



IFPM MODULE

Interagency Fire Program Management Qualifications Standards and Guide

Overview

The Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard) consists of: 14 Key fire management positions; a rating guide for evaluating fire program complexity; minimum qualification standards; and competencies for the 14 key fire management positions

Key Fire Management Positions

The IFPM Standard identifies 14 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.

The 14 key positions are:

- 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)
- Initial Attack Lead Dispatcher/Assistant Center Manager (technical)
- Wildland Fire Operations Specialist (professional or technical)
- Prescribed Fire and Fuels Specialist (professional or technical)
- Prevention and Education Specialist (professional or technical)
- Center Manager (professional or technical)
- Unit Fire Program Manager (professional)
- Geographic Fire Program Manager (professional)
- National Fire Program Manager (professional)

2. Rating Guide for Evaluating Fire Program Complexity

The 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.

3. Minimum Qualification Standards

The minimum qualification standards consist of four components: OPM Qualification Standard Requirements; Specialized Experience Requirements; NWCG Incident Management Qualifications; and Additional Required Training.

4. Competencies for the 14 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. The IFPM Standard identifies both **position-specific** and **common competencies**.

The employee will have three (3) years from the time he/she meets the minimum qualifications standards, as outlined above, for the position to acquire all required competencies. It is intended that the employee achieve all indicated competencies before being considered at a full performance level.

Additional information on the IFPM Standard and the Minimum Qualification Standards for the 14 key fire management positions can be found on the IFPM website at: www.ifpm.nifc.gov.

Minimum Qualification Standards and Competency Tracking

Implementation of the IFPM Standard began on October 1, 2004 and runs to October 1, 2009. The National Fire and Aviation Executive Board (NFAEB) requested that a standardized system to track progress during the 5 year implementation period and beyond be established.

Members of the IFPM Implementation Team worked with the Incident Qualifications and Certification System (IQCS) Project Team to incorporate the 14 key fire management positions and their minimum qualifications standards and competencies into IQCS. IQCS is the interagency system of record for the management of National Wildfire Coordinating Group (NWCG) Incident Management Qualifications. This will provide fire managers and human resources specialists with a standard tracking system for the IFPM Standard.

Account Access and User Roles

The IFPM minimum qualification standards include not only NWCG qualifications and training but OPM requirements. Given the wide variety of existing IQCS account managers and the uniqueness of the OPM requirements it may not be appropriate or practical for existing account managers to maintain these records.

To accommodate this, an IFPM user role was developed to allow individuals, other than current account managers, access to the IQCS system to maintain the IFPM requirements. The IFPM user role only allows access to the IFPM specific pages which includes the “Job Data” page and the “IFPM Requirements” page.

Access to existing competencies, qualifications, training and experience related to wildland fire positions would 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 would be added to their current access. All IFPM user roles would 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.

Entering/Updating IFPM Requirements

To aid in this process an IFPM-IQCS Update Form has been developed to consolidate all the relevant information for entry into IQCS. This form can be found on the IQCS website and at the end of this module.

Objectives

By the end of this module, you will be able to:

- Assign an IFPM key position to an employee.
- Update an employee’s IFPM records.
- Run reports to track implementation progress.
- Work with an employee to identify needs for future IFPM positions.

Roles

The following roles will participate in the activities described in this module:

- Account Managers.
- IFPM Users

Activity Overview – Assign an IFPM Key Position

In this activity you will assign an IFPM key position to an employee. To add or updating this data for an employee the user will access the Job Data component of IQCS.

Instructions

DO NOT SAVE your data in this component until all required data is entered. (If you SAVE before completing required fields, those fields will turn red and the system will direct you to fill in the required information.) Required fields are identified with an asterisk (*) throughout the IQCS program.

1. Navigate to **Administration > Job Data**.
2. Search for the employee through their EmplID or by Last Name and SetID.
3. Click on the IFPM Job Information tab (Figure 1).

NOTE: The IFPM Job Information tab will only be visible to users who have been assigned an IFPM User Role.



