

# Interagency Fire Program Management Qualifications Standards and Guide

## Maintenance Plan (DOI)

### I. 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 Wildfire Coordinating Group (NWCG) chartered an interagency IFPM Implementation Team consisting of human resources, training and fire management personnel to develop, revise and post/distribute an implementation plan and associated guidance. The Implementation Team is now a subcommittee to the Operations and Workforce Development Committee and has been re-chartered as the Fire Program Management Qualification Subcommittee (FPQS).

On October 1, 2010, the IFPM Standard was fully implemented.

### II. Maintenance Plan Update

This maintenance plan has been updated to reflect policy changes. This supersedes all previous versions.

### **III. Scope**

The *IFPM Standard* is a guide for developing future fire managers. Use of this plan requires the cooperation of fire program managers, supervisors, affected employees and human resources (HR) specialists at all levels in the DOI.

### **IV. Communications**

The *IFPM Standard* has broad impact across all 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: <http://ifpm.nifc.gov>.

### **V. Workforce Development / Training**

It is the responsibility of each bureau to develop their fire management employees in an effort to ensure succession capacity is met relative to IFPM positions.

Detail Assignments: Consult your Servicing Human Resource Office for the detail requirements of your agency.

Temporary Promotions (Developmental Opportunities): Those assigned to a temporary promotion must meet IFPM NWCG Selective Factors and any applicable requirements for the position they detail to. Contact your servicing human resource office for additional information.

### **VI. Labor/Employee Relations**

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

### **VII. Tracking Minimum Qualification Standards**

Fire managers will continue to track IFPM employees in the Incident Qualification and Certification System (IQCS). This will assist supervisors in developing Individual Development Plans (IDP) for their employees and identify and schedule needed training and education for future development. Please refer to the IQCS website (<http://iqcs.nwcg.gov>) for more information.

### **VIII. The IFPM Standard**

The *IFPM Standard* consists of:

## A. Key Fire Management Positions

The *IFPM Standard* identifies 13 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.

First Line Supervisor (Those that implement fire projects)

- 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)

Fire Project Specialist (Those that plan fire projects)

- Wildland Fire Operations Specialist (professional or technical)
- Prescribed Fire and Fuels Specialist (professional or technical)
- Center Manager (professional or technical)
- Initial Attack Lead Dispatcher/Assistant Center Manager (technical)

Fire Program Manager (Those that manage the overall fire program)

- 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.

For purposes of this maintenance 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 - District/Zone or Refuge
- National Park Service - Park or Area

and a geographic area is considered to be:

- Fish and Wildlife Service, National Park Service - Regional
- Bureau of Land Management - State

- Bureau of Indian Affairs - Region

## B. Rating Guide for Evaluating Fire Program Complexity

The IFPM 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. Grade is not tied to the IFPM complexity level. Grade is determined through the classification process.

## C. Minimum Qualification Standards

The *IFPM Standard* contains the required minimum qualifications for each of the 13 key fire management positions. This includes:

1. Basic OPM Requirements for GS-0455, GS-0462 or GS-0401 positions,
2. Specialized Experience per IFPM Standard<sup>1</sup>,
3. NWCG Incident Management Qualifications, and
4. Additional Required Training

Any employee assigned to an IFPM position, either by permanent or temporary promotion, or reassignment, must meet all the minimum qualification standards.

## D. 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 based on complexity. The *IFPM Standard* identifies both position-specific and common competencies.

The position-specific and common competencies should be used as a guide by the employee and supervisor in developing an IDP and assessing employee performance. Competency Checklists and Planning Tools for each of the 13 key positions can be found on the *IFPM Standard* website at: <http://ifpm.nifc.gov>.

## IX. **Recruitment And Staffing For IFPM Positions**

Supervisors will use the Interagency Wildland Fire Hiring Official Recruitment Checklist when filling an IFPM position (refer to IFPM website). Supervisors should first consult their Bureau-specific crosswalk to determine the correct IFPM position to be advertised.

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<sup>1</sup> The *IFPM Standard* does not address the substitution of education for specialized experience. Refer to the 1) DOI PB#: 07-13, December 04, 2007, Qualification Requirements for GS-0401 Fire Program Management, and 2) 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*.

The *IFPM Standard* contains the minimum qualification standards (as described above) for each of the 13 key positions. The supervisor should ensure language in the vacancy announcement is consistent with requirements in the *IFPM Standard*.

