



## United States Department of the Interior

NATIONAL PARK SERVICE  
Fire Management Program Center  
3833 S. Development Avenue  
Boise, Idaho 83705-5354

IN REPLY REFER TO:  
Y14 (9560)

December 16, 2010

Memorandum

To: Regional Fire Management Officers  
Attention: All FMOs

From: Branch Chief, Wildland Fire /s/ **William Kaage**

Subject: Interagency Fire Program Management (IFPM) – Next Phase

**Please ensure distribution to park fire management officers.**

I am happy to say the NPS was successful during the implementation phase of IFPM; the efforts of all are greatly appreciated. As we move into the next phase Wildland Fire Management working in cooperation with Human Resources, still has a significant role making sure we maintain the integrity of IFPM. To aid in that process I would like to remind you of several key points that will help us be successful.

**Selective Factors (Screen Outs)** – Effective October 1, 2010 all NWCG incident management qualifications and additional required training identified for each of the 13 key IFPM positions must be included in all associated vacancy announcements. All applicants must meet the selective factors before they enter into an IFPM position.

**Currency** – IFPM identifies “currency required” for several of the key positions; however an applicant would not be “screened out” if they were not “current” in one or more of the NWCG requirements. Currency could be used as a justification by the hiring official when selecting one applicant over another.

**Seasonal Rehires(grades GS-5 and above)** – Hiring officials must verify that all “1039” temporary employees with rehire rights to an IFPM position, meet the NWCG incident management qualifications for that position before they can be rehired into that position. If they do not, they cannot be rehired back into that IFPM position next fire season.

**Wildland Fire Recruitment Checklist** – To ensure fire management is providing Human Resources with all the information needed for a recruitment action a checklist for the supervisor to use is available on the IFPM website.

**Standard Vacancy language** – To ensure recruitment actions for all IFPM positions are consistent, standard vacancy announcement language has been developed and is available on the

IFPM website. I encourage you to familiarize yourself with the standard language so that you correctly verify the accuracy of your recruitment action prior to posting.

**IFPM Website** – The IFPM website will continue to be maintained and updated. Please utilize the website to make sure you have the most current IFPM information.

**Incident Qualifications and Certification System (IQCS)** – All employees, including seasonal and temporary, occupying an IFPM position must be identified in IQCS.

To ensure the NPS can fill IFPM positions in the future I encourage all managers and supervisors to work with their employees to develop an Individual Development Plan (IDP) that clearly outlines the employee's short and long-term goals and how those goals can be achieved.

Similar guidance to Human Resources through NPS Personnel Bulletin has not yet been distributed. Please ensure dialogue regarding IFPM with Human Resources personnel occurs. Please make sure this memorandum is forwarded to all supervisors. If you have questions please contact Mark Koontz at 208-387-5090 or [mark\\_koontz@nps.gov](mailto:mark_koontz@nps.gov).

Attachment

Cc: Tom Nichols, Division Chief, Fire and Aviation Management, FMPC  
Dan Buckley, National Program Lead, Wildland Fire Operations, FMPC  
Mark Koontz, Qualifications and Training Manager, Wildland Fire Branch, FMPC  
Melissa Anglin, HR Specialist, WASO-HRSD-Franchise  
Christine Peters, Administrative Officer, FMPC