­

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | NIFC Human Resources |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_main.html> |
| **PROPOSED URL**Include primary keyword. | /nifc-careers//nifc-hr/ |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on Benefits, Employee Relations, Staffing, Training, Retirement, Personnel Security and other HR programs, as well as a HR contact list. |
| **TITLE TAG**Start title with main keyword. | NIFC Human Resources |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | NIFC Human Resources |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | 1. Benefits
2. eOPF
3. Employee Relations
4. Equal Employment Opportunity
5. Ethics
6. Forms
7. Jobs and Human Resources
8. Telework
9. OWCP
10. Performance Management
11. Rating Management
12. Retirement
13. Security
14. Manager’s Corner
 |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | Welcome to the Human Resources website. Here you will find information on Benefits, Employee Relations, Staffing, Training, Retirement, Personnel Security and other HR programs, as well as a HR contact list.You are also welcome to stop by our office. We are located on the NIFC campus, in the Owyhee Building (Bldg 106), Suite 1700. Our office hours are from 7:30 a.m. to 4:30 p.m. Monday thru Friday. Our HR office provides service to NIFC BLM, NIFC NPS, NIFC BIA and NIFC FWS employees.Physical Address:BLM/BIA/NPS/FWSHuman Resources2350 W Robinson Rd (Bldg 106)Boise, ID 83705Mailing Address:NIFC BLM/BIA/NPS/FWSHuman Resources3833 S Development Ave (Bldg 106)Boise, ID 83705[Staff Contacts](https://www.nifc.gov/hr/hr_contacts.html) |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | NIFC Human Resources Contacts |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_contacts.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/contacts |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on Benefits, Employee Relations, Staffing, Training, Retirement, Personnel Security and other HR programs, as well as a HR contact list. |
| **TITLE TAG**Start title with main keyword. | NIFC Human Resources Contacts |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | NIFC Human Resources Contacts |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! |

|  |
| --- |
| **Fire & Aviation Directorate** **Branch of Human Resources** **3833 South Development Avenue, MS-1700** **Boise, Idaho 83705-5354** **blm\_fa\_nifc\_vacancies@blm.gov** **(208) 387-5523**  |
| **Employee**  | **Contact Information**  | **Function/Lead**  |
| **Cindy Pogue** **Human Resources Officer** | 208-387-5320 (w) 208-386-0606 (c) cpogue@blm.gov | Program Direction/ HR Policy/ Workforce Planning/ PMC Member/ Medical Standards Program/ 3R’s Program |
| **Diane Lawrie** **Human Resources Specialist (Employee Relations)** | 208-387-5527 (w) 208-509-2932 (c) dlawrie@blm.gov | Primary FA BLM, BIA, FWS & NPS Employee Relations/ Personnel Security & HSPD-12/ Performance Management/ Telework/ Awards / Restored Annual Leave/ Professional Liability Insurance |
| **Mary Huber-Thompson**Human Resources Specialist (Employee Relations) | 208-387- 5565 (w) (208) 985-6378 (c) mhuberthompson@blm.gov | Primary OLES Employee Relations/ Personnel Security & HSPD-12/ Performance Management/ Telework/ Awards / Restored Annual Leave/ Professional Liability Insurance |
| **INTERNAL RECRUITMENT SECTION (BIA, BLM-FA, FWS, & NPS)**  |  |  |
| **Ryan Wilkins** **Supervisory Human Resources Specialist** | 208-387-5522 (w) 208-488-5934 (c) rwilkins@blm.gov  | Internal Recruitment FA Staffing Supervisor/ DEU Program Lead/ Position Management/ PMC Member/ SOAR Liaison / Org Charts / FPPS SPOC  |
| **Brendan McCarthy**Administrative Support Assistant | 208-387-5927 (w) bmccarthy@blm.gov | QuickTime Timekeeper Lead / Concur Travel / DTS / Front Desk Administration Duties / **BLM Administrative Support Basewide** |
| **Team A** **FA100-FA140, FA300-351, FA500-510, FWS** |
| **Kimberly Darnall** **Lead Human Resources Specialist** | 208-387-5510 (w) kdarnall@blm.gov | Staffing / Classification / Processing QA / Special Retirement Review & Coordination / Training Development – BLM FA 300-321 |
| **Michael Harrison** **Human Resources Specialist**  | 208-387- 5517 (w) mharrison@blm.gov | Staffing / Special Retirement Work Histories / Retirements (BIA, FWS, NPS) / eOPF Admin – BLM FA 100-140, FA 322-351, FA 500-510, FWS |
| **VACANT** Human Resources Assistant | 208-387-XXXX (w) | Temp Seasonal Recruitment / Processing / DOI Access/ Onboarding / eOPF – **BLM FA 300-351** |
| **Brock McDonald** **Human Resources Assistant**  | 208-387-5926 (w) hbmcdonald@blm.gov | Temp Seasonal Recruitment/ Processing / DOI Access/ Onboarding/ eOPF / OWCP Compensation Coordinator – All NPS, BLM FA 100-140, FA 240-243, FA-262, FA 500-510 |
| **Team B** **FA200-262, FA400-410, FA600, FA700, BIA, NPS**  |
| **Barbara Nunes** **Lead Human Resources Specialist** | 208-387-5518 (w) bnunes@blm.gov | Staffing / Classification / Processing QA / Special Retirement FPPS SPOC/ Review & Coordination / Pathways Coordinator – **NPS, BLM FA 200-221, FA 244-250, FA 400-410** |
| **Matt Barclay** Human Resources Specialist  | 208-387-5561 (w) mbarclay@blm.gov  | Staffing/ Special Retirement Work Histories/ eOPF Administration/ Retirements (BIA, FWS, NPS), WTTS Administrator – BIA, BLM FA 240-243, FA 262, FA 600-700 |
| **Hattie Rohrback** **Human Resources Assistant**  | 208-387-5516 (w) hrohrback@blm.gov  | Temp Seasonal Recruitment/ Processing/ DOI Access/ Onboarding/ eOPF/OWCP Compensation Coordinator – **All BIA & FWS,** **BLM FA 200-221, FA 244-250, FA 400-410, FA 600-700** |
| **VACANT** **Student HR Assistant** | 208-387-5523 (w)  | eOPF Scanning/ Filing/ Administration |

