

# Forest Service Implementation Plan for the Interagency Fire Program Management Standard and Guide

## I. Background

Studies of wildland fire incidents for a number of years highlighted the fact that more stringent, uniform qualification standards were needed for certain fire management positions to assure firefighter safety. The *1995 Federal Wildland Fire Policy and Program Review*, signed by the Secretaries of Agriculture and Interior, directed federal wildland fire agencies to establish fire management qualification standards to improve firefighter safety and increase the level of skill and competence in fire management programs. An Interagency Fire Program Management Qualifications Task Group was established to develop these qualification standards.

The resulting *Interagency Fire Program Management Qualification Standard and Guide* (IFPM Standard) was approved by the Federal Fire and Aviation Leadership Council (FFALC) in January 2000. In June 2004 Dale Bosworth, Chief, United States Department of Agriculture Forest Service (USDA-FS) and Department of Interior (DOI) Assistant Secretary P. Lynn Scarlett issued memorandums establishing October 1, 2004 as the date to officially begin implementation of *IFPM Standard*.

Since June 2009 the Forest Service has been under W.O. interim direction concerning use of the 401 Fire Management Specialist series for professional positions ([see Chief Kimbell's 2009 letter](#)). During this interim period, and until otherwise determined by the Agency, all fire management positions from grade GS-12 and below will be classified in the 462-series.

## II. Implementation Plan Update

This implementation plan has been updated to reflect recent interagency changes to the *IFPM Standard* and Forest Service implementation procedures that differ from DOI implementation. Unless noted, the overall intent of the implementation plan has not changed.

On August 3, 2010 the Forest Service was informed of OIG's acceptance of our agency's decision to use the GS-401 series for certain key IFPM positions. As such, FAM and HRM are in the process of identifying which of IFPM positions may be classified in the 401 series and the procedures for re-implementing the 401 series. Once that occurs, Chief Kimbell's May 29, 2009 interim direction will be rescinded, and a revised *IFPM Standard Position Description Crosswalk* will be released.

### **III. Scope**

The purpose of *IFPM Standard* is to establish minimum qualification standards for key FAM positions within the Forest Service. Full implementation of this plan will require the cooperation of fire program managers, supervisors, affected employees, and human resource (HR) specialists at all levels in the Forest Service.

### **IV. Communications**

The *IFPM Standard* and related documentation on the implementation process can be found on the internet in two distinct locations:

- [Forest Service specific](#)
- [Interagency effort](#)

### **V. Funding**

It is the responsibility of the agency to assist every incumbent affected by the IFPM Standard to ensure they meet the minimum qualification standards before the implementation period deadline of October 1, 2010.

### **VI. Labor-Management Relations**

NFFE Bargaining Units: This implementation plan contains procedures and appropriate arrangements which have been negotiated between Forest Service and NFFE-FSC [reference 5 USC 7106(b) (2) and (3)]. It is not to be altered or supplemented below the National level by units covered by NFFE. As appropriate, National level changes will not be made without notice to NFFE-FSC, and bargaining between the parties, pursuant to Master Agreement Article 11.

Other Bargaining Units: Management may be required to meet additional labor management obligations as appropriate with other unions representing bargaining unit employees who are impacted by the implementation of this plan, in accordance with provisions of their respective collective bargaining agreements.

### **VII. Tracking Minimum Qualification Standards**

To assist fire managers and supervisors in tracking employee progress in meeting the IFPM minimum qualification standards the 13 key positions have been incorporated into the Incident Qualification and Certification System (IQCS). This will assist supervisors in developing Individual Development Plans (IDP) for their employees to identify and prioritize needed NWCG position experience and/or training and education. Refer to the IQCS [website](#) for more information.

## VIII. The IFPM Standard

The *IFPM Standard* consists of:

- A. Key Fire Management Positions
- B. Rating Guide for Evaluating Fire Program Complexity
- C. Minimum Qualification Standards
- D. Competencies for Key Fire Management Positions

### A. Key Fire Management Positions

The IFPM Standard identifies 13 key fire management positions common to the five wildland fire management agencies. Generic position titles are used as some agencies designate different titles for the same position.

