copies of Certificates or Letters of Completion (if the course is not listed on the IQCS Master Individual Report).

The information that I have provided, herein, is accurate and true to the best of my knowledge.

Signature of Employee _____ Date _____ Phone Number _____

I concur with the information provided above.

Signature of Supervisor _____ Print Name _____ Date _____ Phone Number _____

I have reviewed and verified the above qualifications, and have determined the employee to be

Qualified

Not Qualified

Signature of Human Resources Specialist _____ Print Name _____ Date _____ Phone Number _____

STANDARD POSITION DESCRIPTION CROSSWALK

The following tables represent a crosswalk between the 14 IFPM key fire management positions and standardized position descriptions for the federal agencies. Standard position descriptions are those that have been established where the same description applies to multiple positions across several units. The Standard Position Descriptions that have been reviewed and are included in the following tables consist of:

- National Interagency Standard Position Descriptions that have been established for the *IFPM Standard*.
- Previously established DOI Bureau and Forest Service National Standard Position Descriptions

The purpose of this crosswalk is to assist employees, supervisors, managers and Human Resources Specialists in identifying existing positions in local organizations that are subject to the requirements of the *IFPM Standard*. This is not an all-inclusive list of positions, however. There are local standard and non-standard position descriptions that must be evaluated in order to comply with the *IFPM Standard*. Refer to the *Position Identification Process* in this appendix for further guidance.

Fish and Wildlife Service Standard Position Description Crosswalk

Department of Interior, United States Fish and Wildlife Service standard position descriptions were evaluated for this crosswalk. All DOI Interagency position descriptions are pending approval for firefighter retirement coverage. *Regional- and refuge-specific position descriptions were not evaluated.*

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	FWS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
Interagency Hotshot Crew (IHC) Sup.	DOI016 Supervisory Range/Forestry Technician (Fire) GS-455/462-9 DOI017 Supervisory Range/Forestry Technician (Fire) GS-455/462-8	IHC Superintendent GS-455/462-09 Assistant IHC Superintendent GS-455/462-08		
Helicopter Manager				
Senior Firefighter	DOI005 Range/Forestry Technician GS-455/462-5	Senior Wildland Firefighter, GS-455/462-03/04/05	S000015 Forestry Technician/ 462-06 S000020 Range Technician/455-05	Forestry Technician Range Technican
Engine Module Supervisor	DOI007 Supervisory Range/Forestry Technician GS-455/462-7	Supervisory Wildland Firefighter, GS-455/462-06/07		
Supervisory Fire Engine Operator	DOI006 Lead Range/Forestry Technician GS- 455/462-6	Lead Wildland Firefighter, GS-455/462-05/06	S000016 Crew/Engine Chief/ 462-06 S000017 Crew/Engine Chief/ 462-06 S000021 Crew/Engine Chief/ 455-06 S000022 Crew/Engine Chief/ 455-06	Engine Boss Engine Boss Engine Boss Engine Boss
Initial Attack Dispatcher	DOI012 Range/Forestry Technician (Fire Dispatch GS-455/462-7 DOI011 Range/Forestry Technician (Fire Dispatch) GS-455/462-5	Senior Fire Dispatcher, GS-455/462-07 Fire Dispatcher, GS-455/462-05		
Wildland Fire Operations Specialist	DOI019 GS-455/462-6/7 DOI030 Supervisory Range/forestry Technician (Fire) GS-455/462-9	Fire Operations and Prescribed Fire/Fuels Technician GS-455/462-	R1 B-28 Engine Crew Supervisor/ Prescribed Fire Technician, GS-0455/0462-07/08	Fire Station Manager

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	FWS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
	DOI031 Supervisory Wildland Fire Operations Specialist GS-401-9 DOI023 Assistant Fire Management Officer GS-401-09 DOI024 Assistant Fire Management Officer GS-401-11	06/07 Wildland Fire Operations Specialist GS-455/462-09 Wildland Fire Operations Specialist GS-0401-09 Assistant Fire Management Officer GS-401-09 Assistant Fire Management Officer GS-401-11		
Prescribed Fire and Fuels Specialist	DOI018 Range/Forestry Technician (Fire) GS-455/462-6/7 DOI019 Range/Forestry Technician (Fire) GS-455/462-6/7 DOI020 Range/Forestry Technician (Fire) GS-455/462-9 DOI021 Fire Management Specialist (Prescribed Fire and Fuels) GS-401-9 DOI022 Fire Management Specialist Prescribed Fire and Fuels GS-401-11	Prescribed Fire/Fuels Technician GS-455/462-06/07 Fire Operations and Prescribed Fire/Fuels Technician GS-455/462-06/07 Prescribed Fire/Fuels Technician GS-455/462-09 Fire Management Specialist (Prescribed Fire & Fuels) GS-401-09 Fire Management Specialist (Prescribed Fire & Fuels) GS-401-11	S000A27 Prescribed Fire Specialist/ 401-09 S000A28 Prescribed Fire Specialist/ 401-11 S000029 Prescribed Fire Specialist/ 401-12	Prescribed Fire Specialist Prescribed Fire Specialist Regional Prescribed Fire Specialist
Prevention and Education Specialist	DOI027 Range/Forestry Technician (Prevention and Mitigation) GS-455/462-07 DOI029 Fire Management Specialist (Prevention and Mitigation)GS-401-09 DOI028 Fire Management Specialist (Prevention and Mitigation)GS-401-11	Range/Forestry Technician (Prevention & Mitigation), GS-455/462-07 Fire Management Specialist (Prevention & Mitigation), GS-401-09 Fire Management Specialist (Prevention & Mitigation), GS-401-11		

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	FWS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
Center Manager	DOI015 Supervisory Fire Management Specialist (Dispatch) GS-401-11	Dispatch Center Manager, GS-401-11		
Unit Fire Program Manager	DOI025 Fire Management Officer GS-401-11 DOI026 Fire Management Officer GS-401-12 DOI023 Assistant Fire Management Officer GS-401-09 DOI024 Assistant Fire Management Officer GS-401-11	Fire Management Officer GS-401-11 Fire Management Officer GS-401-12 Assistant Fire Management Officer GS-401-09 Assistant Fire Management Officer GS-401-11	9504S Fire Management Officer / 401-09 S000004 Fire Management Officer/ 401-12 S000049 Zone Fire Management Officer/ 401-13 9505S Fire Management Officer/ 401-09	Fire Management Officer Fire Management Officer Zone Fire Management Officer Fire Management Officer
Geographic Area Fire Program Manager	N/A		9501S Fire Management Coordinator/ 401-13 9502S Fire Management Coordinator/ 401-12 S000044 Supervisory Fire Management Specialist/ 401-14 S000045 Fire Management Specialist (Reg. Fire Coordinator / 401-14 S000046 Fire management Specialist (Assistant Regional Fire Management Coordinator)/ 401-13	Regional Fire Management Coordinator Regional Fire Management Coordinator Regional Fire Management Assistant Regional Fire Management Coordinator
National Fire Program Manager	N/A			

National Park Service Standard Position Description Crosswalk

Department of Interior, National Park Service standard position descriptions were evaluated for this crosswalk. All DOI Interagency position descriptions are pending approval for firefighter retirement coverage *Regional- and park-specific position descriptions were not evaluated.*

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	NPS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
Interagency Hotshot Crew (IHC) Sup.	DOI016 Supervisory Range/Forestry Technician (Fire) GS-455/462-9 DOI017 Supervisory Range/Forestry Technician (Fire) GS-455/462-8	IHC Superintendent GS-455/462-09 Assistant IHC Superintendent GS-455/462-08		
Helicopter Manager			412 Forestry Technician/Helibase Manager/464-07	Helibase Manager
Senior Firefighter	DOI005 Range/Forestry Technician GS-455/462-5	Senior Wildland Firefighter, GS-455/462-03/04/05	414 Lead Forestry Technician/ 462-07 416 Forestry Technician/ 462-05 FIRE-95-05 Lead Forestry Technician/ 462-05 FIRE-95-07 Supervisory Forestry Technician/ 462-4/5	Fire Technician Forestry Technician
Engine Module Supervisor	DOI007 Supervisory Range/Forestry Technician GS-455/462-7	Supervisory Wildland Firefighter, GS-455/462-06/07	413 Supervisory Forestry Technician/ 462-07 415 Lead Forestry Technician/Engine Foreman 462-06	Engine Foreman
Supervisory Fire Engine Operator	DOI006 Lead Range/Forestry Technician GS-455/462-6	Lead Wildland Firefighter, GS-455/462-05/06		
Initial Attack Dispatcher	DOI012 Range/Forestry Technician (Fire Dispatch) GS-455/462-7 DOI011 Range/Forestry Technician (Fire Dispatch) GS-455/462-5	Senior Fire Dispatcher, GS-455/462-07 Fire Dispatcher, GS-455/462-05		

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	NPS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
Wildland Fire Operations Specialist	DOI019 GS-455/462-6/7 DOI030 Supervisory Range/forestry Technician (Fire) GS-455/462-9 DOI031 Supervisory Wildland Fire Operations Specialist GS-401-9 DOI023 Assistant Fire Management Officer GS-401-09 DOI024 Assistant Fire Management Officer GS-401-11	Fire Operations and Prescribed Fire/Fuels Technician GS-455/462-06/07 Supervisory Range/Forestry Technician (Wildland Fire Operations Specialist), GS-455/462-09 Supervisory Wildland Fire Operations Specialist (GS-0401-09) Assistant Fire Management Officer GS-401-09 Assistant Fire Management Office GS-401-11		
Prescribed Fire and Fuels Specialist	DOI018 Range/Forestry Technician (Fire) GS-455/462-6/7 DOI019 Range/Forestry Technician (Fire) GS-455/462-6/7 DOI020 Range/Forestry Technician (Fire) GS-455/462-9 DOI021 Fire Management Specialist (Prescribed Fire and Fuels) GS-401-9 DOI022 Fire Management Specialist Prescribed Fire and Fuels GS-401-11	Prescribed Fire/Fuels Technician GS-455/462-06/07 Fire Operations and Prescribed Fire/Fuels Technician GS-455/462-06/07 Prescribed Fire/Fuels Technician GS-455/462-09 Fire Management Specialist (Prescribed Fire & Fuels) GS-401-09 Fire Management Specialist (Prescribed Fire & Fuels) GS-401-11	FIRE-95-15 Prescribed Fire Specialist/401-09 FIRE-95-16 Prescribed Fire Specialist/401-11 FIRE-95-17 Prescribed Fire Specialist/401-12 404 Fuels Management Specialist/ 401-12 408 Fuels Management Specialist/ 401-7/9 420 Prescribed Fire Module Leader/462-07 421 Asst. Prescribed Fire Module Leader/462-06 422 Prescribed Fire Module Crew/462-05 423 Fuels Technician/ 462-07	Regional Fuels specialist Park Fuels management Specialist Park Fuels Management Specialist Park Fuels Management Specialist National Prescribed Fire Module Leader Assistant Prescribed Fire Module Leader Prescribed Fire module Crew member Fuels Technician

