

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 S. Development Avenue  
Boise, Idaho 83705-5354

October 22, 2004

In Reply Refer To:  
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EMS Transmission 10/22/04  
Instruction Memorandum FA IM 2005-004  
Expires: 09/30/05

To: State Directors  
From: Director, Office of Fire and Aviation  
Subject: Interagency Fire Program Management Qualifications Standards and Guide

**Purpose:** This Instruction Memorandum (IM) provides direction for filling vacant key fire program positions that are designated for conversion to the GS-0401 job series by the *Interagency Fire Program Management Qualifications Standards and Guide* (IFPM).

**Policy/Action:** The IFPM information paper issued by Assistant Secretary Scarlett on June 18, 2004, stated that “Between October 1, 2004 and October 1, 2009, all vacant or newly created positions determined to be professional may be classified and advertised in separate announcements as both professional (GS-0401) and technical (GS-0462, GS-0455).”

Please ensure that your human resource staff assists your fire management staff by classifying and advertising vacant fire program positions in both GS-0401 and GS-0462/GS-0455 series, as requested by the fire management officer.

Additionally, positions that are approved for firefighter retirement under 5 USC 8336(c) and 8412(d) in one series must be submitted for approval in the other if your fire management officer wishes to advertise in both series. This must be done so that viable candidates for these positions are treated equally, regardless of whether they are currently qualified for the GS-0401 or the GS-0462/GS-0455 series. The IFPM directs that specifically identified fire program positions be encumbered by GS-0401 qualified employees by October 1, 2009. It is not intended to prevent employees who are not currently qualified for the GS-0401 series from competing for jobs that have been designated for conversion to GS-0401 by October 1, 2009.

**Time Frame:** This IM is effective immediately.

**Budget Impact:** There will be tuition and travel costs associated with providing training classes for any technicians in jobs identified for conversion to the GS-0401 series by October 1, 2009.

**Background:** On June 18, 2004, Assistant Secretary Scarlett issued a white paper and announced the implementation of the IFPM. The implementation plan and the communication plan for the IFPM have recently been issued, but some confusion exists regarding the filling of fire program positions. This IM is meant to clarify issues related to filling vacant fire program positions.

**Directives Affected:** None.

**Coordination:** This IM was coordinated with the Office of Fire and Aviation (OF&A) Human Resource Management Chief, and with the Firefighter and Law Enforcement Retirement Team.

**Offices with a Union:** Offices with a Union must follow negotiated procedures.

**Contact:** If you have questions about this issue, please contact Sean Cross, Fire Operations Group, OF&A at (208) 387-5444, or Jim Knox, Chief, Human Resources Management, OF&A at (208) 387-5514.

Signed by:  
Timothy M. Murphy  
Acting Director

Authenticated by:  
Pat Lewis  
Supervisory Mgmt. Asst.

Distribution:

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