First Line Supervisor (Those that implement fire projects)

- Interagency Hotshot Crew (IHC) Superintendent (technical)
- Helicopter (Helitack) Manager (technical)
- Senior Firefighter (technical)
- Engine Module Supervisor (technical)
- Supervisory Engine Operator (technical)
- Initial Attack Dispatcher (technical)

Fire Project Specialist (Those that plan fire projects)

- Wildland Fire Operations Specialist (see note below)
- Prescribed Fire and Fuels Specialist (professional<sup>1</sup> or technical)
- Dispatch Center Manager (professional or technical<sup>2</sup>)
- Initial Attack Lead Dispatcher/Assistant Center Manager (technical)

Note: The Forest Service does not have any Fire and Aviation Management positions in the IFPM Wildland Fire Operations Specialist (WFOS) [category](#).

Fire Program Managers (Those that manage the overall fire program)

- Unit Fire Program Manager (professional<sup>1</sup> or technical)
- Geographic Fire Program Manager (professional)
- National Fire Program Manager (professional)

<sup>1</sup>Since June 2009 the Forest Service has been under W.O. interim direction concerning use of the 401 Fire Management Specialist series for professional positions (see [Chief Kimbell's 2009 letter](#)). During this interim period, all fire management positions from grade GS-12 and below will be classified in the 462-series.

As it relates to IFPM positions, vacant UFPM and PFFS positions that are graded GS-12 and below that are advertised during the interim period are to be classified in the 462-series. UFPM positions that are advertised as GS-12/13 where the full performance level is a GS-13 will be filled in the 401-series.

<sup>2</sup>GS-11 Dispatch Center Manager (CMGR) positions as of January 2010 are exempt from the IFPM Implementation Plan stipulation requiring all IFPM positions at the GS-11 grade and above to be classified as professional positions. Local fire managers have been granted the flexibility to properly define the paramount work requirements of their respective Dispatch Center Manager positions and may use the agency developed position descriptions (professional or technician) for the appropriate classification of the duties (see [NWCG 1/14/2010 Memo #001-2010](#)). However, during the interim period, the all Dispatch positions are to be classified in the 462-series.

## FAM Positions That Are Not in IFPM Standard

The Forest Service has identified a number of FAM positions which are not affected by IFPM or FS-FPM Standards. Those include, but are not limited to:

- Fire Ecologists
- Fire Planners
- Certain Fuels Management positions (See note below)
- SCEPs (until they are converted into an IFPM position)
- Wildland Fire Apprentices
- GACC-level Dispatchers
- Training Officers
- Forest Aviation Officers
- Non-Helitack Exclusive-Use Helicopter Managers

Note: Categorizing Fuels Planners as the unit's IFPM Prescribed Fire and Fuels Specialist (PFFS) is dependent on the duties the employee performs and the position description they occupy. Duties that require the Forest's Fuels Planner to be subject to the PFFS minimum qualification standards are typically operational in nature, which may include development, oversight, and implementation of prescribed fire projects. If the majority of the employee's duties involve land management planning and analysis (NEPA, NFMA, and LRMP development), or are restricted to administrative tasks in managing the unit's fuels program (budget, accomplishment reporting, and out-year planning); and oversight of prescribed fire implementation is managed by another employee, then the unit has the option to not require their Fuels Planner to be subject to the IFPM requirements of a PFFS. However, use of the Agency Standard Position Description for Fuels Specialists must be carefully reviewed to ensure that the employee meets at least 80% of the duties and responsibilities described.

### Unit

For the purpose of this implementation plan, at the program management level a unit is considered to be a Forest or multiple Forests that have been combined into one unit

Forest Service employees of "Service First" organizations should implement IFPM as per the implementation procedures contained in this plan.

### Geographic Area

Geographic Area is considered to be a Forest Service Region

## B. 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. The series and grade level of the key fire management positions is influenced by the complexity rating and is described in the *Forest Service SPD Crosswalk*.

### C. Minimum Qualification Standard

The IFPM Standard contains the required minimum qualifications for each of the 13 key fire management positions. This includes:

1. Basic OPM Requirements for GS-0462 or GS-0401 positions,
2. Specialized experience per IFPM Standard<sup>1</sup>,
3. NWCG Incident Management Qualifications, and
4. Additional Required Training

#### **Before October 1, 2010**

Incumbents must meet all of the minimum qualification standards as outlined in the *IFPM Standard* by October 1, 2010 to be considered fully qualified for the position.

New hires have until October 1, 2010 to meet the NWCG Incident Management Qualifications and Additional Required Training for their position as outlined in the *IFPM Standard*. All OPM requirements must be met at the time of hire.

#### **On or After October 1, 2010**

On October 1, 2010, the IFPM minimum qualification standards will become selective placement factors. As such, all employees hired after this date into an IFPM position must meet the minimum qualification standards at the time of hire.

