National Fire and Aviation Executive Board

July 6, 2005

To: Fire Management Officers and Human Resource Management Officers

From: The National Fire and Aviation Executive Board

Subject: Clarification on IFPM Qualification Determinations

As with any new workforce development program, there are some implementation issues to resolve. We want to clear up some misunderstandings about the Interagency Fire Program Management Qualification Standards and Guide (IFPM Standard).

Some employees in positions that have been identified as one of the 14 key fire management positions have been notified by their Human Resources office that they do not **presently** meet all of the IFPM minimum qualification standards.

The wording on the employee notification was revised on March 14, 2005 to eliminate the "Qualified/Non-Qualified" notation. Those employees who received the earlier (Qualified/Non-Qualified) Incumbent Memo can request a March 14, 2005 version of this memorandum from their Human Resources Office. The earlier memorandum has caused concern and misunderstanding for some employees and supervisors who have understood this to mean that they are "unqualified" to be in their present position, or that they are "unqualified" to be placed into one of the standard interagency key fire management position descriptions.

Neither of these concerns is valid. Employees are qualified for their present positions because they were required to meet the Office of Personnel Management (OPM) qualification standards at the time they were placed into their current position. The Incumbent Memo states that an employee may need additional training and development opportunities to meet the requirements for the IFPM Standard and has until October 1, 2009 to meet these requirements.

Standard interagency position descriptions have been developed for most of the IFPM key fire management positions. The Forest Service and the Department of Interior will soon issue a policy whereby employees will be placed in one of the standard interagency key fire management position descriptions which best describes their duties and for which they meet the Office of Personnel Management qualification standards. These

employees have until October 1, 2009 to meet the NWCG Incident Management Qualifications and the Additional Required Training for their positions.

Another misunderstanding concerns qualifications for incident command system (ICS) positions. Employees are qualified for the ICS command system positions for which they are red carded. Qualifications for these incident management positions are determined by the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1 and the Fire and Aviation Management Qualifications Handbook (FSH 5109.17).

If you are in one of the 14 key fire management positions, you may have been notified by your supervisor that additional training or development opportunities may be required for the position by October 1, 2009. Your supervisor will be working with you to develop an Individual Development Plan (IDP), discuss recommended training and development and to schedule those activities over the next several years.

We remind you that employees who are in positions which have been identified as one of the 14 key fire management positions have until October 1, 2009 to meet the IFPM minimum qualifications standards.

Human Resources offices are reminded that they need to provide a completed Notification of Qualification Status to all affected employees, if they have not already done so.

If you have any questions on IFPM issues, please contact your IFPM fire management representative or your human resources management representative.

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