

Action Items
Interagency Fire Program Management Qualification Standards (IFPM)
Human Resources and Management Responsibilities

Date	Human Resources	Management
Previously Completed Tasks	Maintain a list of problematic employees including unit, contact numbers, and supervisor information	Confirm Receipt / Existence of Conditions of Employment or Employee Agreement.
		Review Individual Development Plan and incorporate measures to mitigate missing qualifications. Discuss with affected employee. Document discussion.
		Maintenance of IQCS Records
Mar/Apr, 2010	Verify signed conditions of employment for temps.	EPAPs – Time to meet with your employees and communicate and document IFPM requirements.
		Update IQCS Records
<i>Note: If you are going to be filling a vacancy prior to October 1, 2010, you must work closely with your servicing personnel office.</i>		
May/June/ July, 2010	Advise supervisors on Employee Relations (ER) issues and potential management actions. (for example: reassignments, change to lower grade, retirement, removals, etc.)	Supervisor to meet with unqualified employees (employee counseling). Discuss qualification deficiencies, plan remediation strategy, and verify EPAP and IDP validity. Discuss potential management actions that could result due to unqualified status on 10/1/10 and potential career moves. (i.e. reassignments, change to lower grade, retirement, removals, etc.) Document notes from this meeting. Supervisor's file. Update IQCS Records
August/ September, 2010	Continue consultations with unqualified employees.	
	Finalize strategy for employee management actions.	
	Have discussions with management regarding unqualified employees. Support management in the development of directed reassignment / proposal letters.	Draft proposals letters to potentially unqualified employees in consultation with HR. Be proactive. National IFPM Leads will audit IQCS data base and contact management through appropriate channels to follow up on unqualified employees. Update IQCS Records.
September 30, 2010	Last day of IFPM Implementation Period	

Post September 30, 2010 Management Action Process

In cases where employees have not met IFPM minimum qualification standards by the end of the implementation period, directed reassignments / proposal letters will be sent to employees addressing what management actions will be taken (management actions may include directed reassignment, change to lower grade, or removal from federal service).

October 1, 2010	Serves in an advisory capacity, ensuring management is well versed in HR procedures.	Management will present employee with directed reassignment / proposal letter. Timelines regarding response and appeal process will be explained in the letter.
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**** Special Note to Management **** Action items contained in this timetable will be thoroughly communicated to affected employees. Supervisors (management) will be held accountable for ensuring timely completion of all action items.