Each agency will determine the appropriate applicant assessment tools. These may be included in the vacancy announcement or in an on-line questionnaire.

Agencies should use the standard vacancy announcement language developed for use with IFPM positions. This information can be found on the IFPM website at:  
<http://www.ifpm.nifc.gov/hr/hr.htm>

All additional standard statements relative to posting 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, if applicable.

A. Recruitment:

For both single grade and multi-grade recruitments, applicants must meet the NWCG Selective Factors which apply to the target grade level. For example, when recruiting for a position which has been categorized as a Supervisory Engine Operator and is being announced at the GS-5/6 grade levels, applicants will need to show they hold or in the past have held the NWCG qualifications of ENGB and ICT5 and completed the S-211 course when being considered for either the GS-5 and the GS-6 levels.

B. Temporary Employees and Student Temporary Employment Program (STEP):

Temporary employees (GS-5 and above), whether a new appointment or those who have rehire eligibility, must meet all NWCG Selective Factors prior to being hired/rehired.

C. Student Career Experience Program (SCEP):

SCEP's must meet all NWCG Selective Factors prior to conversion.

D. Standard Vacancy Announcement Language (for GS-455/462/401 series)

Refer to IFPM Website.

E. Qualifications Review Checklists (Technical or Professional)

Refer to IFPM Website.

## **X. IFPM Standard Operations and Maintenance**

### Complexity Analysis/Re-analysis

Each unit should periodically review their complexity analysis to ensure programmatic changes are incorporated into the unit's overall complexity rating. The reanalysis process can be found in Appendix A.

### Position Identification

Fire management must regularly review each position within their fire organization to determine which positions are affected by the *IFPM Standard*, especially when new positions are filled. The positions include encumbered as well as vacant positions that are listed in the unit fire plan (e.g., table of organization/organization 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 the appropriate documentation to their servicing human resources office. Further guidance for evaluation of positions can be found in the *Position Identification Process* in Appendix B.

Standard Position Descriptions are available:

DOI - [http://flert.nifc.gov/DOI\\_std\\_pds.htm](http://flert.nifc.gov/DOI_std_pds.htm)

### Identification of National Fire Program Manager (NFPM) and Geographic Area Fire Program Manager (GFPM) Positions

There may be rare instances in national and geographic organizations where the senior fire program manager assigns the IFPM requirements to a qualified senior officer. For example, at the National Level, an agency's National Fire Director may assign the National Fire Program Manager (NFPM) responsibilities (or duties) to the National Operations Lead (i.e., Assistant Director of Operations or equivalent).

### Periodic Assessment of Employee Qualifications

Fire managers are responsible for periodically reviewing employee qualifications to ensure IFPM minimum standards are maintained. Although currency is not a screen out for applicants, certain positions require employees to maintain currency for NWCG incident management qualifications. If an employee loses currency or is hired without currency, management will develop a plan with the employee regain currency.

### Use of Individual Development Plans

The fire program manager must assess the employee's training and development needs. Once an employee's training and development needs have been assessed, the employee and supervisor will develop an Individual Development Plan (IDP) based on that

assessment. The IDP should be periodically reviewed and updated as necessary. An IDP template is provided in Appendix C.

# Appendix A

## Complexity Analysis Guide

### Introduction

An integral part of IFPM is the unit complexity analysis. Upon implementation of IFPM in 2004, all federal wildland fire management agencies were required to complete a unit complexity analysis. For some positions, the level of IFPM Qualification Standards and series was based on the unit's complexity rating. A rating of low, moderate or high was assigned for each unit, with higher qualification standards for more complex units. The following IFPM positions are based on unit complexity.

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

Complexity is evaluated based upon the area of responsibility (geographic or otherwise) for the unit being rated. For example, in the Lower Colorado River, BIA, FWS, and BLM share fire management responsibilities. All provide fire management resources, but the BLM provides program management oversight, i.e. the BLM fire program manager reports to the three agency administrators. So, when the three agencies evaluate their respective programs, BLM's area of responsibility would be greater than the other two agencies'.

Determination of program complexity in turn determines the complexity of the Unit Fire Program Manager's position. It does NOT necessarily determine the complexity of subordinate positions that have variable complexity, such as the Prescribed Fire/Fuels Specialist, and Wildland Fire Operations Specialist. Those complexities are determined by the relative complexity of that sub-program within the overall fire management program. The appropriate complexity elements identified in the Complexity Descriptors may assist in making those determinations, but in and of themselves may not be the sole determinants, if, for example other fire duties are included in a Specialist's position description.

