



United States Department of the Interior



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Interagency Fire Program Management (IFPM) Human Resources (HR) Guidance

Issuance Number 2006-01

Subject: IFPM Implementation Procedures

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As we move closer to the target date of October 1, 2009, for implementation of IFPM, we need to be attentive about the work remaining to implement IFPM and the potential impact IFPM has on our workforce. We appreciate the efforts of those human resource specialists who have established a cohesive relationship with fire management officials to effect the many changes involved with IFPM.

In order to continue communication and provide applicable guidance, the information below is provided. Many of the enclosed items are probably familiar to you, but all are important points to re-emphasize. For reference and tracking purposes, we are numbering this and future IFPM issuances to the human resources community.

The following procedures should be used in recruiting IFPM fire positions:

1. Except in the case of the interagency seasonal recruitment for seasonal firefighters (FIRES), you must use either the appropriate NPS Standard Position Description (SPD) or a locally classified position description **when advertising and filling vacant positions**. Be certain that those positions eligible for 6(c) coverage have been approved by the Fire and Law Enforcement Retirement Team (FLERT). Any change made to an existing position description requires submission and re-certification by FLERT.

It is **not** appropriate to use the Department of the Interior (DOI) SPDs that exist for IFPM positions when recruiting for positions since they contain IFPM requirements. Once an **existing** employee meets all IFPM requirement for the position to which assigned, the employee should be reassigned to the applicable DOI IFPM Standard Position Description.

2. During the transition period, the only qualification requirements for vacancy announcements are existing OPM qualification standards for the appropriate job series.

Fire management positions in the professional series GS-0401, are covered under the OPM-approved “Supplemental Qualification Standard GS-401, Fire Management Specialist,” as outlined in the National Park Service, HR Advisory Number 002, Effective Date, September 3, 2003. Information on this standard can be found on the IFPM website as “Policy Interpretation of the Supplemental Qualification Standard for the GS-401 Fire Management”:

<http://www.ifpm.nifc.gov/implementation/GS0401.htm>

Selective factors may be used in accordance with accepted Federal hiring laws, i.e., justified in the position description and supported by a current job analysis conducted for the recruitment action when announcing these positions. Selective factors are knowledge, skills, abilities or special qualifications that are in addition to the minimum requirements in a qualification standard but are determined essential to the performance of the duties and responsibilities of a particular position. NOTE: Completion of IFPM-specified training courses cannot be used as a selective factor.

When recruiting for the 14 key wildland firefighting positions, the mandatory requirements for previous wildland firefighting experience must be included as a selective factor. NPS has determined that the Fire Prevention and Education Specialist positions in the GS-301 series and Dispatcher positions in the GS-2151 series are excluded from this requirement. An Attachment to this memo describing recommended language for the selective placement factor has been provided. For a listing of the 14 key fire management positions, click on the following link: <http://www.ifpm.nifc.gov/guide/electronic.htm>, Chapter 1, Introduction, and scroll to page three of the Implementation Plan.

3. Vacancy announcements must inform applicants that if selected, they must agree in writing to meet the IFPM qualification requirements for the position they occupy by October 1, 2009. (See sample wording for Condition of Employment on Attachment)

Servicing HR Specialists need to assist the park Fire Management Officer (FMO) in completing the Condition of Employment Agreement to identify both the subject position and the appropriate IFPM qualifications (to include “training courses and experience”) which must be met by October 1, 2009. This Agreement then needs to be sent to the selectee for signature; the selectee signs the agreement and returns it to the servicing HR office, **prior** to the effective date of the new appointment. The HR office should provide a copy of the signed agreement to the FMO and/or supervisor, who must also sign the agreement. A copy of the signed Agreement will be retained by the FMO/supervisor, and the original document will be sent to the servicing human resources office and filed in the employee’s Official Personnel File (OPF). This will ensure that the information can be easily located, especially if the employee accepts a position in another organization.

FMO’s are responsible for hiring applicants who are able to complete the required training and assignments in compliance with IFPM requirements for that particular position by the established October 1, 2009, deadline. It is imperative for supervisors and managers to actively pursue the required training and experience for their employees working in IFPM

positions so that they are able to meet the requirements. To facilitate this, FMO's are required to prepare an Individual Development Plan (IDP) for each employee hired into an IFPM position. All IDP's must be communicated with the employee and completed within 60 days of the employee's appointment date. The IDP should outline the specific steps required for an employee to meet the IFPM qualifications they lack when they entered the position. The IDP should include timeframes for expected completion of each element of the IFPM requirements based upon the availability of training and/or experience needed. BOTH the employee and the supervisor review and sign the IDP document. Each FMO/supervisor will maintain and update the IDP for the employee and provide up-to-date versions to the servicing human resources office which reflects accomplishments and targets attained by the employee in meeting established IDP objectives.

Employees who work in IFPM positions may still be promoted within the established career ladder for their current NPS position regardless of progress made toward meeting IFPM qualifications.

4. The Interagency Fire Program Management Team maintains a website which contains updated information designed to serve as an aid to those working with the IFPM implementation in their agency. Two new developments for Human Resources Specialists are "Evaluating the Employee Against the IFPM Standard, and the "Human Resources Qualification Job Aid, issued May 24, 2006," Both can be found by clicking on:

<http://www.ifpm.nifc.gov/newdevelopments.htm>

Additional, current, information and resources regarding IFPM can be found on the Interagency Fire Program Management Website at: <http://www.ifpm.nifc.gov/> .

The point of contact for the NPS HR community regarding IFPM issues is Melissa_Anglin, Human Resources Specialist, NPS HR Franchise. She can be reached at (252) 473-3468. Should you have any questions regarding information contained in this memorandum, please contact her.

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Attachment