Work Location Job Information **IFPM Job Information** Salary Plan Employment Information Job Groups

Tester, Testy Employee EmplID: 00001032760 EmplRcd#: 0

IFPM Job Information Find | View All First 1 of 1 Last

*Effective Date: 05/26/2008 Effective Sequence: 0

*Position: Job Task:

Figure 1

4. The effective date will default to the current date. You may accept the default effective date, change the effective date to a date in the future if the employee will be coming on duty later, or change the effective date to a past date that reflects the date the individual was identified as being in one of the 14 key IFPM positions.

NOTE: You are not required to enter any information in the Effective Sequence box unless you try to assign an employee to more than one IFPM position in the same day.

5. Enter/Lookup Position - Click on the lookup icon next to Position, this will bring up a list of the 14 key IFPM positions (Figure 2). Click on one of the 14 key positions to select it.

NOTE: This information can be obtained on the IFPM-IQCS update form.

Look Up Job Code

Job Code: begins with

[Basic Lookup](#)

Search Results

View All First 1-14 of 14 Last

Job Code	Description
ACMG	Asst. Center Manager
CMGR	Center Manager
EMLS	Engine Module Supervisor
GFPM	Geographic Fire Program Manage
HMGR	Helicopter Manager
IADP	Initial Attack Dispatcher
IHCS	IHC Superintendent
NFPM	National Fire Program Manager
PAMS	Prev. Mitigation Specialist
PFFS	Prescribed Fire & Fuels Specia
SEOP	Supervisory Engine Operator
SFF	Senior Firefighter
UFPM	Unit Fire Program Manager
WFOS	Wildland Fire Operations Spec

Figure 2

- Enter/Lookup the Job Task - Click on the lookup icon next to Job Task, which will bring up a list of job tasks associated with the position selected in the previous step (Figure 3). Click on one of the Job Tasks to select it.

Look Up Job Task

SetID: begins with

Job Code: WFOS

Job Task: begins with

[Basic Lookup](#)


Search Results

View All First 1-4 of 4 Last

SetID	Job Task	Description
IFPM0 HP	High Professional	
IFPM0 LT	Low Technical	
IFPM0 MP	Moderate Professional	
IFPM0 MT	Moderate Technical	

Figure 3

- Click the button.

NOTE: If the employee moves from one IFPM position to another click on the  to add another row and repeat steps 4-7.

- ✓ You have now assigned an IFPM key position to an employee.

Quick Reference Guide – Assign an IFPM Key Position

Step	Action	Input
1	Navigate to Administration > Job Data.	
2	Search for the employee through their EmplID or by Last Name and SetID	
3	Click on the IFPM Job Information tab	
4	Click on the Position look up icon under IFPM Job Information	
5	Select the appropriate IFPM position from the list.	IFPM key position
6	Click on the Job Task look up icon under IFPM Job Information	
7	Select the appropriate Job Task	Position complexity and/or professional or technical
8	Enter/Select Effective Date	Accept default or enter effective date

Activity Overview – Add/Update IFPM Requirements

This activity covers adding or updating an individual’s IFPM minimum qualifications standards for the Job Code selected in the previous activity. This includes the competency checklist, positive education and specialized experience requirements if applicable for the position..

Instructions

This activity has numerated steps as well as screen shots to complete each activity.

1. Navigate to **Workforce Development > IFPM > IFPM Requirements.**
2. Search for the employee through their EmplID or by Last Name and SetID.

IFPM Job Tab

The first tab, IFPM Job, provides a summary of the individual’s minimum qualification standards required for the IFPM position. This page is broken down into 2 sections; IQCS Competencies and IFPM Accomplishments. (Figure 4)