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	NPS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
			424 Fuels Technician/ 462-05 425 Fuels Technician/ 462-06	Prescribed Fire Monitor Fire monitor Crew Member
Prevention and Education Specialist	DOI027 Range/Forestry Technician (Prevention and Mitigation) GS-455/462-07 DOI029 Fire Management Specialist (Prevention and Mitigation)GS-401-09 DOI028 Fire Management Specialist (Prevention and Mitigation)GS-401-11	Range/Forestry Technician (Prevention & Mitigation), GS-455/462-07 Fire Management Specialist (Prevention & Mitigation), GS-401-09 Fire Management Specialist (Prevention & Mitigation), GS-401-11		
Assistant Center Manager Initial Attack Lead Dispatcher	DOI014 Fire Management Specialist (Dispatch) GS-401-9 DOI013 Range/Forestry Technician (Dispatch) GS-455/462-9 DOI012 GS-455/462-07	Assistant Dispatch Center Manager, GS-401-09 Assistant Dispatch Center Manager, GS-455/462-09 Senior Fire Dispatcher, GS-455/462-07		
Center Manager	DOI015 Supervisory Fire Management Specialist (Dispatch) GS-401-11	Dispatch Center Manager, GS-401-11		
Unit Fire Program Manager	DOI025 Fire Management Officer GS-401-11 DOI026 Fire Management Officer GS-401-12 DOI023Assistant Fire Management Officer GS-401-09 DOI024 Assistant Fire Management Officer GS-401-11	Fire Management Officer GS-401-11 Fire Management Officer GS-401-12 Assistant Fire Management Officer GS-401-09 Assistant Fire Management Officer GS-401-11	406 Fire Management Officer/ 401-12 407 Fire Management Officer/ 401-11	Fire Management Officer Fire Management Officer
Geographic Area Fire Program Manager	N/A		402 Fire Program Manager/ 401-12 403 Fire Management	Regional Fire Manager Assistant Regional

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	NPS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
			Specialist/ 401-12	Fire Program Manager
National Fire Program Manager	N/A			

Forest Service Standard Position Description Crosswalk

Department of Agriculture, United States Forest Service standard position descriptions were evaluated for this crosswalk. All FS Interagency position descriptions are pending approval for firefighter retirement coverage. *Regional-, forest- and district-specific position descriptions were not evaluated.*

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade (FS SPD # to be determined)	IFPM Organizational Title	FS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
Interagency Hotshot Crew (IHC) Sup.	Supervisory Range/Forestry Technician (Fire) GS-462-9 Supervisory Range/Forestry Technician (Fire) GS-462-8	IHC Superintendent GS-455/462-09 Assistant IHC Superintendent GS-455/462-08	N8015 (A8015) Supvry Forestry Technician 462-8 N8014 (A8014) Supvry Forestry Technician 462-9 N5301 Supvry Forestry Technician 462-8	Asst. IHC Superintendent IHC Superintendent IHC Superintendent
Helicopter Manager			N1011S (A1011S) Forestry Technician 462-9 N8021 (A8021) Forestry Technician 462-8 N5136S Forestry Technician 462-7 N5140 Forestry Technician 462-06	Helitack Manager Asst. Helitack Manager Helicopter Supervisor Asst. Helitack Manager
Senior Firefighter	Range/Forestry Technician GS-462-5	Senior Wildland Firefighter, GS-455/462-03/04/05	N8019L Forestry Technician 462-5 N8016L (A8016L) Forestry	Lead Forestry Technician

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade (FS SPD # to be determined)	IFPM Organizational Title	FS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
			Technician 462-6 N5139S Forestry Technician 462-6 N5143L (A9091) Forestry Technician 462-5 N8013 (A9089) Forestry Technician 462-5 N2072 (A9093) Forestry Technician 462-5 N 5137L (A5137L) Forestry Technician 462-5 A5139S Forestry Technician 462-6 N8022L (A8022L) Forestry Technician 462-6 N8016 (A8016L) Forestry Technician 462-6 N2074 Forestry Technician 462-5 N2075 Forestry Technician 462-6 N2076L Forestry Technician 462-7 N5136S Forestry Technician 462-7 N5139S (A5139S)	Hotshot Squad Leader Sup Forestry Technician Helitack Hotshot/Handcrew Fire Engine Operator Hotshot/Fire Crew Leader Fire Crew Leader Helitack Squad Leader Hotshot Squad Leader Smokejumper Smokejumper Lead Smokejumper Helitack Supervisor

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade (FS SPD # to be determined)	IFPM Organizational Title	FS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
			Supervisory Forestry Technician 462-6	Fire Crew Leader
Engine Module Supervisor	Supervisory Range/Forestry Technician GS-462-7	Supervisory Wildland Firefighter, GS-455/462-06/07	A9064 Supervisory Forestry Technician 462-7 R58017 Supervisory Forest Technician 462-8	Supervisory Forestry Technician (Engine)
Supervisory Fire Engine Operator	Lead Range/Forestry Technician GS-462-6	Lead Wildland Firefighter, GS-455/462-05/06	N8018 Forestry Technician 462-7 N8017 Forestry Technician 462-8 N2073S (A2073S) Forestry Technician 462/6	Fire Engine Operator Sup Fire Eng Operator Sup Fire Eng Operator
Initial Attack Dispatcher	Range/Forestry Technician (Fire Dispatch GS-462-7 Range/Forestry Technician (Fire Dispatch) GS-462-5	Senior Fire Dispatcher, GS-455/462-07 Fire Dispatcher, GS-455/462-05	A5138 Forestry Technician 462-7	Dispatcher
Wildland Fire Operations Specialist	(GS-462-6/7) Supervisory Range/forestry Technician (Fire) GS-462-9 Supervisory Wildland Fire Operations Specialist GS-401-9 Assistant Fire Management Officer GS-401-09 Assistant Fire Management	Fire Operations and Prescribed Fire/Fuels Technician GS-455/462-06/07 Supervisory Range/Forestry Technician (Wildland Fire Operations Specialist), GS-455/462-09 Supervisory Wildland Fire		District Suppression Assistant Fire Management Officer, Any Grade Note: Minimum Qualification Standards for high complexity level Forests are to be used ONLY for positions GS-11 and above. If your Forest complexity level is high and the grade level is GS-09 or below, use the Minimum Qualification Standards at the moderate complexity level.

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade (FS SPD # to be determined)	IFPM Organizational Title	FS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
	Officer GS-401-11	Operations Specialist (GS-0401-09) Assistant Fire Management Officer GS-401-09 Assistant Fire Management Officer GS-401-11		
Prescribed Fire and Fuels Specialist	Range/Forestry Technician (Fire) GS-462-6/7 Range/Forestry Technician (Fire) GS-462-6/7 Range/Forestry Technician (Fire) GS-462-9 Fire Management Specialist (Prescribed Fire and Fuels) GS-401-9 Fire Management Specialist Prescribed Fire and Fuels GS-401-11	Prescribed Fire/Fuels Technician GS-455/462-06/07 Fire Operations and Prescribed Fire/Fuels Technician GS-455/462-06/07 Prescribed Fire/Fuels Technician GS-455/462-09 Fire Management Specialist (Prescribed Fire & Fuels) GS-401-09 Fire Management Specialist (Prescribed Fire & Fuels) GS-401-11		Forest/District Fuels Assistant Fire management Officer (Professional or Technical) , Any Grade Note: Minimum Qualification Standards for high complexity level Forests are to be used ONLY for positions GS-11 and above. If your Forest complexity level is high and the grade level is GS-09 or below, use the Minimum Qualification Standards at the moderate complexity level.
Prevention and Education Specialist	Range/Forestry Technician (Prevention and Mitigation) GS-462-07 Fire Management Specialist (Prevention and Mitigation) GS-401-09 Fire Management Specialist (Prevention and Mitigation)GS-401-11	Range/Forestry Technician (Prevention & Mitigation), GS-455/462-07 Fire Management Specialist (Prevention & Mitigation), GS-401-09 Fire Management Specialist (Prevention & Mitigation), GS-401-11	A9068 Forestry Technician 462-7	Prevention Technician

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade (FS SPD # to be determined)	IFPM Organizational Title	FS SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
Assistant Center Manager Initial Attack Lead Dispatcher	Fire Management Specialist (Dispatch) GS-401-9 Range/Forestry Technician (Dispatch) GS-462-9 GS-462-07	Assistant Dispatch Center Manager, GS-401-09 Assistant Dispatch Center Manager, GS-455/462-09 Senior Fire Dispatcher, GS-455/462-07	N5138 Forestry Technician 462-7	Dispatcher
Center Manager	Supervisory Fire Management Specialist (Dispatch) (GS-401-11)	Dispatch Center Manager, GS-401-11		
Unit Fire Program Manager	Fire Management Officer GS-401-11 Fire Management Officer GS-401-12 Assistant Fire Management Officer GS-401-09 Assistant Fire Management Officer GS-401-11	Fire Management Officer GS-401-11 Fire Management Officer GS-401-12 Assistant Fire Management Officer GS-401-09 Assistant Fire Management Officer GS-401-11		Forest Fire Management Officer, Any Grade Asst. Forest Fire Management Officer, Any Grade Zone/District Fire Management Officer, Any Grade
Geographic Area Fire Program Manager	Fire Management Officer GS-401-11 Fire Management Officer GS-401-12 Assistant Fire Management Officer GS-401-09 Assistant Fire Management Officer GS-401-11			Regional Fire Management Officer, Any Grade Geographic Area Fire Management Officer
National Fire Program Manager	N/A			National Fire Director

