



National Fire and Aviation Executive Board

MEMORANDUM

To: Fire Management and Human Resources

From: National Fire and Aviation Executive Board

Date: May 17, 2006

Subject: IFPM Update

The National Fire and Aviation Executive Board (NFAEB) wishes to commend employees, their supervisors and managers, and their supporting human resource offices for making significant progress in the implementation of the Interagency Fire Program Management Standards Qualification and Guide (IFPM Standard). However, employees and their supervisors must remain focused on the October 1, 2009 deadline.

Human resources staffs have made considerable headway in notifying employees regarding their qualification status and some agencies are close to completion. We would like to remind all Fire Management Officers or others who supervise employees occupying IFPM positions that the submission of incumbent declarations to your HR office is required. Human resources staffs are reminded that they need to provide a completed Notification of Qualification Status to all affected employees, if they have not already done so.

Once again, we would like to reiterate what we said earlier regarding qualification determinations. A determination by HR that an employee does not meet the IFPM minimum qualification standards does not mean the employee is presently unqualified to perform their current job. Employees **are** qualified for their present positions because they were required to meet Office of Personnel Management (OPM) qualification standards at the time they were placed in their current position.

For employees who have received notification from HR indicating that the minimum qualification standards have not been met, the employee and supervisor should utilize an Individual Development Plan (IDP) that identifies the appropriate education, training, position performance assignments, and specialized experience needed. These plans should be reviewed and updated at least once a year.

Once an employee meets all Minimum Qualification Standards (MQS) they are required to submit a new Incumbent Declaration with supporting documentation (IQCS Master Record,

College Transcripts, etc.) to their servicing HR office. Upon review of the new Incumbent Declaration, they will be notified by their HR office.

The NFAEB fully supports and remains committed to the implementation the IFPM Standard and will continue to be responsible for decisions and implementation actions. Once again, thank you for supporting an initiative so critical to the development of our fire management workforce. If you have any questions please contact your IFPM fire management representative or your human resources management representative.



Marc Rounsaville
USDA-Forest Service
Deputy Director of Fire and Aviation
Management



Timothy M. Murphy
Bureau of Land Management
Fire and Aviation
Deputy Director



Lyle Carlile
Bureau of Indian Affairs
Fire Director



Brian McManus
U. S. Fish and Wildlife Service
Fire Director (Acting)



Mike Wallace
National Park Service
Chief, Division of Fire & Aviation
Management (Acting)



Don Artley
National Association of State Foresters
Fire Director