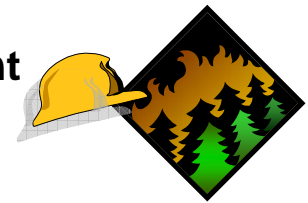


Interagency Fire Program Management

Qualifications Standards and Guide
<http://ifpm.nifc.gov>



Entering IFPM Data into IQCS “Getting Started”



To assist fire managers and supervisors in tracking their employee’s progress in meeting the IFPM qualifications the 14 key fire management positions and their minimum qualifications standards and competencies have been integrated into IQCS.



This document is intended to layout the steps necessary to begin entering IFPM minimum qualifications data into IQCS.



1. **Obtain IFPM User Role** – An “IFPM user role” was developed to allow individuals, other than current account managers, access to the IQCS system to maintain the IFPM requirements. If it is determined that an existing IQCS account manager is to maintain the IFPM minimum qualification standards that role can be added to their current access. To obtain the IFPM user role complete the IQCS New Account Request form and follow the established protocols for your agency. You can find the account request form on the IQCS website under Documents > Account Setup at: <http://iqcs.nwcg.gov/>.



2. **Download IQCS IFPM Training Module** – An IQCS Training Module (IFPM Module) has been developed to explain the steps necessary for entering the IFPM data into IQCS. The training module can be downloaded from either the IQCS or IFPM website.



3. **Compile Employee IFPM Data** - An IFPM-IQCS Update Form has been developed to consolidate all the relevant information for entry into IQCS. The IFPM-IQCS update form can be downloaded from either the IQCS or IFPM website and is also available at the end of the IFPM Training Module.

In a memorandum dated June 27, 2006 the National Fire and Aviation Executive Board (NFAEB) has asked that the IFPM qualifications data be entered into IQCS by January 1, 2007 for all employees who have been identified to be in one of the 14 key fire management positions.