Bureau of Land Management

Department of Interior, Bureau of Land Management standard position descriptions were evaluated for this crosswalk. All All DOI Interagency position descriptions are pending approval for firefighter retirement coverage. *State- and district-specific position descriptions were not evaluated.*

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	BLM SPD #, Official Title, Series, and Grade	Agency or Bureau Org Title
Interagency Hotshot Crew (IHC) Sup.	DOI016 Supervisory Range/Forestry Technician (Fire) GS-455/462-9 DOI017 Supervisory Range/Forestry Technician (Fire) GS-455/462-8	IHC Superintendent GS-455/462-09 Assistant IHC Superintendent GS-455/462-08	F189 Range/Forestry Technician/455/462-08/09 F191 Range/Forestry Technician./455/462-07/08	IHC Sup Asst. IHC Sup
Helicopter Manager			F166 Supervisory Range/Forestry Technician / 455/462-09 F168 Range/Forestry Technician / 455/462-08	Helicopter Crew Supervisor Asst. Helicopter Crew Supervisor
Senior Firefighter	DOI005 Range/Forestry Technician GS-455/462-5	Senior Wildland Firefighter, GS-455/462-03/04/05	F190 Range/Forestry Technician / 455/462-4/5 F263 Range/Forestry Technician /455/462-4/5 F264 Range/Forestry Technician /455/462-4/5/6 NVS11 Range/Forestry Technician / 455-5/6	Firefighter IHC Senior Firefighter Fire Crew Leader Senior FF
Engine Module Supervisor	DOI007 Supervisory Range/Forestry Technician GS-455/462-7	Supervisory Wildland Firefighter, GS-455/462-06/07	F265 Range/Forestry Technician /462/455-07 F266 Range/Forestry Technician /455/462-07	Heavy Engine Module Leader Fire Engine Module Leader
Supervisory Fire Engine Operator	DOI006 Lead Range/Forestry Technician GS-455/462-6	Lead Wildland Firefighter, GS-455/462-05/06	F240050 Range/Forestry Technician GS-455/462-6	Asst. Fire Engine Operator/Light Engine Operator

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	BLM SPD #, Official Title, Series, and Grade	Agency or Bureau Org Title
Initial Attack Dispatcher	DOI012 Range/Forestry Technician (Fire Dispatch GS-455/462-7 DOI011 Range/Forestry Technician (Fire Dispatch) GS-455/462-5	Senior Fire Dispatcher, GS-455/462-07 Fire Dispatcher, GS-455/462-05	F021 Range/Forestry Technician /455/462-05 F022 Range/Forestry Technician /455/462-4/5/6 F024 Range/Forestry Technician /455/462-5/6/7 F025 Range/Forestry Technician / 455/462-04	IA Fire/AV Dispatcher IA Fire/AV Dispatcher IA Fire/AV Dispatcher Fire Dispatcher Range/Forestry Initial Attack Fire Aviation Dispatch
Wildland Fire Operations Specialist	DOI019 GS-455/462-6/7 DOI030 Supervisory Range/forestry Technician (Fire) GS-455/462-9 DOI031 Supervisory Wildland Fire Operations Specialist GS-401-9 DOI023 Assistant Fire Management Officer GS-401-09 DOI024 Assistant Fire Management Officer GS-401-11	Fire Operations and Prescribed Fire/Fuels Technician GS-455/462-06/07 Supervisory Range/Forestry Technician (Wildland Fire Operations Specialist), GS-455/462-09 Supervisory Wildland Fire Operations Specialist (GS-0401-09) Assistant Fire Management Officer GS-401-09 Assistant Fire Management Officer GS-401-11	F121 Range/Forestry Technician /455/462-06 F122 Range/Forestry Technician /455/462-06 F126 Range/Forestry Technician /455/462-7 F127 Range/Forestry Technician /455/462-8 F142 Forestry Technician./462-6 F143 Forestry Technician./462-7 F144 Forestry Technician /462-7 S6032 Range Technician/455-09 NVS12. Range Technician /455-8/9	Fire Station Manager Lead Fire Station Manager Fire Operations Supervisor Fire Operations Supervisor Fire Suppression Specialist Fire Suppression Specialist Fire Suppression Specialist Fire Operations Supervisor Field Operations Supervisor
Prescribed Fire and Fuels Specialist	DOI018 Range/Forestry Technician (Fire) GS-455/462-6/7 DOI019 Range/Forestry Technician (Fire) GS-455/462-6/7 DOI020 Range/Forestry Technician (Fire) GS-455/462-9 DOI021 Fire Management Specialist	Prescribed Fire/Fuels Technician GS-455/462-06/07 Fire Operations and Prescribed Fire/Fuels Technician GS-455/462-06/07 Prescribed Fire/Fuels Technician GS-455/462-09	F153 Range/Forestry Technician./455/462-05 F154 Range/Forestry Technician. /455/462-06 F155 Supervisory Range/Forestry Technician./455/462-07	Fuels Module Crew Member Fuels Module Leader Fuels Module Leader

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	BLM SPD #, Official Title, Series, and Grade	Agency or Bureau Org Title
	(Prescribed Fire and Fuels) GS-401-9 DOI022 Fire Management Specialist Prescribed Fire and Fuels GS-401-11	Fire Management Specialist (Prescribed Fire & Fuels) GS-401-09 Fire Management Specialist (Prescribed Fire & Fuels) GS-401-11	F157 Fire Management Specialist / 401-11/ F151 Forestry Technician./ 462-5 F152 Forestry Technician./ 462-6/7 77757 Range Technician./ 455-06 77759 Range Technician./ 455-07 77710 Range Technician./ 455-08 77774./ 401-11 S6036./ 401-11 NVS35 Fire Management Specialist / 401-9/11 OR 06357 Range Technician./ 455-09 03592 Fire Management Specialist./ 401-11 03934 Fire Management Specialist./ 401-09 04209. Fire Management Specialist / 401-09 AK OA427 Forestry Technician / 462-09/11 NV03401 Range Technician./ 455-09	Fuels Program Manager Fuels Technician Fuels Technician Fuels Technician Fuels Technician Fuels Technician Fire Use Specialist Supervisory Fuel Technician Fuels Program Manager Prescribed Fire Specialist Fuels Mgmt Specialist Fuels Specialist Fuels Mgmt Specialist Fuels Mgmt Specialist. Fuels Technician Fuels Module Leader

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	BLM SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
Prevention and Education Specialist	DOI027 Range/Forestry Technician (Prevention and Mitigation) GS-455/462-07 DOI029 Fire Management Specialist (Prevention and Mitigation)GS-401-09 DOI028 Fire Management Specialist (Prevention and Mitigation) GS-401-11	Range/Forestry Technician (Prevention & Mitigation), GS-455/462-07 Fire Management Specialist (Prevention & Mitigation), GS-401-09 Fire Management Specialist (Prevention & Mitigation), GS-401-11	F103./301-11 F104 /301-12 F105 /301-7/9 777560 Range Technician./ 455-06	Fire Mitigation and Ed Specialist. Fire Mitigation and Ed Specialist. Fire Mitigation and Ed Specialist. Fire Prevention Technician
Assistant Center Manager Initial Attack Lead Dispatcher	DOI014 Fire Management Specialist (Dispatch) GS-401-9 DOI013 Range/Forestry Technician (Dispatch) GS-455/462-9 DOI012 GS-455/462-07	Assistant Dispatch Center Manager, GS-401-09 Assistant Dispatch Center Manager, GS-455/462-09 Senior Fire Dispatcher, GS-455/462-07	F023 Supervisory Range/Forestry Technician 455/462-4/5/6 F221 Range/Forestry Technician /455/462-5 F222 Range/Forestry Technician /455/462-5/6 F223 Range/Forestry Technician /455/462-5/6/7 F224 Range/Forestry Technician /455/462-07	Sup. IA Fire/AV Dispatcher/ Logistics Dispatcher Logistics Dispatcher Logistics Coordinator Sup. Logistics Dispatcher
Center Manager	DOI015 Supervisory Fire Management Specialist (Dispatch) GS-401-11	Dispatch Center Manager, GS-401-11		
Unit Fire Program Manager	DOI025 Fire Management Officer GS-401-11 DOI026 Fire Management Officer GS-401-12 DOI023Assistant Fire Management Officer GS-401-09 DOI024 Assistant Fire Management Officer GS-401-11	Fire Management Officer GS-401-11 Fire Management Officer GS-401-12 Assistant Fire Management Officer GS-401-09 Assistant Fire Management Officer GS-401-11	F2012 Fire Management Specialist / 401-12 F2013 Fire Management Specialist / 401-132011 Fire Management Specialist/ 401-11 F2014 Fire Management Specialist /401-09 F2015 Fire Management Specialist /401-11 777730 Fire Management Specialist	Fire Management Officer Fire Management Officer Fire Management Officer Asst. Fire Management Officer Asst. Fire Management Officer

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	BLM SPD #, Official Title, Series, and Grade	Agency or Bureau Organization Title
			/401-11 NVS10 Range Technician 455-9/11 NVS32 Range Technician / 455-12 F-21010 Fire Management Specialist 401-12/13	Asst. Fire Management Officer Asst. Fire Management Officer Fire Management Officer Fire Management Officer
Geographic Area Fire Program Manager	N/A		F156 Fire Management Specialist/401-12 F2021 Fire Management Specialist /401-13 F2022 Fire Management Specialist /401-14 F2016 Fire Management Specialist /401-12	State Fuels Program Manager State Fuels Program Manager State Fuels Program Manager State A. Fire Management Officer
National Fire Program Manager	N/A		N/A	

