



Evaluating Applicants for Interagency Fire Program Management Positions

A Job Aid for HR Staffs

- *Prepared by the Fire Program Management Qualifications (FPQS) Sub-Committee, of the National Wildfire Coordinating Group, Operations and Workforce Development*

IFPM Minimum Qualifications

- The IFPM Standard defines minimum qualifications for 13 key fire management positions. They are:
 1. OPM Minimum Qualification Requirements for GS-462/455 (for GS-401– Refer to DOI PB 07-13, Dec 4, 2007, and Attachment, “Policy Interpretation of the Supplemental Qualification Standard for the GS-401 Fire Management Specialist ” positions. (Informally known as the, “Supplemental Standard”)
 2. Specialized Experience {for GS-0401 Fire Management Specialist positions} refer to the Supplemental Standard (DOI PB 07-13, Dec 4, 2007).
 3. NWCG Incident Management Qualifications and
 4. Required Training (if applicable to position)
- IFPM Qualifications Standards can be found on the IFPM website at www.ifpm.nifc.gov/

Determination of IFPM Minimum Qualifications for Vacancy Announcement

Effective October 1, 2010:

- ✓ Applicants for IFPM positions (both temporary and permanent) must meet the minimum qualifications at the time of hire.
- ✓ Supervisor (hiring official) completes and submits the 'Interagency Wildland Fire Hiring Official Recruitment Checklist'
 - Checklist can be found at www.ifpm.nifc.gov/hr/hr.htm
- ✓ HR and supervisor determine if the position is IFPM , the category (i.e., SFF, WFOS, CMGR) and the IFPM qualifications for the position.

Example of Minimum Qualifications - Unit Fire Program Manager - Moderate Complexity

OPM Standard Requirements:

Successful completion of a full 4-year course of study in biological sciences, agriculture, natural resource management, or a related discipline appropriate to the position being filled (see qualifying coursework page 1 of the DOI Policy Interpretation of the Qual Standard for GS-401 Fire Mgt Spec); OR a combination of education and experience.

NWCG Incident Management Qualifications (Currency is not required):

Primary Core Requirement:

Task Force Leader (TFLD)

AND

Secondary Core Requirement:

Incident Commander Type 3 (ICT3) **OR** Prescribed Fire Burn Boss (RXB2)

Specialized Experience Requirements:

Applicants must have a minimum of one year of creditable specialized wildland fire management experience equivalent to the next lower grade level.

Refer to the DOI Personnel Bulletin 07-13, Dec 4, 2007, Qualification requirements for GS-401 Fire Program Management, depending on grade level of position.

Additional Required Training:

M-581, Fire Program Management

HR Evaluation of Applicants

- Use the appropriate “*HR Qualifications Review Checklist for IFPM*” which can be found on the IFPM Website at www.ifpm.nifc.gov/hr/hr.htm
 - ✓ HR Qualification Review Checklist – GS-0455/0462
 - ✓ HR Qualification Review Checklist – GS-0401

Evaluating the Applicant

- ✓ In the following example, the IFPM position of a GS-401, Unit Fire Program Manager - Moderate Complexity will be evaluated by using the “HR Qualifications Review Checklist for IFPM GS-401 Fire Management Specialist positions.”

GS-401, Unit Fire Program Manager - Moderate Complexity Example

- ***Evaluating GS-0401 Fire Management Specialist -
Basic Qualification Determination***
- **The “Basic Qualification Determination” section of the HR Qualification Review Checklist has two sections:**
 - ✓ **The first should be used if the employee has a degree in biological sciences, agriculture, natural resources management, or a related discipline.**
 - ✓ **Use the second section if qualifying applicant through a combination of education and experience.**

Unit Fire Program Manager - Moderate Complexity Example

- ***Evaluating GS-0401 Fire Management Specialist -
Specialized Experience Determination***
 - ✓ ***Does the employee have one year of specialized experience equivalent to the next lower grade of the position being filled as defined in Supplemental Qualifications Standards, GS-401 Fire Management Specialist Positions (DOI PB 07-13)?***
- ***NOTE: Applicant must minimally have a combination of education & experience which total four (4) years; if that experience is used to meet the basic education requirement, it CANNOT ALSO be credited to meet the specialized experience requirement.***

Unit Fire Program Manager - Moderate Complexity Example

- ***Evaluating NWCG Incident Management Qualifications***
 - ✓ The Incident Qualification & Certification System (IQCS) is the system of record for NWCG Incident Management Qualifications, training and experience
 - **The Incident Qualification & Certification System (IQCS) Responder Master Record is used to determine if an applicant meets the NWCG Incident Management Qualification requirements for the IFPM position. Other equivalent documentation includes:**
 - ✓ IQS Master Record
 - ✓ Qualification Card
 - ✓ Certified task book
 - ✓ Certificates of completion (for additional required training)
 - **HR may wish to consult with a fire management subject matter expert (SME) on questions related to incident management qualifications as required by IFPM.**

