

Montgomery County Fire and Rescue Service

FIRE CHIEF'S GENERAL ORDER

Rescinded 8/16/07 **NUMBER: 05-19**
October 20, 2005

TO: All MCFRS Career Personnel

FROM: Fire Chief Thomas W. Carr, Jr. 

SUBJECT: Performance Planning and Appraisal Pilot Program

The current Collective Bargaining Agreement requires the new Individual Performance Planning and Appraisal (IPPA) pilot program to become effective on December 1, 2005. Feedback on performance and interaction with supervisors are important career expectations. The IPPA is an essential supervisory tool to accomplish this, and we are eager to implement it.

All Lieutenants, Captains, Battalion Chiefs, and Assistant Chiefs must attend one training session to acquire the necessary knowledge to enable them to effectively implement the new program.

Training sessions will be held on October 31, November 1, 8, 14, 15, 16, 28, 29, and 30, from 0800-1500 hours, at the Montgomery County Government IT Center, located at 20400 Observation Drive, Germantown, MD. Each session lasts approximately 6 hours, with a one-hour break for lunch. Class size is limited to 30 officers per session, and attendees will be determined on a first come/first served basis. If you are unable to attend the training on one of the specified dates, you must obtain a waiver from your Division Chief. Requests for waivers must be made before October 31, 2005, and must be routed through the chain-of-command.

You may register on the Computer Training and Support site accessible through **Quicklinks**, or via the link provided below. Registration instructions are also provided on those sites.

Please note that personnel below the rank of Battalion Chief will not be detailed to this training. Lieutenants and Captains will be compensated with overtime; Battalion Chiefs and Assistant Chiefs will receive compensatory leave, or may attend during regular duty hours with the approval of their supervisor.

To Enroll in an IPPA Training Class:

- Log into the tech training website <www.mcfrrs.org/TechTraining>. Your **username** is likely your County e-mail address; you established your **password** sometime in the past. If you cannot remember your password, use the link available on the tech training website's home page, and the system will e-mail your password to you.
- Go to the End-Users menu and select **Registration >> Course Registration**.
- Select the **IPPA for Officers** class.
- Choose a **date** from the available list. Ensure that the **start time** is **0800**. If the time is blank, move to a different date, and then reselect the date of your choice.
- Click on the <**Register**> button, and the system will e-mail your course confirmation to you.

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