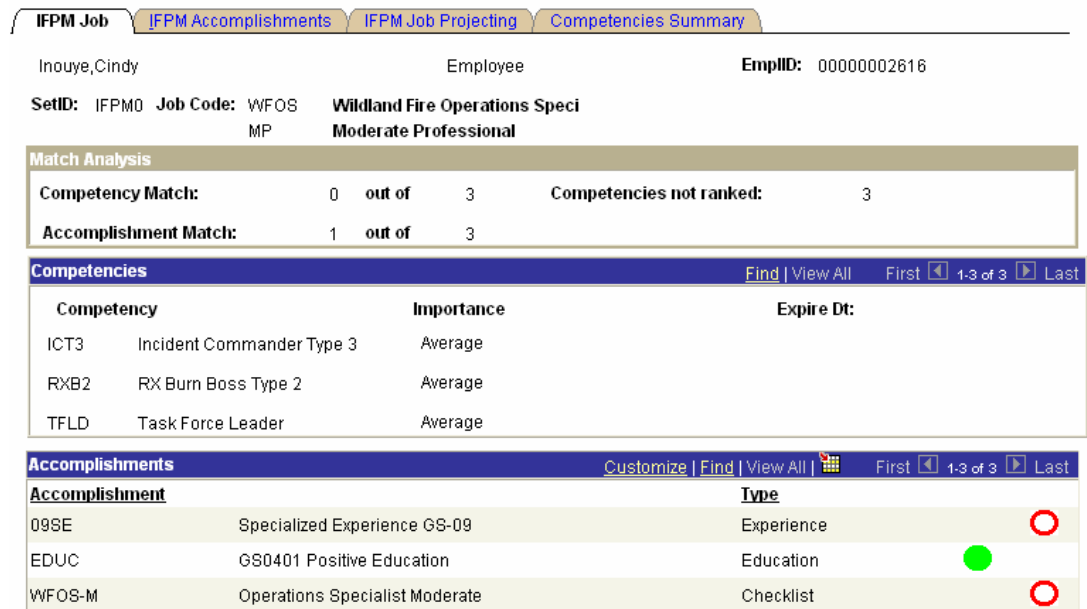


Figure 4

IQCS Competencies: The IQCS competencies section displays the NWCG qualifications and additional required training (if applicable) for the position identified under the job code. The competencies are derived from existing data in the IQCS system and cannot be modified within the IFPM pages.

All of the 14 key IFPM positions require NWCG qualifications; some of these positions do not require currency in these qualifications. This is true for both professional and technical positions. Table 1 is a list of the positions and

associated NWCG qualifications for those positions that do not require currency.

Position	Complexity	NWCG Qualifications		
		ICT3 & T2 C & G position	TFLD	RXB2
National Fire Program Manager	N/A	ICT3 & T2 C & G position	TFLD	RXB2
Geographic Fire Program Manager	N/A	ICT3 & T2 C & G position	TFLD	RXB2
Unit Fire Program Manager	High	ICT3	DIVS	RXB2
Unit Fire Program Manager	Moderate	ICT3	TFLD	RXB2
Prevention & Mitigation Specialist	Low/Moderate/ High	ICT5	FFT1	--
Center Manager	Moderate/High	EDSD	--	--
IA Lead Disp./Asst. Center Manager	N/A	EDSD	--	--
IA Dispatcher	N/A	EDRC	--	--

Table 1

If an employee is not current in one of the required NWCG qualifications the “Expire Dt:” field will be red. Please refer to the IFPM Minimum Qualification Standards matrix at the end of this training module for a complete list of the NWCG qualifications and additional required training requirements by position.

IFPM Accomplishments: The IFPM accomplishments section displays the positive education and specialized experience requirements (if applicable for the position) and competency checklist. If an individual meets any of these requirements a green light will be displayed next to the competency or accomplishment.

IFPM Accomplishments Tab

3. Enter/Update IFPM Accomplishments – Click on the IFPM Accomplishments tab.

The IFPM Accomplishments page (Figure 5) is broken down into 3 sections: Competency Record, Positive Education and Specialized Experience (if applicable for the position). This page is used to enter or update the various accomplishments required for a specific IFPM position.

[IFPM Job](#) | [IFPM Accomplishments](#) | [IFPM Job Projecting](#) | [Competencies Summary](#)

Inouye,Cindy Employee EmpID: 00000002616

Competency Checklist Customize | Find | View All Checklist 1 of 1 Last

'Checklist Completion Date
 1

Positive Education Customize | Find | View All Education 1 of 1 Last

'Education
 1


Specialized Experience Customize | Find | View All Experience 1 of 1 Last

'Experience
 1

Figure 5

Competency Record – This section should only be completed after it has been determined the employee has met all of the position-specific and common competencies for their IFPM position.

To enter/update the competency checklist information:

1. Click on the Lookup icon and select the appropriate IFPM position and complexity level if applicable.
2. Enter the completion date.
3. Click the  button.

