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## United States Department of the Interior

NATIONAL PARK SERVICE  
Fire Management Program Center  
3833 S. Development Avenue  
Boise, Idaho 83705-5354

IN REPLY REFER TO:

Y14 (9560)

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### Memorandum

To: Regional Fire Management Officers

From: NPS Fire Director - NIFC /s/ *Mike Wallace*

Subject: IFPM Position Input to IQCS

On June 27, 2006 the National Fire and Aviation Executive Board (NFAEB) issued a memo asking the field to enter the IFPM minimum qualification standards into IQCS by January 1, 2007 for those employees identified to be in one of the 14 key positions. To assist in this process an IQCS training module (IFPM Module) was developed to explain the steps necessary for entering the IFPM data into IQCS. An IFPM-IQCS Update Form has also been developed to consolidate all the relevant information for entry into IQCS. Both of these documents are available on the IFPM and IQCS websites.

Please remember, even if an employee does not meet all the requirements for their IFPM position the data can be entered into IQCS and updated as the employee works toward meeting the requirements for their position. This is particularly important for those employees in professional (GS-0401) positions who are using the combination of education (24 semester hours) and experience to meet the positive education requirements for their position. If an employee does not have all 24 semester hours please be sure to enter the number of creditable semester hours (upper and lower division) they currently have and make updates as necessary. Once the data is in IQCS we will be looking at the data to help plan for the remainder of the implementation period.

It has also come to my attention that some units have not completed and forwarded on their incumbent declarations to their servicing HR office. If this has not been completed please do so as soon as possible. If you or your employees have not received their qualification determination letter back from HR please contact Mark Koontz. Remember, as employees meet the minimum qualification standards for their position they will need to submit another incumbent declaration to HR so that a final qualification determination letter can be issued.

If you have any questions please contact Mark Koontz at 208-387-5090 or [Mark\\_Koontz@nps.gov](mailto:Mark_Koontz@nps.gov).