 |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | Benefits |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_benefits.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/benefits |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on Benefits, Employee Relations, Staffing, Training, Retirement, Personnel Security and other HR programs, as well as a HR contact list. |
| **TITLE TAG**Start title with main keyword. | Benefits |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | Benefits |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | **Federal Employees Health Benefits Program (FEHBP)**The Federal Employees Health Benefit Program (FEHBP) offers a wide selection of health plans to employees, retirees, and their survivors. You can choose from a variety of plans to cover yourself and family members. For more information regarding this program, please visit <http://www.opm.gov/insure/health/index.asp>**Federal Employees Group Life Insurance (FEGLI)** FEGLI provides group term life insurance. As such, it does not build up any cash value or paid-up value. It consists of Basic life insurance coverage and three options. In most cases, if you are a new Federal employee, you are automatically covered by Basic life insurance and your payroll office deducts premiums from your paycheck unless you waive the coverage. In addition to the Basic, there are three forms of Optional insurance that you can elect. You must have Basic insurance in order to elect any of the options. Unlike Basic, enrollment in Optional insurance is not automatic -- you must take action to elect the options. For more information regarding this program, please visit [https://archive.opm.gov/insure/life/index.asp](http://www.opm.gov/insure/life/index.asp)**Thrift Saving Plan ( TSP)** The TSP is a retirement savings plan for civilians who are employed by the United States Government and members of the uniformed services. For more information regarding this program, please visit [https://www.tsp.gov/index.html](http://www.tsp.gov/)**Federal Long Term Care Insurance Program (FLTCIP)** The Federal Long Term Care Insurance Program provides long term care insurance to help pay for costs of care when you need help with activities you perform every day, or you have a severe cognitive impairment, such as Alzheimer's disease. Over 20 million members of the Federal Family can apply for the insurance offered in this Program. For more information regarding this program, please visit  [https://www.opm.gov/healthcare-insurance/long-term-care/](http://www.opm.gov/insure/ltc/)**Flexible Spending Accounts for Federal Employees (FSAFEDS)** FSAFEDS is a Flexible Spending Account (FSA) program for Federal employees that will save you money on health and dependent care expenses by allowing you to set aside pre-tax funds to pay for a wide range of common out-of-pocket expenses. For more information regarding this program, please visit <https://www.opm.gov/healthcare-insurance/flexible-spending-accounts/>**Dental**  The Federal Dental program provides eligible Federal employees, retirees and their eligible family members on an enrollee-pay-all basis. Employees can enroll in a plan for Self Only, Self plus one or Self and Family. For more information, visit the following website. [https://www.opm.gov/healthcare-insurance/dental-vision/](http://www.opm.gov/insure/dental/index.asp)**Vision**  The Federal Vision program provides eligible Federal employees, retirees and their eligible family members on an enrollee-pay-all basis. Employees can enroll in a plan for Self Only, Self plus one or Self and Family. For more information, visit the following website [https://www.opm.gov/healthcare-insurance/dental-vision/](http://www.opm.gov/insure/vision/index.asp)**Fitness Reimbursement Program (BLM only)** [Fitness IM](http://web.blm.gov/internal/fire/Directives/IM2017/FAIM2017-010.pdf) (internal link - https://web.blm.gov/internal/fire/Directives/IM2017/FAIM2017-010.pdf) Fitness Reimbursement [Attachment 1](http://web.blm.gov/internal/fire/Directives/IM2017/FAIM2017-010a1.pdf) (internal link - https://web.blm.gov/internal/fire/Directives/IM2017/FAIM2017-010a1.pdf), [Attachment 2](http://web.blm.gov/internal/fire/Directives/IM2017/FAIM2017-010a2.pdf) (internal link - https://web.blm.gov/internal/fire/Directives/IM2017/FAIM2017-010a2.pdf), [Attachment 3](http://web.blm.gov/internal/fire/Directives/IM2017/FAIM2017-010a3.pdf) (internal link - https://web.blm.gov/internal/fire/Directives/IM2017/FAIM2017-010a3.pdf) |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | Employee Relations |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_employeeRelations.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/employee-relations |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on Benefits, Employee Relations, Staffing, Training, Retirement, Personnel Security and other HR programs, as well as a HR contact list. |
| **TITLE TAG**Start title with main keyword. | Employee Relations |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | Employee Relations |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | **Employee Assistance Program** (ESPYR)ESPYR is available to the following agency employees at NIFC: BLM, BIA, NPS, FWS. For more information, please visit the website at <https://espyr.com/>**Grievances**[Form DI-7600 Administrative Grievance Procedures](https://www.nifc.gov/hr/ER/DI-7600.pdf) (DI-7600.pdf)To respond to grievances managers should contact the Human Resources (Employee Relations) Specialist for time frames and assistance.[Department Manual](https://www.nifc.gov/hr/ER/370DM771.pdf) (370DM771.pdf)**Misconduct** [Departmental Manual Part 370, Chapter 752: Discipline and Adverse Actions](https://www.nifc.gov/hr/ER/370DM752DISCIPLINEADVERSEACTIONS.pdf) (370DM771.pdf)Contact the Human Resources (Employee Relations) Specialist for procedures and guidance. [Department Personnel Bulletin No. 03-7 (752), December 6, 2002, Handbook](https://www.nifc.gov/hr/ER/PB03-7.pdf) (PB03-7.pdf)**Whistleblower** Whistleblower disclosures to the [Office of Special Counsel](http://www.osc.gov/) (http://www.osc.gov/ ) must be made in writing to: Disclosure Unit Telephone: (800) 572-2249 U.S. Office of Special Counsel  1730 M Street, NW Suite 218 Washington , DC 20036-4505 **Prohibited Personnel Practices** Twelve prohibited personnel practices, including reprisal for whistleblowing, are defined by law at § 2302(b) of title 5 of the United States Code (U.S.C.). A personnel action (such as an appointment, promotion, reassignment, or suspension) may need to be involved for a prohibited personnel practice to occur. Generally stated, § 2302(b) provides that a federal employee authorized to take, direct others to take, recommend or approve any personnel action may *not*: * 1. Discriminate against an employee or applicant based on race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation;
	2. Solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
	3. Coerce the political activity of any person;
	4. Deceive or willfully obstruct anyone from competing for employment;
	5. Influence anyone to withdraw from competition for any position so as to improve or injure the employment prospects of any other person;
	6. Give an unauthorized preference or advantage to anyone so as to improve or injure the employment prospects of any particular employee or applicant;
	7. Engage in nepotism (*i.e.*, hire, promote, or advocate the hiring or promotion of relatives);
	8. Engage in reprisal for whistleblowing – i.e., take, fail to take, or threaten to take or fail to take a personnel action with respect to any employee or applicant because of any disclosure of information by the employee or applicant that he or she reasonably believes evidences a violation of a law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety (if such disclosure is not barred by law and such information is not specifically required by Executive Order to be kept secret in the interest of national defense or the conduct of foreign affairs – if so restricted by law or Executive Order, the disclosure is only protected if made to the Special Counsel, the Inspector General, or comparable agency official);
	9. Take, fail to take, or threaten to take or fail to take a personnel action against an employee or applicant for exercising an appeal, complaint, or grievance right; testifying for or assisting another in exercising such a right; cooperating with or disclosing information to the Special Counsel or to an Inspector General; or refusing to obey an order that would require the individual to violate a law;
	10. Discriminate based on personal conduct which is not adverse to the on-the-job performance of an employee, applicant, or others; or
	11. Take or fail to take, recommend, or approve a personnel action if taking or failing to take such an action would violate a veterans’ preference requirement; and
	12. Take or fail to take a personnel action, if taking or failing to take action would violate any law, rule or regulation implementing or directly concerning merit system principles at 5 U.S.C. § 2301.