**For purposes of this maintenance 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 – District /Zone or Refuge
- National Park Service - Park or Area
- Forest Service - Forest/District or Zone

## **Geographic areas are considered to be:**

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

Unit Fire Program Managers assigned to support more than one unit should complete just one complexity analysis covering all units under their responsibility, not a separate complexity analysis for each unit.

## **Guidance for Re-analysis of the Unit's Complexity Rating**

### **Step 1: Establish the need for a re-analysis of the unit's complexity rating**

Changes to a unit's complexity rating can be made at any time. The need for re-analysis may be generated at the local unit level, or from regional or state-level direction.

Possible reasons for a re-analysis include, but are not limited to:

- Changes in protection area that increase or decrease a unit's responsibility for providing fire protection.
- The combining of multiple units into an interagency zone or organization
- Addition or subtraction of key components to a unit's fire management program.

Changes to key elements of a fire management program should be "programmatic" and long term, and not adjustments to respond to a temporary arrangement.

### **Step 2: Complete the new complexity analysis**

The unit fire program manager and staff should complete a new complexity analysis, reflecting programmatic changes in the new analysis. The results should then be reviewed at the regional or state level for concurrence. Refer to Appendix A for instructions on completing the IFPM Complexity Analysis.

### **Step 3: Review Unit Position Identification Worksheet**

Once the new complexity rating has been determined, fire managers should review their Unit Position Identification Worksheet and update any changes to the minimum qualification standards (MQS) or positive education requirements for the four fire management positions that are dependent on complexity. Refer to the IFPM Standards for description of NWCG qualifications and additional required training for each position at different complexity levels. A copy of the updated Unit Position Identification Worksheet will be provided to the unit's servicing Human Resource Office and Geographic Fire Program Manager for reference purposes.

## **Step 4: Determination of Qualifications**

If a new complexity rating results in changes to an employee's NWCG qualifications and Additional Required Training requirements, the employee and supervisor will develop a plan to meet the new qualification/training requirements.

### **Responsibilities**

#### **Unit**

Each Fire Program Manager at the unit level will complete the Unit Complexity Analysis for all units under their responsibility. The *IFPM Guide*, instructions, supporting documents and worksheet to complete the analysis can also be found at: <http://ifpm.nifc.gov/>.

The Unit Fire Program Manager is the lead for completing the unit's complexity analysis. It is recommended that additional fire staff be included/consulted when completing the analysis. Unit Fire Program Managers assigned to support more than one unit should complete just one complexity analysis covering all units under their responsibility, not a separate complexity analysis for each unit.

#### **Regional/State**

The Geographic Area Fire Program Manager (GFPM) is responsible for reviewing and leveling the complexity analysis from each unit, to ensure that no glaring errors or discrepancies exist, and that each unit's score is realistic in comparison with other adjacent units.

Individual complexity analysis ratings (high, moderate or low) should be sent to each region's servicing Human Resource Office, with a copy to the Geographic Area Fire Manager.

#### **National**

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

## COMPLEXITY ANALYSIS GUIDE

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

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

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

Element	Sub-Element	Rule of Thumb
	Fire Resource Modules	<ul style="list-style-type: none"> <li>• To receive credit for modules, they must be funded by the unit with regular recurring dollars. Does not include CWN or rarely used resources.</li> <li>• MEL includes everything identified in the budget planning analysis process, plus extended attack modules and support functions (see Guiding Principle #15).</li> <li>• 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.</li> <li>• For NPS include positions on Firepro staffing deficiency list</li> </ul>
Program Interdependence	Consequences of Outcome	<ul style="list-style-type: none"> <li>• Consider diversity (# of program activities), overlap of program activities, skills (likeness or uniqueness) and impact (success or failure).</li> <li>• Program activity “Interagency Operations” is not analyzed in this element. Element is looking at internal program interdependence.</li> <li>• If a unit has 6 of the activities, consider a score of “5.”</li> <li>• If the unit has 3 or fewer program activities, consider a score of “2” or less.</li> <li>• If a unit has 4 to 5 of the program activities, consider a score of “3” or “4.”</li> <li>• 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.)</li> </ul>
Land Management Base	Total Acres	<ul style="list-style-type: none"> <li>• Consider total protection acreage, not all land within boundary.</li> <li>• Areas not managed by the unit should not be included.</li> <li>• Response time should be evaluated by traveling on roads.</li> </ul>
	Ownership	<ul style="list-style-type: none"> <li>• Responsibility is assumed to mean management of the land, which would also include IA responsibility.</li> </ul>