Bureau of Indian Affairs Standard Position Description Crosswalk

Department of Interior, Bureau of Indian Affairs standard position descriptions were evaluated for this crosswalk. All DOI Interagency position descriptions are pending approval for firefighter retirement coverage *Regional- and agency-specific position descriptions were not evaluated.*

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	BIA SPD #, Official Title, Series, and Grade	Agency or Bureau Organizational Title
Interagency Hotshot Crew (IHC) Sup.	DOI016 Supervisory Range/Forestry Technician (Fire) GS-455/462-9 DOI017 Supervisory Range/Forestry Technician (Fire) GS-455/462-8	IHC Superintendent GS-455/462-09 Assistant IHC Superintendent GS-455/462-08	FSN8014 Supervisory Forestry Technician GS-462-9 FSN8015 Supervisory Forestry Technician GS-462-6/7/8	Interagency Hot Shot Crew Superintendent Assistant IHC Superintendent
Helicopter Manager			FF001 Supervisory. Forestry Technician GS-462-7/8/9	Supervisory Forestry Technician
Senior Firefighter	DOI005 Range/Forestry Technician GS-455/462-5	Senior Wildland Firefighter, GS-455/462-03/04/05	F261 Range/Forestry Technician. GS-455/462-3 F262 Range/Forestry Technician. GS-455/462-3/4 F263 Range/Forestry Technician. GS-455/462-3	Senior Firefighter Fire Crew Member Fire Crew Member
Engine Module Supervisor	DOI007 Supervisory Range/Forestry Technician GS-455/462-7	Supervisory Wildland Firefighter, GS-455/462-06/07		
Supervisory Fire Engine Operator	DOI006 Lead Range/Forestry Technician GS-455/462-6	Lead Wildland Firefighter, GS-455/462-05/06	F264 Range/Forestry Technician. GS-455/462-5/6	Crew Leader
Initial Attack Dispatcher	DOI012 Range/Forestry Technician (Fire Dispatch) GS-455/462-7 DOI011 Range/Forestry Technician (Fire Dispatch) GS-455/462-5	Senior Fire Dispatcher, GS-455/462-07 Fire Dispatcher, GS-455/462-05	F317 Range/Forestry Technician. GS-455/462-6/7 F317 Range/Forestry Technician. GS-455/462-4/5	Initial Attack Dispatcher Initial Attack Dispatcher
Wildland Fire Operations Specialist	DOI019 GS-455/462-6/7 DOI030 Supervisory Range/forestry Technician (Fire) GS-455/462-9 DOI031 Supervisory Wildland Fire Operations Specialist GS-401-9 DOI023 Assistant Fire Management Officer GS-401-09	Fire Operations and Prescribed Fire/Fuels Technician GS-455/462-06/07 Supervisory Range/Forestry Technician (Wildland Fire Operations Specialist), GS-455/462-09	F126 Supervisory Range/ Forestry Technician GS-455/462-6/7 F301 Range/Forestry Technician. GS-455/462-6/7 F302 Wildland Fire Operations. Splst / Range Mgmt. Splst / Forester GS-401/454/460-5/7/9	Wildland Fire Operations Specialist Wildland Fire Control Technician Wildland Fire Operations Specialist

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	BIA SPD #, Official Title, Series, and Grade	Agency or Bureau Organizational Title
	DOI024 Assistant Fire Management Officer GS-401-11	Supervisory Wildland Fire Operations Specialist (GS-0401-09) Assistant Fire Management Officer GS-401-09 Assistant Fire Management Officer GS-401-11	F303 Wildland Fire Operations. Splst / Range Mgmt. Splst / Forester GS-401/454/460-9/11	Wildland Fire Operations Specialist
Prescribed Fire and Fuels Specialist	DOI018 Range/Forestry Technician (Fire) GS-455/462-6/7 DOI019 Range/Forestry Technician (Fire) GS-455/462-6/7 DOI020 Range/Forestry Technician (Fire) GS-455/462-9 DOI021 Fire Management Specialist (Prescribed Fire and Fuels) GS-401-9 DOI022 Fire Management Specialist Prescribed Fire and Fuels GS-401-11	Prescribed Fire/Fuels Technician GS-455/462-06/07 Fire Operations and Prescribed Fire/Fuels Technician GS-455/462-06/07 Prescribed Fire/Fuels Technician GS-455/462-09 Fire Management Specialist (Prescribed Fire & Fuels) GS-401-09 Fire Management Specialist (Prescribed Fire & Fuels) GS-401-11	F313 Range/Forestry Technician. GS-455/462-5/6/7 F314 Supervisory Range/Forestry Technician. GS-455/462-5/6/7 F315 Range/Forestry Technician. GS-455/462-5/6/7 F304 Wildland Fire Splst / Range Mgmt. Splst / Forester GS-5/7/9 F306 Wildland Fire Splst / Range Mgmt. Splst / Forester GS-9/11	Prescribed Fire/Fuels Specialist Prescribed Fire /Fuels Manager Fuels Management Technician Wildland Fire Control Specialist Fuels Management Technician
Prevention and Education Specialist	DOI027 Range/Forestry Technician (Prevention and Mitigation) GS-455/462-07 DOI029 Fire Management Specialist (Prevention and Mitigation)GS-401-09 DOI028 Fire Management Specialist (Prevention and Mitigation)GS-401-11	Range/Forestry Technician (Prevention & Mitigation), GS-455/462-07 Fire Management Specialist (Prevention & Mitigation), GS-401-09 Fire Management Specialist (Prevention & Mitigation), GS-401-11		
Assistant Center Manager Initial Attack Lead Dispatcher	DOI014 Fire Management Specialist (Dispatch) GS-401-9 DOI013 Range/Forestry Technician (Dispatch) GS-455/462-9 DOI012 GS-455/462-07	Assistant Dispatch Center Manager, GS-401-09 Assistant Dispatch Center Manager, GS-455/462-09 Senior Fire Dispatcher, GS-455/462-07		

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	IFPM Organizational Title	BIA SPD #, Official Title, Series, and Grade	Agency or Bureau Organizational Title
Center Manager	DOI015 Supervisory Fire Management Specialist (Dispatch) GS-401-11	Dispatch Center Manager, GS-401-11		
Unit Fire Program Manager	DOI025 Fire Management Officer GS-401-11 DOI026 Fire Management Officer GS-401-12 DOI023 Assistant Fire Management Officer GS-401-09 DOI024 Assistant Fire Management Officer GS-401-11	Fire Management Officer GS-401-11 Fire Management Officer GS-401-12 Assistant Fire Management Officer GS-401-09 Assistant Fire Management Officer GS-401-11	F305 Interdisc. Wildland Fire Program Manager / Range Mgmt. Splst / Forester GS-401/454/460-9/11 F307 Wildland Fire Program Manager / Range Mgmt. Splst / Forester GS-401/454/460-11/12	Agency Fire Management Officer Agency Fire Management Officer
Geographic Area Fire Program Manager	N/A		F308 Wildland Fire Program Mgmt./Rangeland Mgmt. Splst/ Forester GS-401/454/460-9/11 F310 Wildland Fire Program Mgmt./Rangeland Mgmt. Splst/ Forester GS-401/454/460-9/11 F311 Fire Program Manager/ Rangeland Management Splst. Forester GS-401/454/460-11/12 F312 Fire Program Manager / Range Mgmt. Splst / Forester GS-401/454/460-12/13	Asst. Regional Fire Management Officer Asst. Regional Fire Management Officer Regional Fire Management Officer Regional Fire Management Officer
National Fire Program Manager	N/A			

Appendix D

Determination of Qualifications

DETERMINATION OF QUALIFICATIONS PROCESS

Introduction

The Human Resources Specialist will review qualifications for incumbents identified in the *Unit Position Identification Worksheet* (in Appendix C) submitted by Fire Managers against the requirements in the *IFPM Standard*.

Auditing Incumbents

For employees in technical positions who will be reassigned to the GS-0401 Fire Management Specialist positions affected by the *IFPM Standard*:

Step 1: The Fire Manager and the incumbent will complete and sign the *Incumbent 0401 Declaration* and submit it to the Human Resources Office, along with required supporting documentation (as described in Position Identification, Step 2 in the IFPM Implementation Plan).

Step 2: The Human Resources Specialist will review the information provided in the *Incumbent 0401 Declaration* to make a determination of qualification.

Note: If additional assistance is needed in this process, please review the *Procedures for Implementing the 0401 Supplemental Qualification* found in this Appendix.

Step 3: Notification of Qualifications Status

Refer to the IFPM Implementation Plan, Step 4.

For employees currently in professional Fire Management Specialist positions affected by the *IFPM Standard*:

Step 1: The Fire Manager and the incumbent will complete and sign the *Incumbent 0401 Declaration*, and submit it to the Human Resources Office, along with required supporting documentation (as described in Position Identification, Step 2 in the IFPM Implementation Plan).

Step 2: The Human Resources Specialist will review the information provided in the *Incumbent 0401 Declaration* to make a determination of qualification.

Note: If additional assistance is needed in this process, please review the *Procedures for Implementing the 0401 Supplemental Qualification* found in this Appendix.

Step 3: Notification of Qualifications Status

Refer to the IFPM Implementation Plan, Step 4.

For employees in technical positions affected by the *IFPM Standard*:

Step 1: The Fire Manager and the incumbent will complete and sign the *Incumbent GS-0455/GS-0462 Declaration*, and submit it to the Human Resources Office, along with required supporting documentation (as described in Position Identification, Step 2 in the IFPM Implementation Plan).

Step 2: The Human Resources Specialist will review the information provided in the *Incumbent GS-0455/GS-0462 Declaration* to make a determination of qualification.