Search Results

View All First 1-25 of 25 Last

Accomplishment	Description
ACMG-H	Lead Disp/Asst. Center Manager
ACMG-L	Lead Disp/Asst. Center Manager
ACMG-M	Lead Disp/Asst. Center Manager
CMGR-H	Center Manager High
CMGR-M	Center Manager Moderate
EMLS	Engine Module Supervisor
GFPM	Geographic Fire Program Mgr
HMGR	Helicopter Manager
IADP	Initial Attack Dispatcher
IHCS	IHC Superintendent
NFPM	National Fire Program Manager
PAMS-H	Prevention Mitigation High
PAMS-L	Prevention Mitigation Low
PAMS-M	Prevention Mitigation Moderate
PFFS-H	Prescribed Fire Fuels High
PFFS-L	Prescribed Fire Fuels Low
PFFS-M	Prescribed Fire Fuels Moderate
SEOP	Supervisory Engine Operator
SFF	Senior Firefighter
UFPM-H	Unit Fire Program Mgr High
UFPM-L	Unit Fire Program Mgr Low
UFPM-M	Unit Fire Program Mgr Moderate
WFOS-H	Operations Specialist High
WFOS-L	Operations Specialist Low
WFOS-M	Operations Specialist Moderate

Positive Education – If the IFPM position selected on the Job Data page has a positive education requirement this section will be displayed.

The Supplemental Qualification Standards for the U.S Department of Agriculture, Forest Service and the U.S Department of the Interior GS-0401 Fire Management Specialist define the options for meeting the positive education requirement:

- Through a 4-year degree (BACH), or
- A combination of education and experience (SEM24).

To enter/update the positive education information:

1. Click on the Lookup icon.
2. Select the appropriate option from the list (Figure 6).

Search Results

View All First ◀ 1-3 of 3 ▶ Last

Accomplishment	Description
BACH	Bachelors Degree
EDUC	GS0401 Positive Education
SEM24	24 Semester Hours

Figure 6

3. If the 24 Semester Hours option is selected you will be required to enter the number of Upper and Lower Division semester hours for the employee (Figure 7). If an employee does not meet the minimum semester hour requirements, enter the upper and lower division semester hours they currently have. You can go back and update those fields as the employee earns more semester hours.

Positive Education		Upper Div. Hrs.	Lower Div. Hrs.	Related Work Exp.
1	SEM24 24 Semester Hours	10	6	<input type="checkbox"/>

Figure 7

If it has been determined that the employee has the appropriate “related work experience”, that when combined with the 24 semester hours is equivalent to a 4-year degree check the “Related Work Exp” checkbox.

NOTE: The employee’s current semester hours and related work experience information can be obtained from the IFPM-IQCS Update Form.

Once the employee meets the semester hour requirement and related work experience they will be awarded the EDUC complex accomplishment (Figure 8).

Positive Education		Upper Div. Hrs.	Lower Div. Hrs.	Related Work Exp.	Override
1	SEM24 24 Semester Hours	18	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	EDUC GS0401 Positive Education				<input type="checkbox"/>

Figure 8

For more information on these requirements please refer to the Supplemental Qualification Standards for the GS-0401 Fire Management Specialist at: www.ifpm.nifc.gov.

- By selecting the BACH option you are indicating the employee has met the positive education requirement through a 4-year degree in biological sciences, agriculture, natural resources management, or related discipline (Figure 9). If you select this option the complex accomplishment (EDUC) is automatically assigned to the employee.

Positive Education		Upper Div. Hrs.	Lower Div. Hrs.	Related Work Exp.	Override
1	BACH Bachelors Degree				<input type="checkbox"/>
2	EDUC GS0401 Positive Education				<input type="checkbox"/>

Figure 9

- Click the  button.

c. Specialized Experience – The specialized experience required for certain IFPM positions is based on the Supplemental Qualification Standard for the U.S. Department of Agriculture, Forest Service and the U.S. Department of the Interior GS-0401 Fire Management Specialist.

Once it has been determined that an employee meets the required specialized experience for their position select the appropriate option from the list. This information can be obtained from the IFPM-IQCS Update Form.

The specialized experience requirements are broken down into 3 categories: Specialized Experience for GS-7; for GS-9; and GS-11 and above positions (Figure 10).