The Forest Service has developed an extension request process to address employees who do not meet the October 1, 2010 deadline (see Section X., Step 9).

#### **Exception for requiring 90-days of Previous Wildland Firefighting Experience for Encumbered Dispatchers**

IFPM Dispatchers who encumbered a secondary position when this requirement was imposed will not be required to meet the IFPM 90-day requirement of previous wildland firefighting experience so long as the employee remains in his/her current position. However, if these individuals seek reassignment and/or promotion to other secondary positions, they will have to obtain the 90-days of wildland firefighting experience in order to qualify and be considered.

This exception does not apply to new hires into IFPM dispatch positions.

<sup>1</sup>The *IFPM Standard* does not address the substitution of education for specialized experience. Refer to the Group Coverage Qualification Standard for Professional and Scientific Positions and Group Coverage Qualification Standard for Technical and Medical Support Positions in the *OPM Operating Manual for Qualification Standards for General Schedule Positions*.

#### D. Competencies for 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 based on complexity. The IFPM Standard identifies both position-specific and common competencies.

The position-specific and common competencies are to be used as guidance for the employee and supervisor when developing an IDP and assessing employee performance. Competency Checklists and Planning Tools for each of the 13 key positions can be found on the IFPM Standard [website](#).

### IX. **Recruitment and Staffing for IFPM Positions**

When filling a vacancy, the supervisor must first consult the *Forest Service-specific Standard Position Description (SPD) Crosswalk* to determine the correct IFPM position to be advertised. The *IFPM Standard* contains the minimum qualification standards (as outlined above) for each of the 13 key positions. The supervisor should ensure the language in the Vacancy Outreach is consistent with the requirements in the [IFPM Standard and the Forest Service-specific SPD Crosswalk](#).

The Open Continuous Rosters (OCR) for filling IFPM vacancies have been modified to include the IFPM selective placement factors in the vacancy announcement's on-line questionnaire, and will be available for use in AVUE on October 1, 2010 when the *Standard* is fully implemented.

All additional standard statements relative to position (e.g., area of consideration, description of duties, firefighter retirement coverage, minimum entry age, physical requirements and/or medical standards, etc.) should be included in the vacancy outreach notice and AVUE vacancy announcement.

#### A. Single Grade Recruitment:

**Before October 1, 2010:** Applicants must meet all the OPM series requirements to be considered eligible, however prior to the implementation deadline applicants are not required to meet NWCG Incident Management Qualifications and Additional Required Training at the time of hire. In cases where selected applicants do not meet the NWCG Incident Management Qualifications and Additional Required Training, the Selecting Official should require the newly selected employee to sign an Employment Agreement (Appendix D) prior to placement. The Employment Agreement is an acknowledgement by the employee prior to employment that they are required to obtain the missing qualifications prior to October 1, 2010 or face possible removal from their position.

**On or After October 1, 2010:** Following the implementation deadline the IFPM minimum qualification standards will become selective placement factors (SPF), and all applicants must meet the SPFs described for the IFPM position in order to be considered an eligible applicant.

B. Multi-grade Recruitment:

All IFPM positions are considered to be operating at their full performance level (FPL) if they are filled at the recommended minimum grade level identified in the *Forest Service IFPM/FS-FPM SPD Crosswalk*. This includes positions that are filled as multi-grade for purpose of recruitment and providing a career ladder to the FPL. (Examples: GS-401-12/13 UFPM, GS-462-7/8 EMLS, GS-462-6/7 SEOP, or GS-462-4/5 SFF)

**Before October 1, 2010:** Incumbents and new hires may occupy the IFPM position even if they do not possess the IFPM minimum qualification standards for their position, including the lower grade level of positions that are advertised as multi-graded positions.

**On or After October 1, 2010:** OPM has determined that the selective placement factors apply to all grade levels of a position. As such, incumbents or new hires must meet all of the IFPM competencies for their position even if they have not been non-competitively promoted to the full performance grade level of a multi-graded position.

C. Developmental Position Recruitment

Positions that are filled at lower grades or position descriptions than identified in the *Forest Service IFPM/FS-FPM SPD Crosswalk* for the purpose of recruitment and development for future workforce needs should not be considered IFPM positions, and will not be subject to the minimum qualification standards of the full performance level (FPL) IFPM position.