Step 3: Notification of Qualifications Status

Refer to the IFPM Implementation Plan, Step 4.

Employee selected as a technician for a position advertised concurrently as professional and technical

Step 1: After the selection has been made, the Human Resources Specialist will send an Offer Letter and *Conditions of Employment* document to the selectee (refer to *Recruitment and Staffing for IFPM Positions* in the IFPM Implementation Plan.)

Step 2: The Human Resources Specialist will review the employee's application along with additional documentation that was attached with the application (i.e., college transcripts, IQCS Individual Master Report, and/or copies of certificates or letters of training completion). Use the *HR Qualification Checklist/Worksheet* in this Appendix to make a determination of qualification.

If additional assistance is needed in this process, please review the *Procedures for Implementing Supplemental Qualification Standard for GS-0401 Fire Management Specialist* in this Appendix.

Step 3: Notification of Qualifications Status

Refer to the IFPM Implementation Plan, Step 4.

Employee Self-Assessment

For employees who wish to gauge their qualifications for the GS-0401 Fire Management Specialist, a self-assessment tool is available online at www.nifc.gov/training_qual/IFPM/ifpm.htm. Employees should be advised that the final qualification determinations will be made by the Human Resources Office, once the employee has applied for a specific vacancy.

**HR QUALIFICATION CHECKLIST/WORKSHEET
FOR
GS-0401 FIRE MANAGEMENT SPECIALIST**

Vacancy Announcement: _____

Official Title/Series/Grade: _____

Org. Title: _____

Employee's Name: _____

SELECTIVE FACTORS

Refer to the Interagency Fire Program Management Qualifications Standards and Guide for the selective factors required based on position to be filled. An applicant who does not meet the selective factor(s) is not considered qualified. The selective factor(s) are the NWCG Incident Management Qualifications and additional required training found as the last item in the Minimum Qualifications Standards for each key fire management position.

Meets Selective Factor: Yes _____ No _____

EDUCATION AND EXPERIENCE:

A. Degree: biological sciences, agriculture, natural resource management, or related disciplines appropriate to the position. **OR**

B. Combination of education and experience – courses equivalent to a major in biological sciences, agriculture or natural resources management, or at least 24 semester hours in biological sciences, natural resources¹, wildland fire management², forestry, or agriculture equivalent to a major field of study, plus appropriate experience or additional education that is comparable to that normally acquired through the successful completion of a full 4-year course of study in the biological sciences, agriculture, or natural resources. **AND**

One year of specialized, directly related experience equivalent to the GS-____ grade level.

¹ Natural Resources, for these purposes is defined as work in the conservation, management, protection, or utilization of resources in the life sciences arena.

² Courses equivalent to a major in wildland fire management must include adequate scientific content to provide the basis for a professional-level degree. Courses offered as part of an Associate Degree, or Vocational Certificate will not meet the requirements for upper division course work. Courses offered as part of an Applied Science Degree, will have to be assessed to determine if they meet the OPM Supplemental Standards.

BASIC QUALIFICATIONS

Creditable College Education: 24 semester/36 quarter hours of course credit must be obtained in the following academic categories. Of the 24 semester/36 quarter hours, 18 semester/24 quarter hours must be upper division courses (typically number 300 or 400 or prefaced with a C or D).

<u>Academic Category</u>	<u>Total Hours</u>	<u>Upper Division Hours</u>
Biological Sciences	___ Sem ___ Qtr Hrs	___ Sem ___ Qtr Hrs
Natural Resources	___ Sem ___ Qtr Hrs	___ Sem ___ Qtr Hrs
Wildland Fire Management	___ Sem ___ Qtr Hrs	___ Sem ___ Qtr Hrs
Forestry	___ Sem ___ Qtr Hrs	___ Sem ___ Qtr Hrs

Agriculture _____ Sem _____ Qtr Hrs _____ Sem _____ Qtr Hrs
 Totals: _____ Sem/Qtr Hrs _____ Sem/Qtr Hrs

CREDITABLE COLLEGE COURSEWORK: _____

Other Education Creditable toward the 24 Semester Hour Requirement:

Technical Fire Management (TFM) – Upper Division – 18 Semester Hours

(All Modules must be successfully completed before any of the 18 semester hours are credited.)

Module I/Ia Statistics/Computers and Math
 Module II Economics
 Module III Fuels Management
 Module IV Fire Ecology and Fire Effects
 Module V Fire and Land Management
 Module VI Final Project Reviews

CREDITABLE TFM COURSEWORK (All modules completed): _____

NWCG Courses – Upper Division Completed:

FIEM	Fire In Ecosystem Mgmt	1 Sem Hr	_____
FML	Fire Mgmt Leadership	1 Sem Hr	_____
FPM	Fire Program Mgmt	1 Sem Hr	_____
LFML	Local Fire Mgmt Ldrshp	1 Sem Hr	_____
NFMAS	Natl Fire Mgmt Analy Sys	1 Sem Hr	_____
RX-410 or 450	Smoke Mgmt Techniques	1 Sem Hr	_____
RX-510 or 540	Applied Fire Effects	1 Sem Hr	_____
RX-590	Presc Fire Behav Interpret	2 Sem Hr	_____
	(To be combined with S-590)		
S-490	Adv Wl Fire Behav Calcul	1 Sem Hr	_____
S-491	Natl Fire Danger Rating Sys	1 Sem Hr	_____
S-492	Long Term Fire Risk Assessmt	1 Sem Hr	_____
S-493	Fire Area Growth Simulation	1 Sem Hr	_____
S-520	Adv Incident Mgmt	2 Sem Hrs	_____
S-580	Adv Fire Use Applications	1 Sem Hr	_____
	(Natl Parks and Wilderness Fire Mgmt)		
S-590	Fire Behavior Interpretation	2 Sem Hrs	_____
S-620	Area Command	1 Sem Hr	_____

CREDITABLE NWCG UPPER DIVISION COURSES: _____

NWCG Courses – Lower Division Completed:

P-151	Wildfire Origin & Cause Determ	1 Sem Hr	_____
Rx-300	Presc Fire For Burn Bosses	1 Sem Hr	_____
Rx-310 or 340	Intro To Fire Effects	1 Sem Hr	_____
S-190/290	Intro To Fire Behavior Combined		
	With Intermed Wl Fire Behavior	1 Sem Hr	_____
S-390	Intro To Wl Fire Behav Calcul	1 Sem Hr	_____

CREDITABLE NWCG LOWER DIVISION COURSES: _____

SPECIALIZED EXPERIENCE REQUIREMENTS

GS-07: Must meet the following:

Experience that demonstrated an understanding of fire behavior relative to fuels, weather and topography and how fire affects natural and cultural resources. Typical assignments included:

- _____ Participating in implementing prescribed fire or fire use plans to ensure resource objectives can be met from a fire management standpoint.
- _____ Developing initial attack incident management strategies and tactics to meet the stated resource objectives.

GS-09: Experience in at least two of the following three categories:

- _____ 1. Experience that demonstrated understanding of fire effects on cultural and natural resources. Assignments must have shown participation in activities such as:
 - Developing fire management plans to ensure resource objectives can be met from a fire management standpoint.
 - Conducting field inspections before and/or after prescribed fires or wildland fires to determine if defined resource objectives have been met.
- _____ 2. Prescribed Fire/Fuels Management – experience in activities such as:
 - Professional forest or range inventory methods and procedures (e.g., Brown’s planar intercept for dead down fuels; live fuel loading assessments), or
 - Analysis of fuel loadings and determination of appropriate fuel treatment methods and programming, or
 - Evaluating prescribed fire plans or fire management plans to ensure fire containment is possible and identify appropriate suppression contingencies if containment is not obtained.
- _____ 3. Fire management operations – analyzing and applying fire management strategies, and experience in at least four of the following activities:
 - _____ Mobilization and Dispatch Coordination
 - _____ Fire Prevention
 - _____ Training
 - _____ Logistics
 - _____ Equipment Development and Deployment
 - _____ Fire Communications Systems
 - _____ Suppression and Preparedness

GS-11 and above: Experience must have included all of the fire program management elements as described below:

- _____ Reviewing and evaluating fire mgmt plans for ecological soundness and technical adequacy;
- _____ Conducting field inspections before and after prescribed or wildland fires to determine if resource objectives were achieved and/or to evaluate the effectiveness of actions taken; and
- _____ Developing analyses on the ecological role of fire and its use and/or exclusion, and smoke management.

In addition, appropriate experience must have included either Prescribed Fire/Fuels Management – **or** – Fire Management Operations as described below:

- _____ Prescribed Fire/Fuels Management – experience in a broad range of activities such as:
- Professional forest or range inventory methods and procedures (e.g., Brown’s planar intercept for dead down fuels; live fuel loading assessments);
 - Analysis of fuel loadings and determination of appropriate fuel treatment methods and programming;
 - Land use planning and environmental coordination;
 - Evaluating prescribed fire plans or fire mgmt plans to ensure fire containment is possible and identify appropriate suppression contingencies if containment is not obtained.

_____ Fire Management Operations – analyzing and applying fire management strategies, and experience in at least five of the following activities:

- _____ Mobilization and Dispatch Coordination
- _____ Fire Prevention and Education
- _____ Training
- _____ Logistics
- _____ Equipment Development and Deployment
- _____ Fire Communication Systems
- _____ Suppression and Preparedness
- _____ Aviation

Meets basic education requirements: Yes No

Meets specialized experience requirements: Yes No

Qualified Yes No

Signature of Human Resources Specialist determining qualifications

Date

Contact Information

Name: _____

Phone: _____

Email: _____

HUMAN RESOURCES SPECIALIST: Provide a copy of this worksheet to the applicant as a record of the rationale for your determination.

APPLICANT: Provide a copy of this document when applying to future announcements for the same position as identified on the first page. Questions should be directed to the specialist whose signature appears above.