Search Results


View All First 1-3 of 3 Last

Accomplishment	Description
07SE	GS-07 Specialized Experience
09SE	GS-09 Specialized Experience
11SE	GS-11 & above Specialized Exp.

Figure 10

NOTE: If an employee is not in a professional position the specialized experience grid will not be displayed.

To enter/update the specialized experience information:

1. Click on the Lookup icon.
2. Select the appropriate type of specialized experience from the options listed.
3. Click the  button.

- ✓ You have now added or updated the employees IFPM requirements for an IFPM key position.

Quick Reference Guide – Add/Update IFPM Requirements

Based on the IFPM position not all steps may be necessary. The information required to complete these steps can be found on the IFPM-IQCS Update Form.

Step	Action	Inputs
1	Navigate to Workforce Development > IFPM > IFPM Requirements	
2	Search for the employee through their EmplID or by Last Name and SetID	
3	Click on the IFPM Accomplishments Tab	
4	Enter competency Checklist	
5	Click on look up icon and select the IFPM position	IFPM key position
6	Enter the completion date	Accept default or enter effective date
7	Positive Education (This information is required for employees in professional positions. To track the career development of our workforce we encourage employees in non-professional positions to provide this information as well.)	
8	Click on the Lookup Icon	
9	Select the appropriate option from the list	BACH – employee has a 4-year degree SEM24 – combination of education and experience
10	Enter/Update Upper and Lower Division Semester Hours	Only required if SEM24 was selected in step 10
11	Click Related Work Experience Checkbox	Only required if SEM24 was selected in step 10
12	Specialized Experience (This grid will only be displayed for those positions that have a positive education requirement)	
13	Click on the Lookup Icon	
14	Select the appropriate level of specialized experience	07SE; 09SE or 11SE
15	Click Save	

Activity Overview – IFPM Job Projecting and Competencies Summary

In this activity you will learn to use the IFPM Job Projecting feature. This feature can be used to help an employee determine which, if any, of the IFPM minimum qualifications standards the employee currently meets for a future desired IFPM position. You will also explore the Competencies Summary tab which provides a complete list of all competencies assigned to an employee in IQCS.

Instructions

1. Navigate to **Workforce Development > IFPM > IFPM Requirements**.
2. Click on the IFPM Job Projecting tab.
3. Click on the Job Code lookup icon and select a future desired position.
4. Click on the Job Task lookup icon and select the appropriate option based on complexity and whether the position would be technical or professional.
5. Click on the **Check Role** button.

IFPM Job | IFPM Accomplishments | **IFPM Job Projecting** | Competencies Summary

Inouye, Cindy Employee EmpID: 00000002616

SetID: IFPM0 Job Code: UFPM Unit Fire Program Manager
MP Moderate Professional **Check Role**

Match Analysis

Competency Match:	0	out of	2	Competencies not ranked:	2
Accomplishment Match:	1	out of	3		

Competencies Find | View All First 1-2 of 2 Last

Competency	Importance	Expire Dt
M-581 Fire Program Management	Average	
UFPM2PXUFPM Cpx Comp pre 10/1/09	Average	

Accomplishments Customize | Find | View All First 1-3 of 3 Last

Accomplishment	Type
11SE GS-11 & above Specialized Exp.	Experience
EDUC GS0401 Positive Education	Education
UFPM-M Unit Fire Program Mgr Moderate	Checklist

Figure 11



If the employee meets any of the minimum qualification standards for the desired position there will be a green light next to that competency or accomplishment.

6. Click on the Competencies Summary tab to display a list of all competencies currently assigned to an employee in IQCS.

NOTE: This list does not include accomplishments added under the IFPM Accomplishments tab.

Quick Reference Guide – IFPM Job Projecting and Competencies Summary

Step	Action	Input
1	Navigate to Workforce Development > IFPM > IFPM Requirements	
2	Search for the employee through their EmplID or by Last Name and SetID	
3	Click on the IFPM Job Projecting Tab	
4	Click on the Job Code Lookup Icon	
5	Select the future desired position	
6	Click on the Job Task Lookup Icon	
7	Click Check Role	
8	Click on the Competencies Summary Tab	
9	Review competencies currently assigned to employee	

	<h2>IFPM – IQCS Update Form</h2>	
---	--------------------------------------	---

Job Data:

Employee Name:	_____	EmplID:	_____
IFPM Key Position:	_____	Complexity Level: (if applicable)	_____
Professional or Technical:	_____	Effective Date:	_____

IFPM Accomplishments:

- 1. Competency Checklist:** (This should only be filled out once it has been determined the employee has met all the position-specific and common competencies for their IFPM position. Please refer to the IFPM website at <http://infpm.nifc.gov> for more information.

