

## IFPM EMPLOYEE AGREEMENT

Agreement between U.S. Department of \_\_\_\_\_, (Agency) and Employee

Name:

Current Position Title, Series, Grade:

This agreement provides a basis of mutual understanding between the above parties in matters relating to the attainment of (check all that apply):

- \_\_\_\_\_ Professional education required to be qualified for GS-0401, Fire Management Specialist
- \_\_\_\_\_ Specialized experience required to be qualified for GS-0401, Fire Management Specialist
- \_\_\_\_\_ NWCG Incident Management Qualifications
- \_\_\_\_\_ Additional Required Training

Positive education and specialized experience requirements of the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist, NWCG Incident Management Qualifications, and Additional Required Training must be met by October 1, 2009.

If you do not meet these requirement(s) within the specified time frame you will be removed from your current position.

### 1. PURPOSE OF AGREEMENT:

This agreement is intended to assist in the successful completion of the *IFPM Standard* requirements by October 1, 2009. Failure to meet the requirements by October 1, 2009 will result in removal from your current position. It is intended that each party will assist the other in the accomplishment of its objectives.

### 2. AGENCY RESPONSIBILITIES:

- a. Create an Individual Development Plan (IDP) with input from the employee.
- b. Assist the employee in locating opportunities for education, training, and specialized experiences as identified in the IDP.
- c. Monitor employee's progress.
- d. Provide opportunities for completion of NWCG Incident Management Qualifications, as applicable.
- e. As mission needs dictate and with supervisory approval, allow the employee a flexible work schedule for education and training.
- f. Provide funds necessary to pay for education and training.

3. EMPLOYEE RESPONSIBILITIES:

- a. Provide supervisor with input for your IDP.
- b. Assist the supervisor in locating opportunities for education, specialized experience and training as identified in IDP.
- c. Complete education, specialized experience and training as identified in IDP.
- d. Participate in opportunities for completion of NWCG Incident Management Qualifications, as applicable.
- e. Keep supervisor informed of progress and any problems encountered in completing education and training.
- f. Sign Continued Service Agreement for tuition paid by the agency, if applicable.

STATEMENT OF UNDERSTANDING BY EMPLOYEE

I understand the following:

- a. This position has been identified as a key fire management position under the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.
- b. I do not fully meet the *IFPM Standard* requirements as identified herein.
- c. In order to be qualified for this position, I must complete these requirement(s) as identified in my Individual Development Plan by October 1, 2009.
- d. If I fail to complete these requirement(s) by October 1, 2009, I will be removed from this position.
- e. If I decline the opportunity to meet these requirement(s) or fail to actively pursue these requirement(s), I will be removed from this position.

I certify that I have read and fully understand and accept the conditions of employment cited above.

Signature

Employee      Date

STATEMENT OF UNDERSTANDING BY AGENCY

- a. The agency will make every effort to assist the employee in successfully completing these requirement(s) needed to remain in this position.
- b. The agency will consider all possible options for continuation of employment of the employee if he/she fails to meet the requirement(s) for this position.

Signature

Agency Representative      Date