

INTERAGENCY WILDLAND FIRE HIRING OFFICIAL RECRUITMENT CHECKLIST

Submit this form with the recruitment package when requesting advertisement of a fire position. In addition to this form, the recruitment package may include associated position description, job analysis, questionnaire, rating plan, and other position specific information.

A. Position Information

Position Number	
Position Title (classified), Series and Grade	
Unit /Organization Name	
Position Description Number (i.e. DOI000)	
Duty Station	
Immediate Supervisor’s Name, Position	
Supervisor Phone Number	

B. Interagency Fire Program Management (IFPM) Position (<http://www.ifpm.nifc.gov>)

If position is recruited as an IFPM position, please indicate by check mark the correct position. If non-IFPM, skip to Section C:

√	IFPM Position	Position Complexity (√ where applicable)		
		Low	Mod	High
	National Fire Program Manager (NFPM)			
	Geographic Fire Program Manager (GFPM)			
	Unit Fire Program Manager (UFPM)			
	Prescribed Fire & Fuels Specialist (PFFS)			
	Wildland Fire Operations Specialist (WFOS)			
	Supervisory Engine Operator (SEOP)			
	Engine Module Supervisor (EMLS)			
	Interagency Hotshot Crew Superintendent (IHCS)			
	Helicopter Manager (HEMG)			
	Senior Firefighter (SFF)			
	Center Manager (CMGR)			
	Lead Dispatcher/Assistant Center Manager (ACMG)			
	Initial Attack Dispatcher (IADP)			

IFPM NWCG Requirements

Primary Core Requirement(s)	
Secondary Core Requirement(s)	
Additional Required Training	

C. Non-IFPM Wildland Fire Positions

Some non-IFPM fire positions require selective factors (NWCG Qualifications, etc.). List below any and cite reference document (i.e. Red Book, Blue Book, IHOG, etc.). Attach a brief justification to support use of the selective factor.

Selective Factor	
Selective Factor	
Selective Factor	

D. Secondary (Administrative) FF Retirement Coverage? Yes No (Circle One)
 (If yes, add selective factor of 90 days previous wildland fire experience to the announcement.)

Hiring Official Signature: _____

Date: _____