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

<b>Element</b>	<b>Sub-Element</b>	<b>Rule of Thumb</b>
		unit fires.
	Burn Season Length	<ul style="list-style-type: none"> <li>• If no Rx fires being conducted, score a "0."</li> <li>• This does not include pile burning.</li> </ul>
Mechanical	Treatment Objectives	<ul style="list-style-type: none"> <li>• If no mechanical treatment is being conducted, score a "0."</li> </ul>
	Implementation	<ul style="list-style-type: none"> <li>• If no mechanical treatment is being conducted, score a "0."</li> <li>• If heavy equipment is used consider a minimum score of "2."</li> </ul>
	Values	<ul style="list-style-type: none"> <li>• If no mechanical treatment is being conducted, score a "0."</li> <li>• 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.</li> </ul>
Aviation	Aviation	<ul style="list-style-type: none"> <li>• Contributions (positions, funding) to a shared resource = a minimum score of "2."</li> <li>• Exclusive use resource scores a minimum of "3."</li> <li>• Hosting NMAC or National Shared Resource-type contracts = minimum of "3."</li> </ul>
Prevention	Prevention	<ul style="list-style-type: none"> <li>• Units that administer a permitting system for burning: consider a minimum score of "3."</li> <li>• Consider % of human-caused ignitions: &lt;10%=L; 10-20%=M; &gt;20%=H.</li> </ul>
Education	Education	<ul style="list-style-type: none"> <li>• Consider minimum of "4" if unit has a dedicated full-time position in Fire Prevention/Education.</li> </ul>

## Appendix B

### Position Identification

#### Responsibility – Fire Management

##### Introduction

The purpose of this process is to identify all positions within your unit that are considered part of the 13 key management positions in the *IFPM Standard*. Fire management should have previously determined which positions within their organization are IFPM positions. In the event that a reorganization or a complexity reanalysis, the following process should be implemented.

The Unit complexity level will need to be determined before proceeding with the Position Identification process (refer to Step 1 of the IFPM Standard Implementation Process):

##### **Phase 1: Complete and Maintain a Unit Position Identification Worksheet**

##### ***Standard Position Descriptions***

Standard position descriptions are those that have been established where the same description applies to multiple positions across several units.

To review standard position descriptions the Unit Fire Program 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 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 Program Manager will:

1. Review the position descriptions used in their organization.
2. Compare unit position descriptions with the IFPM Organizational Titles to determine which of the 13 key positions are similar in title, series, and at least equivalent to the grade indicated.

3. Consider the primary purpose of the positions and the major duties assigned to them. If an organization has a non-standard position description that matches at least 80% of the major duties of one of the Interagency Standard Position Description, the manager must utilize the Interagency Standard Position Description.

If an existing position does not meet the 80% consideration (for using a standard DOI position description {SPD}) and the position meets the intent of the IFPM Standard as one of the 13 key positions, the position description used must be amended to add the applicable IFPM requirements for that key position. Follow bureau/agency policy and procedures on amending position descriptions and bureau procedures to assure re-submission to SOAR to obtain/maintain firefighter special retirement coverage for that amended position description.

The Unit Position Identification Worksheet should be maintained at the unit level and updated as appropriate. Fire Management will provide an updated Unit Position Identification Worksheet to Human Resources.

### **STANDARD POSITION DESCRIPTION CROSSWALKS BY AGENCY**

The purpose of this crosswalk is to assist employees, supervisors, managers and Human Resources 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. Refer to the Standard Position Description Crosswalks located on the IFPM website.



**Appendix C**  
**Individual Development Plan (IDP)**

## Individual Development Plan

Employee's Name	Position Title/Grade	Office Phone	Office Fax	Email Address
Current Supervisor's Name	Supervisor's Title	Office Phone	Office Fax	Email Address
Goals for Successful Performance in Current Position	Short-term Career Goals (2-3 years)	Long-term Goals (3+ years)		
Developmental Objectives: What do you need to do this year to work towards your goals (training/education)?	Developmental Activities (training, assignments, projects, details, etc.)  Detail to the....  Work towards a.....	Proposed Dates	Estimated Costs	Date Completed
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.

#### 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](http://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 and modified as needed every 6 months during the mid-year and final performance review.