Completion Date: _____

- 2. Positive Education** (This information is required for employees in professional positions. To track the career development of our workforce we encourage employees in non-professional positions to provide this information as well): This requirement can be met through a four year degree or combination of education and experience. For more information please refer to the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist at: <http://www.ifpm.nifc.gov/implementation/GS0401.htm>

4-Year Degree (e.g. B.S. in Forestry): _____

OR

Combination Education & Experience (If an employee does not meet the minimum semester hour requirements, enter the upper and lower division semester hours they currently have):

Semester Hours: Upper Division: _____ Lower Division: _____

Meets Related Work Experience: Yes: No:

- 3. Specialized Experience** (if applicable for position): For more information please refer to the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist at: <http://www.ifpm.nifc.gov/implementation/GS0401.htm>

- Meets GS-07 Specialized Experience
- Meets GS-09 Specialized Experience
- Meets GS-11 and Above Specialized Experience

IFPM MATRIX FOR 14 “KEY” POSITIONS

POSITION	COMPLEXITY	MINIMUM SERIES/GRADE	Required Training	MINIMUM NWCG QUALIFICATIONS		
				Command	Operations	Rx Fire
National Fire Program Manager	--	GS-401-14	M-581 or FML or LFML	*ICT3 and T2 C & G position	*TFLD	*RXB2
Geographic Fire Program Manager	--	GS-401-13	M-581 or FML or LFML	*ICT3 and T2 C & G position	*TFLD	*RXB2
Unit Fire Program Manager	HIGH	GS-401-12	M-581	*ICT3	*DIVS	*RXB2
	MODERATE	GS-401-11	M-581	*ICT3	*TFLD	*RXB2
	LOW	GS-401-9	--	ICT4	CRWB or ENGB	RXB2
Wildland Fire Operations Specialist	HIGH	GS-401-11	--	ICT3	DIVS	RXB2
	MODERATE	GS-401/455/462-9	--	ICT3	TFLD	RXB2
	LOW	GS-455/462-7	--	ICT4	CRWB or ENGB	FIRB
Prescribed Fire & Fuels Specialist	HIGH	GS-401-11	--	ICT3	TFLD	RXB2
	MODERATE	GS-401/455/462-9	--	ICT4	CRWB or ENGB	RXB2
	LOW	GS-455/462-7	--	ICT4	CRWB or ENGB	FIRB
Prevention & Mitigation Specialist	HIGH	GS-401-11	P-301	*ICT5	*FFT1	--
	MODERATE	GS-401/455/462-9	P-301	*ICT5	*FFT1	--
	LOW	GS-455/462-7	--	*ICT5	*FFT1	--
Supervisory Engine Operator	Supervising 3 or fewer crewmembers	GS-462-5/6	S-211 S-216	ICT5	ENOP	--
Engine Module Supervisor	Supervising 4 or more crewmembers	GS-462-7/8	--	ICT4	ENGB	--
IHC Superintendent	--	GS-462-9	--	ICT4	TFLD	FIRB
Helicopter Manager	--	GS-462-9	--	ICT4	HEB2	--
Senior Firefighter	--	GS-462-5	S-290	ICT5	FFT1 or HECM	--
Center Manager	HIGH	GS-462/401-11	S-491	*EDSD	Wildland firefighting operations experience required	--
	MODERATE	GS-462/401-10				
IA Lead Dispatcher or Asst. Center Manager	--	GS-462/401-9	--	*EDSD	Wildland firefighting operations experience required	--
IA Dispatcher	--	Senior Fire Dispatcher GS-462-7 Fire Dispatcher GS-462-5	--	*EDRC	Wildland firefighting operations experience required	--

* Currency in NWCG qualifications NOT required