Unit Fire Program Manager - Moderate Complexity Example

➤ *Evaluating NWCG Incident Management Qualifications*

Continuing the example for a GS-401, Unit Fire Program Manager – Moderate Complexity the NWCG Incident Management Qualification requirements are:

Primary Core Requirement:

Task Force Leader (TFLD)

AND

Secondary Core Requirement:

Incident Commander, Type 3 (ICT3)

OR

Prescribed Fire Burn Boss, Type 2 (RXB2)

NOTE: Applicants meet the identified NWCG qualification if they have a higher level qualification – see Incident Management Qualification Hierarchy Job Aid at <http://www.ifpm.nifc.gov/hr/hr.htm>

Unit Fire Program Manager - Moderate Complexity Example

- **Reviewing the IQCS Master Record for NWCG Qualifications & Additional Required Training**
 - The following sections can be used to determine if an applicant has the required NWCG qualifications
 - ✓ Employee Qualified Jobs
 - ✓ Employee Unqualified Jobs
 - ✓ Employee Trainee Jobs
 - ✓ IFPM Applicant Report
 - NOTE:** DO NOT automatically disqualify an applicant if the required NWCG qualification appears in the “Employee Unqualified Jobs”
 - The following sections need to be reviewed to determine if an applicant has the desired additional training
 - ✓ Employee Training History

Unit Fire Program Manager - Moderate Complexity Example

- ***Evaluating NWCG Incident Management Qualifications***
 - ***Employee Qualified Jobs list***

Employee Qualified Jobs

| JOB CODE | LAST PERFORMED | CURRENCY DATE | TIMES PERFORMED |
|---------------------|---------------------------|--------------------------|----------------------------|
| ATVO | | 08-JUN-2016 | 0 |
| DIVS | 25-AUG-2008 | 25-AUG-2013 | 9 |
| ICT3 | 01-AUG-2003 | 25-AUG-2013 | 4 |
| CRWB | 01-JUN-2000 | 25-AUG-2013 | 1 |
| FELB | 01-JUL-2000 | 25-AUG-2013 | 1 |
| FFT2 | 01-APR-1993 | 25-AUG-2013 | 29 |
| FIRB | 01-APR-2002 | 25-AUG-2013 | 5 |
| ICT4 | 01-APR-1993 | 25-AUG-2013 | 24 |
| STCR | 01-JUL-2000 | 25-AUG-2013 | 1 |
| TFLD | 01-JUN-2002 | 25-AUG-2013 | 2 |
| THSP | | 22-MAY-2013 | 0 |

Unit Fire Program Manager - Moderate Complexity Example

- ***Evaluating NWCG Incident Management Qualifications***
 - ***Employee Unqualified Jobs list***

Employee Unqualified Jobs

| JOB | JOB DESCRIPTION |
|------|-----------------------------|
| HECM | Helicopter Crewmember |
| RXB2 | Prescribed Fire Burn Boss 2 |

Unit Fire Program Manager - Moderate Complexity Example

- ***Evaluating NWCG Incident Management Qualifications***
 - ***Employee Trainee Jobs list***

Employee Trainee Jobs

| JOB CODE | LAST PERFORMED | CURRENCY DATE | TIMES PERFORMED |
|-------------|-------------------|------------------|--------------------|
| EDSD | 01-JUN-2003 | 12-JUL-2007 | 2 |
| ESFW | | 11-SEP-2013 | 0 |
| OSC2 | | 16-MAY-2014 | 0 |
| SCKN | | 28-APR-2013 | 0 |
| EDRC | 01-SEP-2002 | 01-JUN-2006 | 1 |
| FALB | 01-JUL-2002 | 01-AUG-2008 | 33 |
| FALC | 01-AUG-2003 | 25-MAY-2009 | 1 |
| HESM | 01-APR-1990 | 01-APR-1993 | 2 |
| PLDO | 01-JAN-1992 | 01-JAN-1995 | 3 |
| SMKJ | 01-SEP-2003 | 01-SEP-2006 | 10 |

Unit Fire Program Manager - Moderate Complexity Example

- **Evaluating NWCG Incident Management Qualifications**
 - **IFPM Applicant Report**

IQCS - IFPM Employee Applicant Report

This report to be used by HR when determining if an applicant meets IFPM selective factors

Employee Incident Management Qualifications

| <u>Competency & Description</u> | <u>Effective</u> |
|-------------------------------------|------------------|
| HECM Helicopter Crewmember | 16-JAN-1940 |
| CRWB Crew Boss (Single Resource) | 18-JAN-1940 |
| FELB Felling Boss (Single Resource) | 18-JAN-1940 |
| FIRB Firing Boss (Single Resource) | 18-JAN-1940 |
| ICT4 Incident Command Type 4 | 18-JAN-1940 |
| STCR Strike Team Leader Crew | 18-JAN-1940 |
| ICT3 Incident Commander Type 3 | 01-JUN-2002 |
| EDRC Dispatch Recorder | 01-SEP-2002 |
| TFLD Task Force Leader | 01-SEP-2002 |
| HESM Helispot Manager | 01-OCT-2003 |
| PLDO Plastic Sphere Dispenser Opera | 01-OCT-2003 |
| SMKJ Smokejumper | 01-OCT-2003 |
| FFT2 Firefighter 2 | 04-NOV-2003 |
| FALB Faller B | 25-MAY-2004 |
| FALC Faller C | 25-MAY-2004 |
| EDSD Support Dispatcher | 12-JUL-2004 |
| DIVS Division/Group Supervisor | 16-OCT-2006 |
| THSP Technical Specialist | 22-MAY-2008 |
| ESFW FEMA ESP4 Wildland Support | 11-SEP-2008 |
| ATVO ATV Operator | 08-JUN-2011 |