From the Office of Special Counsel website: <http://osc.gov/Pages/PPP.aspx> **Conflict Resolution** [DOI Office of Collaborative Action and Dispute Resolution](https://www.doi.gov/pmb/cadr/) (https://www.doi.gov/pmb/cadr/[CORE PLUS / Workplace Conflict Management](https://www.doi.gov/pmb/cadr/Core-Plus) (https://www.doi.gov/pmb/cadr/Core-Plus) |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | eOPF |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_eOPF.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/eopf |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on Benefits, Employee Relations, Staffing, Training, Retirement, Personnel Security and other HR programs, as well as a HR contact list. |
| **TITLE TAG**Start title with main keyword. | eOPF |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | eOPF |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | [eOPF website](https://eopf.nbc.gov/doi/) (https://eopf.nbc.gov/doi/)Office of Personnel Management eOPF website: <https://eopf.nbc.gov/doi/>[eOPF Quick Reference Password Creation for New Users](https://www.nifc.gov/hr/eOPF/eOPF_QuickRefNewUsers.pdf) (eOPF\_QuickRefNewUsers.pdf) |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | Ethics |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_ethics.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/ethics.html |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on Benefits, Employee Relations, Staffing, Training, Retirement, Personnel Security and other HR programs, as well as a HR contact list. |
| **TITLE TAG**Start title with main keyword. | Ethics |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | Ethics |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | Follow the *Standards of Ethical Conduct for Employees of the Executive Branch, Executive Order 1267*<http://www.doi.gov/ethics/> or [WO Ethics Office](https://blmspace.blm.doi.net/wo/700/ethics/SitePages/Home.aspx) (https://blmspace.blm.doi.net/wo/700/ethics/SitePages/Home.aspx)Contact your supervisor or the Employee Relations Specialist for additional clarification.**Required Ethics forms for Individuals who are terminating/resigning** [Post Employment Debriefing](https://www.nifc.gov/Ethics/Post-EmploymentDebriefing.pdf) – (FILE DOWNLOADED - Post-EmploymentDebriefing) [Post Employment Restrictions](https://www.nifc.gov/Ethics/PostEmploymentRestrictionsSummary.doc) – (FILE DOWNLOADED - PostEmploymentRestrictionsSummary (1))\*Ethic forms need to be returned to Human Resources Attn: Ethics Counselor\* |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | FFLEO |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_retirement.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/ffleo.html |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on Benefits, Employee Relations, Staffing, Training, Retirement, Personnel Security and other HR programs, as well as a HR contact list. |
| **TITLE TAG**Start title with main keyword. | FFLEO |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | FFLEO |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | **Retirement**Please follow this link to the U.S. Office of Personnel Management website for your retirement needs:  [www.opm.gov/retire/retire\_employees.asp](http://www.opm.gov/retire/retire_employees.asp)**Required Forms for Retirement (CSRS)**[**SF2801 Application for immediate retirement (CSRS)**](http://www.opm.gov/forms/pdf_fill/sf2801.pdf)(http://www.opm.gov/forms/pdf\_fill/sf2801.pdf)[**SF2818 Continuation of Life Insurance Coverage as an Annuitant or Compensationer**](http://www.opm.gov/forms/pdf_fill/sf2818.pdf)(http://www.opm.gov/forms/pdf\_fill/sf2818.pdf)[**W-4P Withholding Certificate for Pension or Annuity Payments**](http://www.irs.gov/pub/irs-pdf/fw4p.pdf)(http://www.irs.gov/pub/irs-pdf/fw4p.pdf)[**FEGLI Life Insurance Chart**](https://www.nifc.gov/hr/Retirement/FEGLILifeInsChart.pdf)(FEGLILifeInsChart.pdf)**Required Forms for Retirement (FERS)**[**SF3107 Application for Immediate Retirement FERS**](http://www.opm.gov/Forms/pdf_fill/sf3107.pdf)(http://www.opm.gov/Forms/pdf\_fill/sf3107.pdf)[**SF2818 Continuation of Life Insurance Coverage as an Annuitant or Compensationer**](http://www.opm.gov/forms/pdf_fill/sf2818.pdf)(http://www.opm.gov/forms/pdf\_fill/sf2818.pdf)[**W-4P Withholding Certificate for Pension or Annuity Payments**](http://www.irs.gov/pub/irs-pdf/fw4p.pdf)(http://www.irs.gov/pub/irs-pdf/fw4p.pdf)[**FEGLI Life Insurance Chart**](https://www.nifc.gov/hr/Retirement/FEGLILifeInsChart1.pdf)(FEGLILifeInsChart1.pdf) **\*Retirement forms need to be returned to Human Resources Attn: Retirement Specialist\*** **Required Ethics Forms for Retirement (FERS and CSRS)**[**Post-Employment Debriefing**](https://www.nifc.gov/hr/Retirement/Post-EmploymentDebriefing.pdf)(Post-EmploymentDebriefing.pdf)[**Post-Employment Restrictions**](https://www.nifc.gov/hr/Retirement/PostEmploymentRestrictionsSummary.doc)(PostEmploymentRestrictionsSummary.doc)\*Ethic forms need to be returned to Human Resources Attn: Ethics Counselor\***Firefighter/Law Enforcement Retirement Team (FLERT)**[FLERT website](http://www.doi.gov/flert/index.cfm) (http://www.doi.gov/flert/index.cfm)[SPDs for Firefighters and Law Enforcement](https://blmspace.blm.doi.net/oc/intra/dhrs/Pages/Branch-of-Position-Classification-Standard-PDs.aspx) (https://blmspace.blm.doi.net/oc/intra/dhrs/Pages/Branch-of-Position-Classification-Standard-PDs.aspx) |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | Forms |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_forms.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/forms.html |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on Benefits, Employee Relations, Staffing, Training, Retirement, Personnel Security and other HR programs, as well as a HR contact list. |