PROCEDURES FOR IMPLEMENTING SUPPLEMENTAL QUALIFICATION STANDARD FOR GS-0401 FIRE MANAGEMENT SPECIALIST

The Supplemental Qualification Standard has been approved and released for immediate use by the Office of Personnel Management (OPM) for DOI and USDA. The goal of the Standard is to ensure consistent application in qualifying and hiring employees for key fire management specialist positions in these agencies. The Qualification Standard can be found on the Internet at http://www.nifc.gov/training_qual/IFPM/ifpm.htm. This Qualification Standard is to be used in conjunction with the requirements outlined under the *Group Coverage Qualification Standard for Professional and Scientific Positions* in the *Qualification Standards for General Schedule Positions Operating Manual* published by the Office of Personnel Management.

Selective Factors

Beginning October 1, 2009, applicants/incumbents will be required to have held all of the qualifications listed for their position. Selective factors to be used for these positions are the NWCG Incident Management Qualifications and Additional Required Training listed in the Supplemental Standard. These abilities/certifications are required in order to successfully perform the duties of the position and cannot be learned or obtained in a reasonable period of time after occupying the position. A reasonable period of time is defined as 60-90 days.

During the implementation period (October 1, 2004 – September 30, 2009) applicants being considered for positions and incumbents of positions that require NWCG Incident Management Qualifications, but not currency, must have had at least two of the three qualifications listed. In cases where only one or two qualifications are listed, the applicant must have held all the qualifications at one time in their career.

Applicants being considered for, and incumbents of, positions with ICS certifications that require currency must have all certifications listed.

Review of Basic Requirements

In order to apply the degree requirements, Human Resources must review both college transcripts and the course work provided under **Other Education Creditable Toward 24 Semester Hours Requirement** in Attachment 3 of the Supplemental Qualification Standard.

GS-5: The above will be used in determining qualifications of an applicant at the GS-5 level, however, an applicant who meets the requirements for Superior Academic Achievement will qualify at the GS-7 level.

GS-7: Except for Superior Academic Achievement, an applicant at the GS-7 level must meet the requirements listed on page 2 of the Standard.

GS-9: To qualify at the GS-9 level, an applicant must show one year of specialized experience at the GS-7 level and meet two of the three categories listed on page 2 of the Standard. To be creditable the experience must relate very closely to each one of the items listed. In no case will the experience be credited unless it is related to fire operations and/or management. At the same time, if the experience is directly related and the applicant or incumbent is in the GS-0462, GS-0455, or the GS-0401, the applicant must receive credit for that specialized experience.

Education may be substituted for specialized experience as outlined in the *Group Coverage Qualification Standard for Scientific and Professional Series*, e.g., a master's degree in a related field, as long as the selective factors are met.

GS-11: To qualify at the GS-11 level and above, an applicant must show one year of experience equivalent to the next lower level and meet all of the requirements listed for the GS-11 level and above. Education may be substituted for specialized experience as outlined in the *Group Coverage Qualification Standard for Scientific and Professional Series*, e.g., a doctoral degree in a related field, as long as the selective factors are met.

Physical Requirements

Along with meeting the minimum qualifications, an applicant/employee must also meet the medical/physical requirement for the position.

Crediting Education Equivalent to a Major Field of Study (24 Semester Hours)

The 24 semester hours must be obtained in **any combination** of the following: biological sciences, natural resources¹, wildland fire management², forestry, or agriculture. A minimum of 18 semester hours must be in upper level course work. Upper level courses are normally numbered 300 or 400, or begin with a C or D. **At no time will upper level courses be considered creditable if they do not relate directly to the course work listed above.** If you have questions on crediting course work, contact your IFPM Agency/Bureau Human Resources Representative.

Specialized Experience

There may be a tendency to not credit as specialized experience work that an employee performed in a one-grade (technician) interval position. If the experience performed as a technician demonstrates the Knowledge, Skills, and Abilities required to perform the work of a position in the Scientific and Professional series, it would be credited as such. Refer to *OPM Qualifications Standards for General Schedule Positions, General Policies and Instructions, Part E.3.(e)*.

Other Education Creditable Toward 24 Semester Hour Requirement

Follow closely the instructions provided in the Supplemental Qualification Standard.

Applicants can also meet the minimum educational requirements by successfully completing the identified NWCG courses or the TFM course.

¹ Natural Resources, for these purposes, is defined as work in the conservation, management, protection, or utilization of resources in the life sciences arena.

² Courses equivalent to a major in wildland fire management must include adequate scientific content to provide the basis for a professional-level degree. Courses offered as part of an Associate Degree or Vocational Certificate will not meet the requirements for upper division course work. Courses offered as part of an Applied Science Degree will have to be assessed to determine if they meet the OPM Supplemental Standards.

Appendix E

Notification of Qualification Status

NOTIFICATION OF QUALIFICATION STATUS PROCESS

Introduction

After the Determination of Qualifications Process has been completed, the Human Resources Specialist will notify the employee whether or not he/she meets the qualifications. The Human Resources Specialist will send a copy of this notification to the supervisor. This Appendix contains memo templates to be used in the notification process, including the Employee Agreement and Conditions of Employment.

Notification Process

For employees in technical positions who will be reassigned to the GS-0401, Fire Management Specialist positions affected by the *IFPM Standard*:

Qualified – Provide the following documents:

- *Incumbent Memo: Transition to GS-0401 (Qualified)* template
- *HR Qualification Checklist/Worksheet* (in Appendix D)

If applicable the Human Resources Specialist will send notice a notice to the supervisor to initiate a personnel action to move the employee to the new position description.

Not Qualified – Provide the following documents:

- *Incumbent Memo: Transition to GS-0401 (Not Qualified)* template
- *HR Qualification Checklist/Worksheet* (in Appendix D)

The Human Resources Specialist will send an *Employee Agreement* to the supervisor for completion. This document must be signed by the employee and the Line/Administrative Officer. The Fire Manager must work with the employee on drafting an Individual Development Plan.

For employees currently in professional Fire Management Specialist positions affected by the *IFPM Standard*:

Qualified – Provide the following documents:

- *Incumbent Memo: Existing GS-0401 (Qualified)* template
- *HR Qualification Checklist/Worksheet* (in Appendix D)

If applicable, the Human Resources Specialist will send a notice to the supervisor to initiate a personnel action to move the employee to the new position description.

Not Qualified – Provide the following documents:

- *Incumbent Memo: Existing GS-0401 (Not Qualified)* template
- *HR Qualification Checklist/Worksheet* (in Appendix D)

The Human Resources Specialist will send an *Employee Agreement* to the supervisor for completion. This document must be signed by the employee and the Line/Administrative Officer. The Fire Manager must work with the employee on drafting an Individual Development Plan.

For employees currently in technical positions affected by the *IFPM Standard*:

Qualified – Provide the following documents:

- *Incumbent Memo: G-0455/G-0462 (Qualified)* template
- *HR Qualification Checklist/Worksheet* (in Appendix D)

If applicable, the Human Resources Specialist will send a notice to the supervisor to initiate a personnel action to move the employee to the new position description.

Not Qualified – Provide the following documents:

- *Incumbent Memo: G-0455/G-0462 (Not Qualified)* template
- *HR Qualification Checklist/Worksheet* (in Appendix D)

The Human Resources Specialist will send an *Employee Agreement* to the supervisor for completion. This document must be signed by the employee and the Line/Administrative Officer. The Fire Manager must work with the employee on drafting an Individual Development Plan.

Employee Agreement Directions

When an employee is selected as a technician for a position advertised concurrently as professional and technical, the Human Resources Specialist will check only the positive educational requirement. The employee will have met the specialized experience, NWCG Incident Management Qualifications, and Additional Required Training for the position.

Conditions of Employment

When an employee is selected as a technician for a position advertised concurrently as professional and technical, the Human Resources Specialist will send out the *IFPM Conditions of Employment* for signature along with the offer letter.

INCUMBENT MEMO: TRANSITION TO GS-0401 (QUALIFIED)

Memo to Incumbents whose positions have been identified for transition to a GS-0401 Fire Management Specialist, and who qualify for the series.

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: GS-0401 Qualifications Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*. Your position will be reclassified to the GS-0401, Fire Management Specialist series.

The Human Resources Office completed a review of your education and training records and determined you meet the qualifications as outlined in the *IFPM Standard*. As such, you will be non-competitively reassigned to the GS-0401 series at your current grade level. Attached is the qualification worksheet used to determine your qualifications. We suggest that you attach this worksheet with all future job applications for the GS-0401 Fire Management Specialist series. Note: There may be positions in the GS-0401 series for which you may not be qualified based on specialized experience and selective factors.

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

Signature

Employment Officer

CC Supervisor of Employee
Fire and Aviation Management or Equivalent

INCUMBENT MEMO: TRANSITION TO GS-0401 (NOT QUALIFIED)

Memo to Incumbents whose positions have been identified for transition to a GS-0401 Fire Management Specialist and who do not qualify for the series.

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: GS-0401 Qualifications Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*. Your position will be reclassified to the GS-0401, Fire Management Specialist series.

The Human Resources Office completed a review of your education, experience and training records and determined that you do not meet the qualifications as outlined in the *IFPM Standard*.

Note: Human Resources Specialist: Only use the paragraphs below that apply to incumbent.

To meet the educational requirement established by the Office of Personnel Management (OPM) for the GS-0401, Fire Management Specialist, you need the following:

_____ (e.g., 6 semester hours of upper level coursework).

To meet the specialized experience requirement established by the Office of Personnel Management (OPM) for the GS-0401, Fire Management Specialist, you need the following:

_____ (e.g., For the GS-0401-09, one year of creditable specialized wildland fire management experience in at least two of the following three categories, see IFPM Standard for Wildland Fire Operations Specialist).

To meet the NWCG Incident Management Qualifications, you need the following:

_____ (e.g., Incident Commander, Type 5 [ICT5]).

Additional Required Training, you need the following:

_____ (e.g., P-301 “Wildland Fire Prevention Planning”).

Attached is a completed qualification worksheet used to determine your qualifications.