Employee Training Competencies

| <u>Competency & Description</u> | <u>Effective</u> |
|-------------------------------------|------------------|
| M-581 Fire Program Management | 29-APR-2005 |
| S-211 Portable Pumps and Water use | 01-JUL-1989 |
| S-290 Interm Wildland Fire Behavior | 01-APR-1990 |

Unit Fire Program Manager - Moderate Complexity Example

➤ *Evaluating NWCG Incident Management Qualifications*

If you have questions please consult your fire management representative.

**A Publication of the
National Wildfire
Coordinating Group**

National Interagency Incident Management System



Wildland Fire Qualification System Guide

Unit Fire Program Manager - Moderate Complexity Example

➤ Evaluating Additional Required Training

- ✓ The “Employee Training History” section of the IQCS Master Record can be used, or

Employee Training History

| COURSE | COURSE DESCRIPTION | START DATE | STATUS | PAGE |
|--------|-------------------------|-------------|-----------|------|
| D310 | Support Dispatcher | 01-MAR-2003 | Completed | CONV |
| L380 | Fireline Leadership | 14-MAY-2001 | Completed | IQCS |
| L381 | Incident Leadership | 03-FEB-2003 | Completed | IQCS |
| M581 | Fire Program Management | 25-APR-2005 | Completed | IQCS |
| NBEHAV | Learn to BEHAVE | 01-JAN-2000 | Completed | CONV |
| NSA03 | ATV Operations | 01-DEC-1989 | Completed | CONV |

- ✓ The “Employee Training Competencies” section of the IFPM Applicant Report

Employee Training Competencies

| Competency & Description | Effective |
|-------------------------------------|-------------|
| M-581 Fire Program Management | 29-APR-2005 |
| S-211 Portable Pumps and Water use | 01-JUL-1989 |
| S-290 Interm Wildland Fire Behavior | 01-APR-1990 |

Unit Fire Program Manager - Moderate Complexity Example

➤ *Completing the Evaluation Process*

✓ *After evaluating the following:*

- 1. OPM Requirements for GS-462/455 and GS-0401 (Supplemental Qualifications Standards, GS-401 Fire Management Specialist (DOI PB-07-13)).**
- 2. Specialized Experience (for GS-0401 see Supplemental Qualifications Standards (DOI PB 07-13))**
- 3. NWCG Incident Management Qualifications**
- 4. Required Training (if applicable)**

The applicant is determined to be qualified or not qualified.

Summary

- **A thorough knowledge of the following documents by HR Specialists is critical to a correct qualifications determination:**
 - ✓ **DOI, Personnel Bulletin 07-13, 12-04-07 Titled “Qualification Requirements for GS-401 Fire Program Management ,” and seven page Attachment , “Policy Interpretation of the Supplemental Qualification Standard for the GS-401 Fire Mgt Specialist.”**
 - ✓ **IQCS Master Record, IFPM Applicant Report, and/or equivalent documentation**
 - ✓ **Wildland Fire Qualification System Guide (PMS 310-1)**
 - ✓ **NWCG Qualification Hierarchy (Job Aid) which can be found on the IFPM website**

Summary

- HR staffs are encouraged to work closely with Fire Management SME's when recruiting for IFPM positions.
- Current developments, sample forms and supporting documentation can be found on the IFPM website: <http://www.ifpm.nifc.gov>
- If you have questions please contact your agency or bureau HR representative on the FPQS Sub-Committee.

FPQS Sub-Committee

- The FPQS Sub-Committee and advisors consist of human resources specialists, training and fire management personnel from the USFS, BLM, BIA, FWS, NPS and DOI.

| Agency | Fire Management | Human Resources |
|--------|-----------------------------|--|
| BIA | Dave Koch | Deborah Abeita |
| BLM | Jeff Arnberger | Tamara Neukam, Cindy Pogue |
| FS | Evans Kuo | Cynthia Counts, Lisa Renken, Jenny Bartok |
| FWS | Kevin Conn | Joeanna Headen, Cecilia King, Jessie Cheek |
| NPS | Mark Koontz | Melissa Anglin |
| DOI | | Linda Erwin |
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| FS | Karyn Wood (NWCG Liaison) | |

Summary, cont.

- **The wildland fire community is appreciative of the continued support of agency HR staffs!**



Interagency **F**ire **P**rogram **M**anagement