| **TITLE TAG**Start title with main keyword. | Forms |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | Forms |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | Permanent EmployeesTemporary EmployeesTransfer Employees (within BLM)Transfer Employees (within DOI)Transfer Employees (outside DOI)DOI CONUS Employment AgreementDOI OCONUS Employment Agreement |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | **Forms**[Permanent Employees](https://www.nifc.gov/hr/hr_formsPermanent.html) (https://www.nifc.gov/hr/hr\_formsPermanent.html)[Temporary Employees](https://www.nifc.gov/hr/hr_formsTemp.html) (https://www.nifc.gov/hr/hr\_formsTemp.html)[Transfer Employees (within BLM)](https://www.nifc.gov/hr/hr_formsTransfer.html) (https://www.nifc.gov/hr/hr\_formsTransfer.html)[Transfer Employees (within DOI)](https://www.nifc.gov/hr/hr_formsDOItransfer.html) (https://www.nifc.gov/hr/hr\_formsDOItransfer.html)[Transfer Employees (outside DOI)](https://www.nifc.gov/hr/hr_formsOutsideDOI.html) (https://www.nifc.gov/hr/hr\_formsOutsideDOI.html)[DOI CONUS Employment Agreement](https://www.nifc.gov/hr/forms/DOICONUSEmpAgreement.pdf) (DOICONUSEmpAgreement.pdf)[DOI OCONUS Employment Agreement](https://www.nifc.gov/hr/forms/DOIOCONUSEmpAgreement.pdf) (DOIOCONUSEmpAgreement.pdf)**Designation of Beneficiary**[SF1152](http://www.opm.gov/forms/pdf_fill/sf1152.pdf) (http://www.opm.gov/forms/pdf\_fill/sf1152.pdf ) Unpaid Compensation[SF2808](http://www.opm.gov/forms/pdf_fill/sf2808.pdf) (https://www.opm.gov/forms/pdf\_fill/sf2808.pdf) CSRS[SF3102](http://www.opm.gov/forms/pdf_fill/sf3102.pdf) (<https://www.opm.gov/forms/pdf_fill/sf3102.pdf>) FERS[SF2823](http://www.opm.gov/forms/pdf_fill/sf2823.pdf) (<https://www.opm.gov/forms/pdf_fill/sf2823.pdf>) FEGLI[TSP-3](https://www.tsp.gov/forms/formsPubs.shtml) (https://www.tsp.gov/forms/formsPubs.shtml)**Other Forms*** + [OPM 71 Request for Leave or Approved Absence](https://www.opm.gov/forms/pdf_fill/opm71.pdf) (pdf\_fill/opm71.pdf)
	+ Emergency Notification ([PDF](https://www.nifc.gov/hr/forms/BLM1400-71.pdf) (BLM1400-71.pdf) or [Fillable](https://www.nifc.gov/hr/forms/BLM1400-71fillable.pdf)) (BLM1400-71fillable.pdf)
	+ [Health Benefits Form](https://www.opm.gov/forms/pdf_fill/sf2809.pdf) ([PDF](http://www.opm.gov/forms/pdf_fill/sf2809.pdf)) (https://www.opm.gov/forms/pdf\_fill/sf2809.pdf)
	+ Request For Access/Records Contained In A Privacy Act System Of Records ([PDF](https://www.nifc.gov/hr/forms/P-91.pdf) (P-91.pdf ) or [Word](https://www.nifc.gov/hr/forms/P-91.doc)) (P-91.doc)
	+ [P-21A Retirement Estimate Information](https://www.nifc.gov/hr/forms/P-21A.doc) (P-21A.doc)
	+ [Motor Vehcile Operators Authorization (Fillable](https://www.nifc.gov/hr/forms/mvoa-form.pdf) [PDF)](https://www.nifc.gov/hr/forms/mvoa-form.pdf) (mvoa-form.pdf)
	+ [DI 451-Award Fillable Form (PDF](https://www.nifc.gov/hr/forms/DI-451_Fillable.pdf)) (DI-451\_Fillable.pdf)
	+ [DI-3100 Employee Performance Appraisal Plan](https://www.nifc.gov/hr/forms/DI-3100.docx) (DI-3100.docx)
	+ [DI-3100S Supervisory Employee Performance Appraisal Plan](https://www.nifc.gov/hr/forms/DI-3100S.docx) (https://www.nifc.gov/hr/forms/DI-3100S.docx)
	+ [OF-178 Certificate of Medical Examination](https://www.nifc.gov/hr/forms/OF178LightFitnessLevelNF.pdf) (OF178LightFitnessLevelNF.pdf)
	+ [P-02 Position Management Committee Request (BLM)](https://www.nifc.gov/hr/forms/P-2.pdf) (P-2.pdf)
	+ [P-02c Position Management Request (BIA, FWS)](https://www.nifc.gov/hr/forms/P-2c.pdf) (P-2c.pdf)
	+ [P-02d Position Management Request (NPS)](https://www.nifc.gov/hr/forms/P-2d.pdf) (P-2d.pdf)
 |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | Permanent Forms |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_formsPermanent.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/forms/forms-permanent.html |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on Benefits, Employee Relations, Staffing, Training, Retirement, Personnel Security and other HR programs, as well as a HR contact list. |
| **TITLE TAG**Start title with main keyword. | Permanent Forms |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | Permanent Forms |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | Salary Table (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>) New Employee Benefit Information (https://www.opm.gov/healthcare-insurance/fastfacts/)Retirement Information (http://www.opm.gov/retire/)FastFacts for New/Newly Eligible Federal Employees (<https://www.opm.gov/healthcare-insurance/fastfacts/newemployeebenefits.pdf>)Security Guidelines (SecurityGuidelines.pdf)