You and your supervisor are required to develop an Individual Development Plan (IDP) that will identify the appropriate coursework and training you need to fully qualify. When you meet the qualification requirements, you will be non-competitively reassigned to the GS-0401 series at your present grade level. Qualification requirements must be met by October 1, 2009.

To remain in the position, you are required to sign the attached agreement that defines responsibilities between you and the Agency in meeting the Minimum Qualification Standards of the *IFPM Standard*.

We are committed to addressing the qualification issue fairly and consistently and intend to fully support employees in the attainment of the qualifications requirements. If you have any additional questions please contact (Name here) from the Human Resource office at (phone and or email).

Signature

Employment Officer

CC Supervisor of Employee
Fire and Aviation Management or Equivalent

INCUMBENT MEMO: EXISTING GS-0401 (QUALIFIED)

Memo to Incumbents in existing GS-0401, Fire Management Specialist positions identified in the IFPM Standard who qualify for the series.

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: Qualifications Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.

The Human Resources Office completed a review of your education and training records and determined you meet the qualifications as outlined in the *IFPM Standard*. Attached is the qualification worksheet used to determine your qualifications. We suggest that you attach this worksheet with all future job applications for the GS-0401 Fire Management Specialist series. Note: There may be positions in the GS-0401 series for which you may not be qualified based on specialized experience and selective factors.

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

Signature

Employment Officer

CC Supervisor of Employee
Fire and Aviation Management or Equivalent

INCUMBENT MEMO: EXISTING GS-0401 (NOT QUALIFIED)

Memo to Incumbents in existing GS-0401 Fire Management Specialist series positions who do not qualify for the series.

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: GS-0401 Qualifications Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.

The Human Resources Office completed a review of your education, experience and training records and determined that you do not meet the qualifications as outlined in the *IFPM Standard*.

Note: Human Resources Specialist: Only use the paragraphs below that apply to incumbent.

To meet the educational requirement established by the Office of Personnel Management (OPM) for the GS-0401, Fire Management Specialist, you need the following:

_____ (e.g., 6 semester hours of upper level coursework).

To meet the specialized experience requirement established by the Office of Personnel Management (OPM) for the GS-0401, Fire Management Specialist, you need the following:

_____ (e.g., For the GS-0401-09, one year of creditable specialized wildland fire management experience in at least two of the following three categories, see IFPM Standard for Wildland Fire Operations Specialist).

To meet the NWCG Incident Management Qualifications, you need the following:

_____ (e.g., Incident Commander, Type 5 [ICT5]).

Additional Required Training, you need the following:

_____ (e.g., P-301 “Wildland Fire Prevention Planning”).

Attached is a completed qualification worksheet used to determine your qualifications.

You and your supervisor are required to develop an Individual Development Plan (IDP) that will identify the appropriate coursework and training you need to fully qualify. Qualification requirements must be met by October 1, 2009.

To remain in the position, you are required to sign the attached agreement that defines responsibilities between you and the Agency in meeting the Minimum Qualification Standards of the *IFPM Standard*.

We are committed to addressing the qualification issue fairly and consistently and intend to fully support employees in the attainment of the qualifications requirements. If you have any additional questions please contact (Name here) from the Human Resource Office at (phone and or email).

Signature

Employment Officer

CC Supervisor of Employee
Fire and Aviation Management or Equivalent

INCUMBENT MEMO: GS-0455/GS-0462 (QUALIFIED)

Memo to Incumbents whose technical positions have been identified in the IFPM Standard and who qualify for the series.

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: Qualifications Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.

The Human Resources Office completed a review of your NWCG Incident Management Qualifications and training records and determined you meet the qualifications as outlined in the *IFPM Standard*.

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

Signature

Employment Officer

CC Supervisor of Employee
Fire and Aviation Management or Equivalent

INCUMBENT MEMO: GS-0455/GS-0462 (NOT QUALIFIED)

Memo to Incumbents whose technical positions (GS-0455 or GS-0462) have been identified in the IFPM Standard and who do not qualify for the series.

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: Qualifications Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.

The Human Resources Office completed a review of your NWCG Incident Management Qualifications and training records and determined you do not meet the qualifications as outlined in the *IFPM Standard*.

To meet the NWCG Incident Management Qualifications and Additional Required Training, you need the following:

_____ (e.g., Incident Commander, Type 5 [ICT5]; S-290 “Intermediate Fire Behavior”).

You and your supervisor are required to develop an Individual Development Plan (IDP) that will identify the appropriate training you need to fully qualify. Qualification requirements must be met by October 1, 2009.

To remain in the position, you are required to sign the attached agreement that defines responsibilities between you and the Agency in meeting the Minimum Qualification Standards of the *IFPM Standard*.

We are committed to addressing the qualification issue fairly and consistently and intend to fully support employees in the attainment of the qualifications requirements. If you have any additional questions please contact (Name here) from the Human Resource office at (phone and or email).

Signature

Employment Officer

CC Supervisor of Employee
Fire and Aviation Management or Equivalent

IFPM EMPLOYEE AGREEMENT

Agreement between U.S. Department of _____, (Agency) and Employee

Name:

Current Position Title, Series, Grade:

This agreement provides a basis of mutual understanding between the above parties in matters relating to the attainment of (check all that apply):

- _____ Professional education required to be qualified for GS-0401, Fire Management Specialist
- _____ Specialized experience required to be qualified for GS-0401, Fire Management Specialist
- _____ NWCG Incident Management Qualifications
- _____ Additional Required Training

Positive education and specialized experience requirements of the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist, NWCG Incident Management Qualifications, and Additional Required Training must be met by October 1, 2009.

If you do not meet these requirement(s) within the specified time frame you will be removed from your current position.

1. PURPOSE OF AGREEMENT:

This agreement is intended to assist in the successful completion of the *IFPM Standard* requirements by October 1, 2009. Failure to meet the requirements by October 1, 2009 will result in removal from your current position. It is intended that each party will assist the other in the accomplishment of its objectives.

2. AGENCY RESPONSIBILITIES:

- a. Create an Individual Development Plan (IDP) with input from the employee.
- b. Assist the employee in locating opportunities for education, training, and specialized experiences as identified in the IDP.
- c. Monitor employee's progress.
- d. Provide opportunities for completion of NWCG Incident Management Qualifications, as applicable.
- e. As mission needs dictate and with supervisory approval, allow the employee a flexible work schedule for education and training.
- f. Provide funds necessary to pay for education and training.

3. EMPLOYEE RESPONSIBILITIES:

- a. Provide supervisor with input for your IDP.
- b. Assist the supervisor in locating opportunities for education, specialized experience and training as identified in IDP.
- c. Complete education, specialized experience and training as identified in IDP.
- d. Participate in opportunities for completion of NWCG Incident Management Qualifications, as applicable.
- e. Keep supervisor informed of progress and any problems encountered in completing education and training.
- f. Sign Continued Service Agreement for tuition paid by the agency, if applicable.

STATEMENT OF UNDERSTANDING BY EMPLOYEE

I understand the following:

- a. This position has been identified as a key fire management position under the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.
- b. I do not fully meet the *IFPM Standard* requirements as identified herein.
- c. In order to be qualified for this position, I must complete these requirement(s) as identified in my Individual Development Plan by October 1, 2009.
- d. If I fail to complete these requirement(s) by October 1, 2009, I will be removed from this position.
- e. If I decline the opportunity to meet these requirement(s) or fail to actively pursue these requirement(s), I will be removed from this position.

I certify that I have read and fully understand and accept the conditions of employment cited above.

Signature

Employee Date

STATEMENT OF UNDERSTANDING BY AGENCY

- a. The agency will make every effort to assist the employee in successfully completing these requirement(s) needed to remain in this position.
- b. The agency will consider all possible options for continuation of employment of the employee if he/she fails to meet the requirement(s) for this position.

Signature

Agency Representative Date

IFPM CONDITIONS OF EMPLOYMENT

Send with Offer Letter to an Employee selected as a technician for a position advertised concurrently as professional and technical.

CONDITIONS OF EMPLOYMENT

This form is given to each employee selected for a GS-0455 or GS-0462, Technical Position in lieu of a GS-0401, Professional Position. It is to be signed and returned to the Human Resources Office no later than _____.

As outlined in the vacancy announcement, your employment is contingent upon completing the basic requirements of the Supplemental Qualification Standard for the GS-0401, Fire Management Specialist by October 1, 2009. Upon completing the requirements, you will be non-competitively reassigned to the GS-0401 series. If you do not meet these requirements by October 1, 2009, you will be removed from this position.

Your qualifications will be reviewed. You will be required to sign an employee agreement that enumerates what educational coursework is required to meet qualifications.

I certify that I have read and fully understand and accept the conditions of employment cited above. I fully understand that if I do not meet these requirements by October 1, 2009, I will be removed from this position.

Signature of Appointee

Date

Appendix F

Individual Development Plan (IDP)

<u>401 Education</u>	<u>Course Title/ NWCG Course</u>	<u>Total Credit</u>	<u>Proposed Dates</u>	<u>Estimated Costs</u>	<u>Date Completed</u>
6 lower credits (biological science or NWCG approved lower credits)					
18 Upper Level Credits (300 & above biological science courses & approved NWCG courses)	<p style="text-align: center;">Total Lower Level Credits</p>				
401 Specialized Professional Experience	<p style="text-align: center;">Total Higher Level Credits</p>				

<u>Required Training for Position:</u>	<u>Development Training to Fully Achieve Competencies:</u>	<u>Proposed Dates</u>	<u>Estimated Costs</u>	<u>Date Completed</u>
Notes:	Employee's Signature/ Date			
	Supervisor's Signature/ Date			

Instructions

Complete the Individual Development Plan following these steps:

1. Employee Developmental and Career Goals:

The employee and supervisor should work together to complete the goals for successful performance in the employee's current position and the employee's short- and long-term career goals on the first page of the IDP.

Developmental Objectives:

In this section describe what the employee needs to do this year to work towards his/her goals. Objectives describe what the employee needs to learn or achieve in order to reach his/her goal.

