

INTERAGENCY WILDLAND FIRE HIRING OFFICIAL RECRUITMENT CHECKLIST -- versions previous to this are obsolete--

Submit this form with the recruitment package when recruiting for 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 (if applicable)	
Position Title (classified), Series and Grade	
Unit /Organization Name	
Position Description Number (i.e. DOI1XX)	
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	Assigned IFPM Position Complexity (√ where applicable) (Complexity levels same for all grade levels recruited.)		
		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)			

NOTE: Selective Factors are same for all grade levels recruited. (i.e. GS-401-7/9 Selective Factors same for grade 7 & 9)

IFPM NWCG Requirements (Selective Factors): Refer to the IFPM position matrix for specific requirements.

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

C. Non-IFPM Wildland Fire Position (Selective Factors)

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

Selective Factor	
Selective Factor	
Selective Factor	

D. Secondary (Administrative) FF Retirement Coverage? Yes No (Select One)

(If yes, add selective factor of 90 days previous wildland fire experience to the announcement.)

Hiring Official Signature: _____

Date: _____

Interagency Wildland Fire Hiring Official Recruitment Checklist Instructions

The recruitment checklist has been developed to aid hiring officials when requesting a recruitment action from Human Resources and should be completed and turned into Human Resources with all supporting documentation.

Section A: Position Information

Position Number (If Applicable): Official position number generally found on the organization chart

Position Title (Classified), Series and Grade: This can be found on the position description

Position Description Number: This is found on the Form OF-8 (top sheet) of the position description

Section B: Interagency Fire Program Management (IFPM) Positions ONLY

Complete this section for positions that are part of the IFPM Standard (i.e. one of the 13 key positions). If the position is not an IFPM key position, then skip and proceed to Section C.

IFPM Position: Check the box next to the appropriate position and if applicable indicate the assigned complexity level. Designating a complexity level where it is not warranted or indicating no complexity level may delay the recruitment process.

Note: complexity is associated with only 4 of the 13 key IFPM positions as shown on the recruitment checklist. The assigned complexity level for the Prescribed Fire and Fuels Specialist and/or the Wildland Fire Operations Specialist may not be the same as the Unit Fire Program Manager.

IFPM NWCG Requirements: To determine the appropriate requirements refer to the IFPM position matrix located at: http://www.ifpm.nifc.gov/hr/IFPM_Position_Matrix.pdf

Primary Core Requirement(s): All IFPM positions have a primary core NWCG qualification requirement. Some of the positions have an “either or” option, all qualifications should be listed in those instances.

Secondary Core Requirement(s): If some of the positions do not have a secondary core NWCG qualification requirement, do not list one. Note that several IFPM positions have an “either or” option, all qualifications should be listed in those instances and noted “either/or.”

Additional Required Training: List only the required training that is identified on the IFPM position matrix.

Section C: Non-IFPM Wildland Fire Positions

For non-IFPM positions that require a selective factor(s) based on other policy or guidance, list them in the table and provide a written justification supporting the need for the selective factor

If the hiring official lists a selective factor(s) not identified in other policy or guidance, and the work as described in the position description supports it, list them on the table along with an attached written justification for each.

Section D: Secondary (Administrative) Special Fire Fighter Retirement Coverage

Indicate whether the position description is covered as Secondary (as opposed to Primary).