National Fire and Aviation Executive Board

Memorandum

To: **Fire Management**

From: **National Fire and Aviation Executive Board**

Date: **June 27, 2006**

Subject: **IFPM Minimum Qualifications Standards Data to be Entered into IQCS**

To assist fire managers and supervisors in tracking their employees progress in meeting the IFPM qualification, a standardized enhancement has been developed for the Incident Qualifications and Certification System (IQCS). This enhancement will assist first line supervisors to develop Individual Development Plans for their employees and identify and schedule needed training and education. Supervisors will thus be better able to assist their employees to meet the IFPM qualifications during the 5-year implementation period.

The modifications to IQCS have been completed, and the IFPM specific pages will be available for data entry starting on July 10, 2006. **We are asking that the IFPM requirements be entered into IQCS by January 1, 2007 for all employees who have been identified to be in one of the 14 key positions.** 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.

An IQCS Training Module (IFPM Module) has been 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. The training module and update form can be found on the IQCS website.
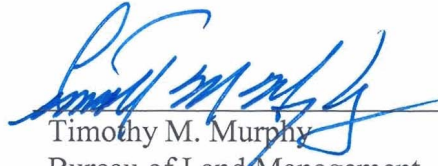
An "IFPM user role" was developed to allow individuals, other than current account managers, access to the IQCS System to maintain the IFPM data. The IFPM user role only allows access to the IFPM specific pages. Access to existing competencies, qualifications, training, and experience related to wildland fire positions will continue to be maintained by existing account managers. If it is determined that an existing account manager is to maintain the IFPM minimum qualification standards, that role can be added to their current access. All IFPM user roles will be granted using the same request process that is currently in place (i.e. Account Request Form). Please refer to the IQCS website (http://iqcs.nwcg.gov) for more information on obtaining access to IQCS.

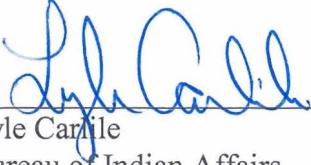If you have any questions, please contact your National IFPM Fire Management representative.

Marc Rounsaville
USDA-Forest Service
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Deputy Director

Timothy M. Murphy
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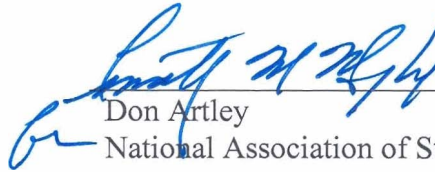Deputy Director

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