*Example 1: New employees who are hired into the Wildland Fire Apprenticeship Program (WFAP) using PDs specifically for apprentice positions (e.g. in the 462 or 499 series) should not be considered to be occupying an IFPM Senior Firefighter position until they complete the requirements of the Wildland Fire Apprenticeship Program and are converted into the NSPD's for an IFPM Senior Firefighter.*

*Example 2: A Forest opts to recruit and develop an employee thru the Student Career Experience Program (SCEP) that is targeted to fill the duties of the Forest's Prescribed Fire and Fuels Specialist –High Complexity (GS-10/11). During the employee's development at the lower grade levels (i.e. GS-5 thru 9) the employee should not be considered to be occupying the IFPM PFFS-High complexity position until they are at the GS-10/11 FPL, and will not be subject to the IFPM Standard for the PFFS position. The employee may however be subject to FS-FPM Standard for sub-unit or subordinate fuels positions depending if Agency Standard Position Descriptions (SPD) are used.*

*In cases such as this, the local unit must work with Human Resources to place the employee into a developmental position description that adequately describes the duties, responsibilities, and factors of the position.*

D. Temporary and Student Temporary Employment Program (STEP) Employees in IFPM:

IFPM Standard requirements also apply to Temporary employees that are occupying SFF or Dispatch positions at the GS-5 or higher grade levels. The following implementation procedures apply to Temporary employees:

**Before October 1, 2010:** Temporary employees (GS-5 and above) are not required to meet the NWCG Incident Management Qualifications and Additional Required Training for their position at the time of hire.

**On or After October 1, 2010:**

New temporary employees (GS-5 and above) that are hired into an IFPM position (e.g. SFF or IADP) must meet all IFPM selective placement factors at the time of hire.

Temporary employees in an IFPM position with re-hire eligibility must possess the required IFPM competencies in order to be re-hired into the same IFPM position after October 1, 2010. An individual with rehire eligibility who does not meet the IFPM Standard for their prior position may be rehired into another agency position on the same major sub-division for which they meet the qualifications, to include the selective placement factors.

When re-hiring a temporary employee into an IFPM position after October 1, 2010, supervisors must attach documentation (IQCS Master Record or copies of training certificates) to the personnel action in SF-52 Tracker as supporting documentation that the employee meets the IFPM selective placement factors (e.g. FFT1 and S-290 for Senior Firefighters, or EDRC for Initial Attack Dispatchers).

E. Temporary IFPM Employees who will work past Oct 1, 2010:

**Unqualified Temporary Employee:**

If the unqualified temporary employee's NTE date is prior to November 15, 2010 (45 days after the implementation deadline), the employee will be allowed to remain in their position until their NTE date.

If the unqualified temporary employee's NTE date is after November 15, 2010, the host unit has the option to terminate the employee on November 15, 2010 or request an extension (see Section X., Step 9: Managing Unqualified Employees on October 1, 2010).

**Qualified Temporary Employee:**

Qualified temporary employees should have their status established prior to termination, and a copy of the IQCS Master Record submitted in SF-52 Tracker if rehired the following season.



F. Student Career Experience Program:

SCEPs will be treated as being in developmental position. See "Developmental Position Recruitment" above.

G. Standard Vacancy Outreach Language for IFPM Positions

The following language and format is recommended for use when outreaching vacant IFPM positions after the implementation deadline. Make sure the correct position and qualification requirements are used.

Here is an example:

This position has been identified as one of the key 13 fire management positions in the Interagency Fire Program Management (IFPM) Standard, and will be subject to selective placement factors that are conditions of hire starting on October 1, 2010.

**Key Fire Management Position:** Prescribed Fire and Fuels Specialist –Moderate (PFFS)

**NWCG Incident Management Qualifications:**

- Primary: Prescribed Fire Burn Boss Type 2 (RXB2)
- and-
- Secondary: Engine Boss (ENGB) or Crew Boss (CRWB)

**Additional Required Training:** None

**Currency Requirement:** Required

A copy of the IQCS master record should be submitted along with the application as supporting documentation to validate NWCG Qualifications and Additional Required Training.

**X. IFPM Standard Implementation Process**

The following steps are to be used for the implementation of the *IFPM Standard*:

**Step 1:** Complexity Analysis

A *Complexity Analysis Guide* is available (Appendix A) to help clarify the Complexity Descriptors in the *IFPM Standard* Complexity Analysis. All units should use this guide in the application of the complexity analysis.

Periodically a Unit's IFPM Complexity Analysis may need to re-analyze. Changes to a unit's complexity rating can be made at any time. The need for re-analysis may be generated at the local unit level, or from regional or national direction. Possible reasons for a re-analysis include, but are not limited to:

- Changes in protection area that increase or decrease a unit's responsibility for providing fire protection.
- The combining of multiple units into an interagency zone or organization
- Addition or subtraction of key components to a unit's fire management program.