|  |  |
| --- | --- |
| P-10 (P-10.pdf) | Employee Conduct and Responsibility |
| P-77 (P-77.doc) | Request for Official Correspondence, Net Check, Residence Info |
| P-9 (P-09.pdf) | Conditions of Employment (WAE) |
| 1400-71 Form (BLM1400-71fillable.pdf) | Personal Emergency Information Form |
| Concur/FBMS Form (ConcurProfileRequest.pdf) | Concur user Profile & FBMS Vendor Master Setup Form |

OPM's website: <https://www.opm.gov/forms/>

|  |  |
| --- | --- |
| OF-306 (sf2809.pdf) | Declaration of Federal Employment |
| SF-181 (https://www.opm.gov/healthcare-insurance/healthcare/plan-information/guides/) | Race and National Origin Identification |
| SF-256 (sf2817.pdf) | Self-Identification of Handicap |
| SF-2809 (sf2809.pdf) | Health Benefits Election |
| RI-70-1 (https://www.opm.gov/healthcare-insurance/healthcare/plan-information/guides/) | Guide to Federal Employees Health Benefits Plans |
| SF-2817 (sf2817.pdf) | Life Insurance Election (if not returned, fill one out and place in OPF) |
| RI-76-21 (https://archive.opm.gov/insure/life/reference/federal/index.asp) | FEGLI Booklet |
| SF-144 (sf144.pdf) | Statement of Federal Service |
| RI 20-97 (https://www.opm.gov/forms/pdf\_fill/Ri20-97.pdf) | Estimated Earnings During Military Service |
| SF-1152 (sf1152.pdf) | Designation of Beneficiary (Unpaid Comp) |

IRS website: [https://www.irs.gov/](http://www.irs.gov/)

|  |  |
| --- | --- |
| Form W-4 (https://www.irs.gov/pub/irs-pdf/fw4.pdf) | Income Tax Withholding |

Treasury website: [https://www.fiscal.treasury.gov/](http://www.fms.treas.gov/)

|  |  |
| --- | --- |
| Form 2231 (https://www.fiscal.treasury.gov/fsservices/gov/pmt/eft/eft\_home.htm) | Fast Start Direct Deposit Form 2231 |

Thrift Savings Plan (TSP) website: <https://www.tsp.gov/forms/index.html>

|  |  |
| --- | --- |
| TSP-1 (https://www.tsp.gov/forms/index.html) | Thrift Savings Plan Election Form |
| TSP Booklet (https://www.tsp.gov/forms/index.html) | TSP at a Glance |

 |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | Temporary Forms |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_formsTemp.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/forms/forms-temporary.html |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on Benefits, Employee Relations, Staffing, Training, Retirement, Personnel Security and other HR programs, as well as a HR contact list. |
| **TITLE TAG**Start title with main keyword. | Temporary Forms |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | Temporary Forms |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | [Salary Table](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/) (https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/)[Security Guidelines](https://www.nifc.gov/hr/forms/SecurityGuidelines.pdf) (SecurityGuidelines.pdf)

|  |  |
| --- | --- |
| P-12 | [Special Conditions of Temporary Appointments](https://www.nifc.gov/hr/forms/P-12.pdf) (P-12.pdf) |
| [P-10](https://www.nifc.gov/hr/forms/P-10.pdf) (P-10.pdf | Employee Conduct and Responsibility |
| [P-77](https://www.nifc.gov/hr/forms/P-77.doc) (P-77.doc) | Request for Official Correspondence, Net Check, Residence Info |
| [P-3](https://www.nifc.gov/hr/forms/PM-03.pdf) (PM-03.pdf) | Unemployment Compensation Memo |
| [1400-71 Form](https://www.nifc.gov/hr/forms/BLM1400-71fillable.pdf) (BLM1400-71fillable.pdf) | Personal Emergency Information Form |
| [Concur/FBMS Form](https://www.nifc.gov/hr/forms/ConcurProfileRequest.pdf) (ConcurProfileRequest.pdf) | Concur user Profile & FBMS Vendor Master Setup Form |

**OPM's website**: [https://www.opm.gov/forms/](http://www.opm.gov/forms/)

|  |  |
| --- | --- |
| [OF-306](https://www.nifc.gov/hr/forms/of0306.pdf) (of0306.pdf) | Declaration of Federal Employment |
| [SF-2809](https://www.nifc.gov/hr/forms/sf2809.pdf) (sf2809.pdf) | Health Benefits Election |
| [RI-70-1](https://www.opm.gov/healthcare-insurance/healthcare/plan-information/guides/) (https://www.opm.gov/healthcare-insurance/healthcare/plan-information/guides/) | Guide to Federal Employees Health Benefits Plans |
| [SF-181](https://www.nifc.gov/hr/forms/SF181.pdf) (SF181.pdf) | Race and National Origin Identification |
| [SF-256](https://www.nifc.gov/hr/forms/sf256.pdf) (sf256.pdf) | Self-Identification of Handicap |
| [SF-1152](https://www.nifc.gov/hr/forms/sf1152.pdf) (sf1152.pdf) | Designation of Beneficiary (Unpaid Comp) |
| [SF-144](https://www.nifc.gov/hr/forms/sf144.pdf) (sf144.pdf) | Statement of Federal Service |

**IRS website:** [https://www.irs.gov/](http://www.irs.gov/)

|  |  |
| --- | --- |
| [Form W-4](https://www.irs.gov/pub/irs-pdf/fw4.pdf) (https://www.irs.gov/pub/irs-pdf/fw4.pdf) | Income Tax Withholding |

