



# NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center  
3833 S. Development Avenue  
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## MEMORANDUM

Reference: NWCG#016-2011

To: NWCG Committee Chairs  
Geographic Area Coordinating Group (GACG) Chairs  
National IC/AC Council Chair

From: NWCG Chair *William Raage*

Date: September 26, 2011

Subject: IFPM Applicant Report Available in IQCS

Part of the application package for any Interagency Fire Program Management (IFPM) position is the Interagency Qualifications and Certification System (IQCS) master record, which is used to validate the incident management qualification requirements for the IFPM position. If someone is not familiar with the fire qualification system, reading an IQCS master record can be confusing. In an effort to alleviate some of that confusion and assist Human Resources (HR) personnel in easily evaluating whether an applicant meets minimum NWCG requirements for IFPM positions, an applicant report was developed.

The IFPM Applicant Report will display all incident management qualifications the applicant has ever obtained, along with any training they completed as it relates to IFPM positions. The report does not display all the training the applicant has ever completed nor does it show currency for the incident management qualifications (see NWCG Memo #007-2011 at <http://www.nwcg.gov/general/memos.htm>).

The IFPM Applicant Report is not designed to be run for a specific IFPM position; it is to be run as an add-on to the IQCS master record and will always be the last page of the master record when included. To run the IFPM Applicant Report, the "Include IFPM Applicant Report" checkbox must be checked on the Run Control ID page for the master record.

The IFPM Applicant Report is a supplemental report to the master record and is not intended to replace it. All applicants for IFPM positions should still submit their IQCS master record to allow the hiring official to make the most informed decision possible.

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IFPM Applicant Report  
Available in IQCS

Federal bureaus should ensure distribution of this memorandum to their HR and wildland fire staff. Questions regarding the IFPM Applicant Report should be directed to your agency's IFPM contact.

cc: NWCG Executive Board  
Program Management Unit (PMU)  
Budget Advisory Unit (BAU) Chair  
Roy Johnson, OWFC Deputy Director  
Rod Bloms, OWFC Program Analyst