Changes to key elements of a fire management program should be “programmatic” and long term, and not adjustments to respond to a temporary arrangement.

**Step 2: Position Identification**

Fire management must be constantly reviewing each position within their fire organization to determine which positions are affected by the *IFPM Standard*. The positions include encumbered as well as vacant positions that are listed in the unit fire plan (e.g., table of organization/work chart). The *Forest Service SPD Crosswalk* displays the 13 key fire management positions affected by IFPM and identifies the recommended series, minimum grade, and SPD for each position. Positions subordinate to an IFPM position or located on a Forest Service sub-unit are addressed in *FS-FPM Standard*.

Each employee who is encumbered in an IFPM position identified in the crosswalk must be identified on the *Unit Position Identification Worksheet* and submit an *Incumbent Declaration* to the Forest FMO by September 30, 2010. Further guidance for evaluation of positions can be found in the *Position Identification Process* in Appendix B.

**Identification of National Fire Program Manager (NFPM) and Geographic Area Fire Program Manager (GFPM) Positions**

There may be rare instances in national and geographic organizations where the senior fire program manager assigns the IFPM requirements to a qualified senior official on their staff. For example, at the National Level, the National Fire Director may assign the National Fire Program Manager (NFPM) responsibilities to a Deputy or Assistant Director.

Appendix B includes:

- Position Identification Process
- Unit Position Identification Worksheet
- Incumbent Declaration

**Step 3: Determination of Qualifications**

The Forest FMO will be the responsible official to conduct qualification determinations for all incumbents and new hires on their unit's *Unit Position Identification Worksheet*. The Forest FMO will review and certify all *Incumbent Declarations* (Appendix B) submitted by District or Zone fire managers against the requirements in the *IFPM Standard*. These requirements can be found in the *Forest Service SPD Crosswalk*, and the process for making the *Determination of Qualifications* can be found in Appendix C of this plan. For guidance on advertising and filling vacant positions, refer to the *Recruitment and Staffing for IFPM Positions* section of this plan.

## **Clarification of 90-day requirement for Dispatchers**

As noted in Section VIII., encumbered dispatchers are not required to meet the 90-days of previous wildland firefighting experience requirement. However possessing 90-days of previous wildland firefighting experience is required for all new hires into IFPM Dispatch positions.

Appendix C includes:

- *Qualification Review Process*

### **Step 4: Notification of Qualification Status**

The Forest FMO will document the results of Step 3: Determination of Qualifications and be responsible for notifying the employee in writing with regard to his/her qualification status. Guidance for this process can be found in Appendix D: *Notification of Qualification Status Process*.

Appendix D includes:

- *Notification of Qualification Status Process*
- *Notification of Qualification Memo(s) Template*
- *Employment Agreement Template for employees granted an extension*

### **Step 5: Assess Employee Development Needs**

The fire program manager must assess the employee's training and development needs to meet the IFPM minimum qualification standards.

### **Step 6: Initiate Individual Development Plans**

Once an employee's training and development needs have been assessed in Step 5, the employee and supervisor must develop and initiate an Individual Development Plan (IDP) based on that assessment.

### **Step 7: Employee Monitoring**

It is expected that an employee in an IFPM position is evaluated by their supervisor at least once per quarter, and have their IDP updated when warranted. Supervisors should document results of the quarterly assessment.

If it appears that the employee will not meet the minimum qualification standard for his/her position by October 1, 2010, the first level supervisor is responsible for notifying the employee's second level supervisor and the Forest FMO prior to October 1, 2010. Refer to Step 9 for further guidance.

### **Step 8: Reevaluation of Incumbents Previously Determined to Not Meet Qualifications**

Once an employee has obtained the minimum qualification standard for his/her position, it is the responsibility of the employee and his/her supervisor to re-submit the appropriate

qualifying documentation to the Forest FMO. Refer to *Step 3: Determination of Qualifications*, for further guidance.

The Incident Qualification and Certification System (IQCS) must be updated on a regular basis to reflect current accomplishments.