**Treasury website:** [https://www.fiscal.treasury.gov/](http://www.fms.treas.gov/)

|  |  |
| --- | --- |
| [Form 2231](https://www.fiscal.treasury.gov/fsservices/gov/pmt/eft/eft_home.htm) (https://www.fiscal.treasury.gov/fsservices/gov/pmt/eft/eft\_home.htm) | Fast Start Direct Deposit Form 2231 |

 |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | Manager’s Corner |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_mgrCorner.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/managers-corner.html |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on administrative information for managers. |
| **TITLE TAG**Start title with main keyword. | Manager’s Corner |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | Manager’s Corner |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | **Manager's Corner** 2012 DOI Hours of Duty Handbook (DOI\_HoursDutyHandbook.pdf)2011 DOI Absence and Leave Handbook (DOI\_AbsenceLeaveHandbook.pdfBLM Fire and Aviation - Administrative Procedures (BLM\_FA IM2009025AWS\_Leave.pdf)BLM Hours of Duty 1400 610 (1400-610.pdf)DOI Personnel Bulletin No. 06-04 (412) - Supervisory Development (PersonnelBulletin06-04SupervisoryDev.pdf) |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | OWCP |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_OWCP.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/owcp.html |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | General public; wildland firefighters; wildland fire personnel; students |
| **VISITOR EXPECTATION** | Find information on administrative information for managers. |
| **TITLE TAG**Start title with main keyword. | OWCP |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | OWCP |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | **OWCP**Workers’ Compensation Coordinator (WCC) NPS: Workers’ Compensation Fraud Hotline - (866) 301-4474The WCC for BLM, BIA, NPS, and FWS is: Jennifer Dillenback (208) 398-5517 or Heather Sanders (208) 387-5518.BLM/BIA: To report fraud, you may contact the Office of Workers’ Compensation (OWCP), Inspector General’s (IG) Office in Seattle – 206-553-4504**SMIS Home Page** (https://www.smis.doi.gov/) Department of Labor (OWCP) (http://www.dol.gov/dol/topic/workcomp/index.htm) Quick Reference Guide for Supervisors (Quick\_Ref\_Guide\_for\_Supv.pdf) Quick Reference Guide for Employees (Quick\_Ref\_Guide\_for\_Emp.pdf) |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | Rating Management |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_rating.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/rating-management.html |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | Wildland fire management; wildland firefighters; wildland fire personnel; supervisors |
| **VISITOR EXPECTATION** | Find information on how supervisors conduct EPAPs and reviews for employees |
| **TITLE TAG**Start title with main keyword. | Rating Management |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | Rating Management |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! | **Rating Management****Rating of Record**By October 30th the rating official reviews the performance of each employee, assigns a rating level to each performance element and assigns an overall summary ratingThe rating assigned reflects the level of the employee’s performance as compared to the established standards, understanding that each and every criterion in the standard does not have to be met by the employee in absolute terms to assign a particular rating levelThe rating official must write a narrative summary for each critical element assigned a rating of Exceptional (E), Minimally Successful (MS) or Unsatisfactory (U). In addition, all E, MS or U ratings must be reviewed and approved by a the employees second level supervisor prior to discussion of the rating with the employeeThe rating official discusses the completed EPAP with the employee after any required approvals are obtained**Supplemental Comments**The employee may submit written supplemental comments to the overall rating of record, the element ratings and/or the narrative comments. For example the employee may want to provide information on noteworthy accomplishments that the rating official did not include. NOTE: THIS PROCESS MAY BE UTILIZED ONLY WHEN THE EMPLOYEE IS NOT CONTESTING THE RATING RECEIVED ON A GIVEN ELEMENT, WHICH, IF CHANGED, WOULD AFFECT THE OUTCOME OF THE OVERALL RATING OF RECORD.**Reconsideration Process**When an employee has a concern about the rating received on a particular element, which if changed will affect the outcome of the rating of record, they may request a reconsideration of their rating through the Bureau’s reconsideration process. The reconsideration process consists of informal and formal procedures.**Informal Reconsideration Procedures**Whenever possible, the employee and rating official should informally attempt to resolve any disagreement about the performance appraisal and/or ratingAn employee must discuss their dissatisfaction with the rating official beforerequesting a formal reconsideration unless the employee requests in writing to move directly to the formal stageInformal discussion with rating official should take place within 7 calendar days of the employee’s receipt of the EPAP.The rating official’s decision on the employees request for informal reconsideration must be communicated to the employee, either verbally or in writing, within 7 calendar days of the informal reconsideration discussionIF agreement cannot be reached informally, the employee may request formal reconsideration of the rating through their Human Resources Office.