2. Determine a method of training and a training time frame.

Determine what type of training or activity is needed to accomplish the employee's developmental goals. It could be On the Job Training (OJT), a detail, or an actual training course or a combination of methods. Identify the proposed dates for the training or activity in the *Proposed Dates* column. Enter the actual or estimated cost of the activity in the *Estimated Costs* column. This column can be used in preparing your station's annual budget. Once the training is completed, write the date in the *Date Completed* column.

Methods of training:

OJT: On the job training. This can include coaching by a skilled individual or details into positions that will give the employee the skills and knowledge needed.

Details: Temporary assignments to another location and/or position to gain specific knowledge and/or experience.

Courses: www.nifc.gov/training_quals/IFPM/ifpm.htm

3. Discuss the Development Plan with your Employee

Discuss the IDP with the employee and make any necessary modifications. The supervisor and employee should sign and date the plan. This plan should be completed within 60 days from the beginning of the performance year.

4. Review and Modifications

This plan should be reviewed at each performance review and modified as situations or needs change

Glossary

Accredited Education - Education above the high school level completed in a US college, university or other educational institution that has been accredited by one of the accrediting agencies or associations recognized by the Secretary of Education.

Agency - As used in the IFPM Standard, any one of the following: Bureau of Land Management, U.S. Fish and Wildlife Service, National Park Service, Bureau of Indian Affairs or the U.S. Forest Service.

Appointment - Placement in a vacant position.

Career-Conditional Career - Career-Conditional is the 1st 3 year period following your initial status (permanent) appointment. Career is the period after the 1st 3 years. Career-conditional have 3 years reinstatement eligibility. Career employees have life time reinstatement eligibility. Both Career and Career-Conditional tenured employees receive full benefits, including Health, Life, and Retirement.

Charter - A written instrument or contract that delegates authorities and identifies processes for a specific group and is executed in due form.

Competency - An observable, measurable pattern of skills, knowledge, abilities, behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully. (OPM)

Complexity Descriptors - The criteria describing each of the complexity sub-elements used for classifying each sub-element as low, moderate or high.

Critical element - A work assignment or responsibility of such importance that unacceptable performance on the element would result in a determination that an employee's overall performance is unacceptable. (OPM)

Cross walk - A document designed to identify the similarity between the 14 Key Fire Management Positions and national standard position descriptions already in use by each of the wildland fire agencies.

Developmental details - A temporary short-term work assignment of an employee for a specified period, that offers the participant career development opportunities with the employee returning to his or her regular duties at the end of the detail.

Diversity - Racial, religious, color, gender, national origin, disability, sexual orientation, age, education, geographic origin, and skill characteristics.

Discipline - A specialized knowledge or teaching.

Employee - Individual who works for an Agency and receives financial compensation for work performed.

Employee Performance Plan and Results Report (EPPRR) - See performance appraisal.

Federal Fire Training Task Group (FFTTG) - A standing group comprised of the federal training officers from the Bureau of Land Management, Bureau of Indian Affairs, Fish and Wildlife Service, National Park Service and the US Forest Service.

Fire Program Unit - the area administered by a Fire Management Officer at the Forest (USFS), District (BLM), Refuge (USFWS), Agency/Reservation (BIA) or Park (NPS) level. An FMO that has responsibilities for more than one area (park, refuge, reservation) should treat all the areas as one Fire Program Unit, and do one complexity analysis for the entire Fire Program Unit.

Geographic Area - For the purposes of the *IFPM Standard* Geographic Area is defined to be:
Forest Service, Fish and Wildlife Service, National Park Service - Regional
Bureau of Land Management - State
Bureau of Indian Affairs - Area

Guiding Principles - these are the assumptions to be used when completing the complexity analysis. There are 22 Guiding Principles. The Guiding Principles and the Rules of Thumb should be referenced when determining a complexity score for each sub-element of the complexity analysis.

IFPM Standard - Interagency Fire Program Management Qualifications Standards and Guide. The standard that lists the key fire management positions, associated qualifications and competencies. See the website for more information
http://www.nifc.gov/safety_study/qualifications.html

Incumbent - An individual who is currently occupying a position.

Individual Development Plan (IDP) - An instrument that maps out an individual's planned development activities.

Information Technology - Computers and other technology systems that manage data.

Interagency - Involving or representing two or more agencies, especially government agencies.

Interdisciplinary Position - A position involving duties and responsibilities closely related to more than one occupation. As a result, the occupation could be classifiable to two or more occupational series. The nature of the work is such that persons with education and experience in either of the two or more professions or scientific disciplines may be considered equally to do the work. (OPM)

Knowledge, Skills and Abilities - The attribute required to perform a job and are generally demonstrated through qualifying experience, education or training. Knowledge is a body of

information applied directly to the performance of a function. Skill is an observable competence to perform a learned psychomotor act. Ability is competence to perform an observable behavior or a behavior that results in an observable product.

Leadership - The capacity to lead others.

Long-term - One to three years, or more.

Match - To fit a mentor and mentee together.

MEL - "Most efficient/effective level." MEL should remain constant over a period of time. This does not mean the current level of funding; it includes everything in the budget planning analysis for a unit. For the NPS, use the position deficiencies list generated by SACS.

Mentor - A trusted counselor or guide; most often oriented toward an exchange of wisdom, support, or guidance for the purpose of career growth.

Mentee - An individual who is being mentored.

Multi-cultural competence - Relating to, reflecting, or adapted to diverse cultures.

NFAEB - National Fire and Aviation Executive Board - A standing board comprised of the Fire Directors from the Bureau of Land Management, Bureau of Indian Affairs, Fish and Wildlife Service, National Park Service, and US Forest Service.

Non-competitive Action - An appointment to or placement in a position in the competitive service that is not made by selection from an open competitive examination, and that is usually based on current prior federal service. (OPM)

Non-critical Element - A dimension or aspect of individual, team or organizational performance, exclusive of a critical element, that is used in assigning a summary level. Such elements may include, but are not limited to, objectives, goals, program plans, work plans, and other means of expressing expected performance. (OPM)

NWCG - National Wildfire Coordination Group - The National Wildfire Coordinating Group (NWCG) is made up of the USDA Forest Service; four Bureaus of the Department of the Interior: Bureau of Land Management (BLM), National Park Service (NPS), Bureau of Indian Affairs (BIA), and the Fish and Wildlife Service (FWS); and State forestry agencies through the National Association of State Foresters. The purpose of NWCG is to coordinate programs of the participating wildfire management agencies so as to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

Outreach - Communication with organizations or people outside a work unit for the purpose of attracting well-qualified individuals to apply to the Agency.

Official Personnel Folder (OPF) - Standard Form 66 is a file containing records and documents related to civilian employment maintained in the Agency's Human Resources Office.

OPM - The Office of Personnel Management.

Performance – Accomplishment of work assignments responsibilities. (OPM)

Performance Appraisal or Rating - Written, or otherwise recorded, appraisal of performance compared to performance standard(s) for each critical and non-critical element on which there has been an opportunity to perform for the minimum period. (OPM)

Instrument that measures the major duties and performance of the employee during a specific period of time against pre-established criteria. (OPM)

Performance Standard - The management approved expression of performance threshold(s), requirement(s), or expectation(s) that must be met to be appraised at a particular level of performance. A performance standard may include, but is not limited to, quality, quantity, timeliness, and manner of performance. (OPM)

Personnel Action - The Process necessary to appoint, separate, or make other personnel changes. (OPM)

Placement - Putting employees into jobs. This may be done by appointment of someone new to the government; by promotion, change to lower grade, reassignment, or transfer within agency or from other agencies of a current employee, and by reinstatement of a former employee. (OPM)

Position - The officially assigned duties and responsibilities that make up the work performed by an employee. (OPM)

Position Description - A statement of duties and responsibilities comprising the work assigned to a civilian employee. (OPM)

Professional Position - Position that requires knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with a majority study in or pertinent to a specialized field.

Qualifications - Initial requirements to be considered as meeting the minimum qualifications (eligibility is different, ie. ability to apply under Merit Promotion, VEOA, etc.) for a position.

Qualifications - Qualifications refer to Incident Command System positions listed on a person's "red card" that allow them to function in support of wildland and prescribed fire activities.

Recruitment - Activity that entails looking for well qualified individuals to fill vacant positions.

Related Education - Education above the high school level that has equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position being filled.

Education may relate to the duties of a specific position or to the occupation, but must be appropriate for the position being filled. (OPM)

Remote Work Station - For purposes of the complexity analysis, any station that does not serve as the base of operations for a Fire Management Officer or Assistant Fire Management Officer, or agency equivalents. This would include satellite stations; i.e. guard stations; out stations; lookouts, helibases, etc.

Rules of Thumb - Additional assistance to interpret the criteria descriptors for each sub-element. The Rules of Thumb should be used in conjunction with the Guiding Principles to determine a score for each complexity analysis sub-element.

Selective Factor - Knowledge, skills, and abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration. (OPM)

Series - Classes of positions similar in specialized line or work but differing in difficulty or responsibility of work, or qualifications requirements and, therefore, differing in grade and pay range. (OPM)

Short-term - Up to 12 months.

Specialized experience - Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled. (OPM)

Technical Position - Typically associated with and supportive of positions in the professional or administrative field. Involves extensive practical knowledge, gained through experience and or specific training less than that represented by college graduation.

Testing designated positions – Positions, which have been designated by law or policy for random drug testing.

Travel Time - The amount of time it takes to get to a destination, assuming the most common and appropriate form of transportation is utilized; i.e a road is traveled by vehicle; roadless area means foot travel or stock, unless helicopter is permitted and the most common transport.

Unit - For the purpose of the *IFPM Standard* unit is defined to be:

- Bureau of Indian Affairs - Tribe/Agency
- Bureau of Land Management - District/Field Office
- Fish and Wildlife Service - Refuge or Zone
- National Park Service - Park or Area
- Forest Service - Forest/District or Zone