**Step 9: Managing Employees Who Do Not Meet the IFPM Standard on October 1, 2010**

Forest Service IFPM incumbents who do not meet the IFPM Minimum Qualification Standards (MQS) for their position may be eligible for a not-to-exceed 12 month extension, provided they comply with the following requirements:

- Employee must initiate the request for an extension within 45 days (by Nov 15, 2010) following the implementation deadline of October 1, 2010, describing the circumstances that prevented the employee from meeting his/her IFPM MQS prior to the implementation deadline.
- The Forest FMO and Line Officer of the employee's home unit must agree that there were mitigating circumstances outside of the employee's control, and agree that an additional 12 months is a sufficient time for the employee to obtain the required training and experience.
- If the home unit determines that there is justification for recommending the extension, the written request must be submitted to the Regional Forester by December 15, 2010. The request for extension must include the Forest FMO and Line Officer endorsement of the employee's request, a copy of the employee's Individual Development Plan (IDP), and identification of an individual on the same unit (i.e., a supervisor) that will mentor and monitor the employee's progress in meeting the IFPM MQS in the following 12 months.
- Regional Forester review of the extension and subsequent approval or denial of the extension request must be communicated to the employee by Jan 31, 2011.
- If the extension is granted, the employee's home unit must work with the servicing Human Resource Specialist to develop an employment agreement which the employee will be required to sign, agreeing to work towards meeting the IFPM MQS for his/her position in the agreed upon time. Appendix D contains a template for an Employment Agreement that can be used for this purpose. The base language of the Employment Agreement contained in Appendix D of this plan has been negotiated with NFFE-FSC, and is not to be modified without union representation if the employee is in the NFFE bargaining unit.
- The NTE 12 month extension will commence from the date that the request was approved by the Regional Forester.

Failure of the employee to submit a request in compliance with the above requirements, or disapproval of the request, will result in the employee being removed immediately from their IFPM duties, and offered placement into another position for which they are qualified, if available. Managers should work with HR Staffing Operations, WRAPs List coordinator, and/or Employee and Labor Relations to resolve this situation.

In the rare event that additional or continuing mitigating circumstances occur that preclude the employee from being able to obtain their missing IFPM MQS in the initial 12 month extension period, the employee may be eligible to submit a request for an additional 12 month extension on a case-by-case basis, subject to home unit and Regional Forester concurrence. However it should be noted that these are expected to be rare instances.

Bargaining Unit Employees will be notified of their right to union representation in the Step 9 process with the supervisor and FMO, and their right to grieve qualification determinations.

Mitigating circumstances for not meeting the IFPM MQS include, but are not limited to:

- Short-term medical condition or injury that prevented the employee from completing an NWCG position task book.
- Employee was nominated for an NWCG class that is required for their position, but was not accepted into the course, or was accepted but employee had to withdraw for reasons outside of their control (e.g., illness or travel cap in 2008).
- Insufficient training opportunities due to low fire activity prevented the employee from completing the remaining tasks in the employee's position task book.
- Employee was hired in 2009/2010 before the IFPM Standards became effective, and thru no fault of the employee there was insufficient opportunity to attain the minimum qualifications required for their position.
- A local unit has been unable to implement prescribed fire projects in the last two or more seasons due to adverse conditions (i.e. long term drought) that were prevalent in that geographic area.
- Employee has initiated formal action to retire or to move into a non-IFPM position with an effective date prior to the end of January 3, 2012.

Circumstances that would not qualify for an extension, include but are not limited to:

- Employee was informed of their unqualified-IFPM status, but did not take sufficient steps to work towards meeting the IFPM MQS.
- Opportunities to work on position task book or attend NWCG training were made available to the employee but the employee voluntarily opted not to take advantage of them.
- Employee was unable or unwilling to take/pass the Work Capacity Test (WCT) at the level required for the NWCG positions their IFPM MQS require.
- Employee has not demonstrated the ability to successfully complete a NWCG position task book required for their position, and efforts to develop the employee's lack of skill or abilities have proven unsuccessful.
- Employee has not demonstrated the ability to successfully complete a NWCG course required for their position, and efforts to develop the employee's lack of skill or abilities to successfully complete the curriculum have proven unsuccessful.

In all the above cases, or others as applicable, supervisors should be documenting instances of employee refusal or inability to comply with training opportunities.

## **APPENDICES**

### **Appendix A:** Complexity Analysis

- Complexity Analysis Guide

### **Appendix B:** Position Identification

- Position Identification Process
- Unit Position Identification Worksheet
- Incumbent Declaration

### **Appendix C:** Determination of Qualifications

- Qualification Review Process

### **Appendix D:** Notification of Qualification Status

- Notification of Qualification Status Process
- Notification of Qualification Memo(s)
- Employment Agreement Template for employees granted an extension