**Formal Reconsideration Procedures**Within 7 calendar days of receipt of a decision on the informal reconsideration procedures the employee can submit a written request to their Human Resources OfficerThe employee’s written request for formal reconsideration should include:Employee organization and duty station;Copy of the EPAP for which reconsideration is requested;Area(s) or details of the EPAP for which reconsideration is requested;State why employee believes the rating is in error, with supporting facts and documents;State the action requested of the reconsideration official;A copy of the written decision of the informal reconsideration by the rating official, or a written statement from the employee confirming the informal process was followed and the results, or a written request by the employee to move directly to the formal procedures; andIf applicable, the name, title, addresses, and telephone number of the employee’s designated representative. NOTE: Representative is at the employee’s expense.The HR Office will review the employee’s formal request for reconsideration to determine if it is appropriate for acceptance. If it is not accepted, the request will be returned with an explanation of the reason(s) for non-acceptance. If the request is accepted it is referred to the reconsideration official (next level supervisor) within 14 calendar days of receipt in HR.Review is limited to reconsideration of rating on critical element(s) that will impact the Rating of Record.The reconsideration official is responsible for the following actions in considering an employee’s formal reconsideration request:Reviewing all evidence/information submitted by the employee and/or rating official;Consulting with the employee, the employee’s representative (if applicable), the rating official, and staff experts as appropriate;Deciding whether to increase the summary rating or an element rating; remove or modify narrative comments, or leaving the summary rating, element rating(s), or narrative comments unchanged; andWithin 20 calendar days of receipt of the request for reconsideration, issuing a final written decision that includes documentation of the basis for the decision. The written decision is given to the employee and copy is filed with the EPAP in the Employee Performance File (EPF).The written decision of the reconsideration official is final and becomes the employee’s official rating of record.Reconsideration timeframes may be extended on a case-by-case basis upon mutual consent of the employee and rating official or reconsideration official, with concurrence of the Human Resources Office.**Rating Discussion with the Employee**The rating official should be prepared to have a thorough performance rating discussion, including tasks that were completed well and any area(s) that need improvement. Provide the employee with specific examples.Discuss the rating in a private location (private office/conference room/etc); schedule uninterrupted time to discuss the rating.Allow additional time for employee input, comments and/or questions.Have employee sign and date the “Employee” block on the EPAP.Ensure that you are discussing performance and not misconduct. |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | Retirement |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_retirement.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/retirement.html |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | Wildland fire management; wildland firefighters; wildland fire personnel; supervisors |
| **VISITOR EXPECTATION** | Find information on retirement needs |
| **TITLE TAG**Start title with main keyword. | Retirement |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | Retirement |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! |  **Retirement**Please follow this link to the U.S. Office of Personnel Management website for your retirement needs:  [www.opm.gov/retire/retire\_employees.asp](http://www.opm.gov/retire/retire_employees.asp) (http://www.opm.gov/retire/retire\_employees.asp)**Required Forms for Retirement (CSRS)**SF2801 Application for immediate retirement (CSRS) (http://www.opm.gov/forms/pdf\_fill/sf2801.pdf) SF2818 Continuation of Life Insurance Coverage as an Annuitant or Compensationer (http://www.opm.gov/forms/pdf\_fill/sf2818.pdf) W-4P Withholding Certificate for Pension or Annuity Payments (http://www.irs.gov/pub/irs-pdf/fw4p.pdf) FEGLI Life Insurance Chart (FEGLILifeInsChart.pdf)**Required Forms for Retirement (FERS)**SF3107 Application for Immediate Retirement FERS (http://www.opm.gov/Forms/pdf\_fill/sf3107.pdf) SF2818 Continuation of Life Insurance Coverage as an Annuitant or Compensationer (http://www.opm.gov/forms/pdf\_fill/sf2818.pdf) W-4P Withholding Certificate for Pension or Annuity Payments (http://www.irs.gov/pub/irs-pdf/fw4p.pdf) FEGLI Life Insurance Chart (FEGLILifeInsChart1.pdf)\*Retirement forms need to be returned to Human Resources Attn: Retirement Specialist\* **Required Ethics Forms for Retirement (FERS and CSRS)** Post-Employment Debriefing (Post-EmploymentDebriefing.pdf) Post-Employment Restrictions (PostEmploymentRestrictionsSummary.doc)\*Ethic forms need to be returned to Human Resources Attn: Ethics Counselor\***Firefighter/Law Enforcement Retirement Team (FLERT)**FLERT website http://www.doi.gov/flert/index.cfm)SPDs for Firefighters and Law Enforcement (https://blmspace.blm.doi.net/oc/intra/dhrs/Pages/Branch-of-Position-Classification-Standard-PDs.aspx) |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |

|  |  |
| --- | --- |
| **PAGE NAME**Maps to the site map page. | Security |
| **CURRENT URL** | <https://www.nifc.gov/hr/hr_telework.html>  |
| **PROPOSED URL**Include primary keyword. | /nifc-careers/nifc-hr/telework.html |
| **KEYWORDS TARGETED**List the primary keyword(s) first. | National Interagency Fire Center; NIFC; human resources; facility operation; engineering; work space; NIFC map; NIFC directions;  |
| **TARGET AUDIENCE** | Wildland fire management; wildland firefighters; wildland fire personnel; supervisors |
| **VISITOR EXPECTATION** | Find out how employees can telework |
| **TITLE TAG**Start title with main keyword. | Telework |
| **META DESCRIPTION**Contains about 20-25 words | National Interagency Fire Center; NIFC; human resources; work space; maintenance; engineering; operations; |
| **PAGE HEADER**Contains headlines | Telework |
| **PAGE SUBHEADERs**Contains list of subleaders and titles | none |
| **PAGE CONTENT**Insert new or existing content.Word will check your spelling! |  **Telework**Telework Handbook (https://www.nifc.gov/hr/Telework/DOI\_Telework\_October.pdf) Safety at Home Checklist (Safetyhomechecklist.docx) |
| **PDFs/IMAGE FILES** |  |
| **MP4s/VIDEO FILES** |  |