

National Fire Program Manager Planning Tool:

This tool has been developed as a means to identify developmental criteria which will help to meet position Competencies identified, and further outlined through the Competency Descriptors, for each position in the *IFPM Qualifications Standards and Guide*.

Introduction:

The purpose of this planning tool is to provide the current employee or an aspiring employee with **suggested** developmental activities to achieve the required competencies for this position. Individual agency requirements, employee’s background and personal initiative may dictate alternate developmental activities to achieve these competencies. The suggested developmental activities can be used (a) by the employee and supervisor to customize an Individual Development Plan towards meeting position competency as described in the *IFPM Qualifications Standards and Guide*; and/or (b) to identify the employee’s future training and development towards this position as a short or long term goal.

For complete competency details, refer to the Competency Descriptors for each key position in the *IFPM Qualifications Standards and Guide*.

Element	Performance Element Descriptions	Development Elements to Meet Competencies
<p>Program Management</p>	<ul style="list-style-type: none"> • Develop, implement and evaluate programs in support of mission accomplishment • Develop implement and evaluate fire management budgets. • Develop and maintain interagency partnerships. • Identify research needs and apply new technologies • Communicate program processes, goals, and implementation procedures to variety of audiences. 	<p>Building on the Competencies in program management obtained from previous positions, from the following examples and others as developed:</p> <ul style="list-style-type: none"> • Direct GA Fire Program Review • Direct, development of agency budget or FPA development and implementation or development of future budget projections. • Active membership on NWCG/NMAC. • Communication of national policy or initiative development, implementation guidelines and/or handbooks. • Suggested Training: <ul style="list-style-type: none"> ○ I-401 Multi-Agency Coordination ○ I-300 Intermediate ICS/I-400 Advanced ICS ○ M-580 Fire in Ecosystem Management ○ Rx-450 Smoke Management Techniques

Element	Performance Element Descriptions	Development Elements to Meet Competencies
		<ul style="list-style-type: none"> ○ S-491 National Fire Danger Rating System ○ 40 Hr Supervision Training ○ Leadership and organization training ○ Technical Writing Training ○ Fire software and database overview training
Program Planning	<ul style="list-style-type: none"> ● Develop agency and interagency interdisciplinary planning strategies and processes. ● Review policies and strategies for compliance with laws, regulations and policies. ● Develop agency planning guidelines and processes. 	<ul style="list-style-type: none"> ● Direct the Participation on Interdisciplinary Planning Effort, project or imitative. ● Develop or coordinate Interagency and/or interdisciplinary Policies and strategies for agency or interagency compliance with law, regulations and policies. ● Agency Budget training. ● NEPA/Environmental compliance training ● Information Officer/Media Communication workshop/overview. ● Development of projected budget needs.
Operations	<ul style="list-style-type: none"> ● Develop monitor and Evaluate agency preparedness policies and guidelines to include: Detection, Preparedness, Agreements, Fire danger, behavior predictions, Severity requests, Mobilization ● Provide National Policy development and oversight to wildland fire response programs to include, but not limited to: Strategy and tactics, Incident management, Emergency rehabilitation, Logistics/support, Priority setting and coordination, Reporting ● Develop policies and coordinate implementation of prevention programs. ● Develop policies for fuels and prescribed fire programs to include, but not limited to: Fuels management, Prescribed fire activities, Priority setting coordination, Logistics / support, Reporting 	<ul style="list-style-type: none"> ● Policy, direction, oversight, monitoring and program review of preparedness planning and activity at GAs. ● Policy, direction, oversight, monitoring and program review of Initial Attack, extended attack, support, dispatch organization and operations at GAs. ● Policy, direction, oversight, monitoring and program review of Prevention program at GAs. ● Policy, direction, oversight, monitoring and program review Fuels Management program at GAs, including but not limited to: smoke management, burn plan development, implementation and long term monitoring. ● Policy, direction, oversight, monitoring and program review of aviation management within at GAs and nationally.

Element	Performance Element Descriptions	Development Elements to Meet Competencies
	<ul style="list-style-type: none"> • Develop national policies and provide oversight to smoke management planning and analysis. • Develop policies and guidance for fire effects monitoring and analysis. • Develop national policies and oversee fire aviation programs as appropriate including but not limited to: Tactical application of aircraft, Aviation Safety Management, Administration, National strategic distribution, and Aviation accident review and investigations. 	<ul style="list-style-type: none"> • Coordinate Fire Management Policy, Priority and operations with NWCG/NMAC. • Policy, direction, oversight, monitoring and program review of BAER and Emergency Stabilization. • Policy and oversight of Cache management.
Safety and Welfare	<ul style="list-style-type: none"> • Develop national and interagency policies, and provide oversight related to safety laws, policies, and guidelines to include: Occupational safety and Health Act, Applicable state Safety Regulations, Department and agency policies and guidelines, NWCG guidelines. • Develop safety-related national educational programs focusing on: Training and Certification. • Prepare hazard, risk, and trend analyses for: Wildland fire environment hazards including, but not limited to: Fuels, Weather, Topography, Associated hazards including, but not limited to: Aviation, Mechanized equipment, Hazardous, materials. • Follow up identified hazards and risks with national level mitigation actions. • Prepare serious accident investigation policies and procedures. 	<ul style="list-style-type: none"> • Through staff and personal effort, Program Review and Evaluation of GA fire programs for leadership, competency, training, qualifications, experience, risk mitigation, management oversight of GA's and selected units. • Policy, oversight and monitor national trends and outcomes for risks and hazards and situations and direct development and implementation of corrective actions. • Policy direction, oversight and monitoring of Prevention program including prevention teams. • Monitor and evaluate mitigation actions. • Communication of serious accident investigation policies and procedures to GAs. • Participation and leadership on agency and interagency teams, boards and task forces to address safety and welfare issues.