

**ATTACHMENT TO IFPM GUIDANCE HR**  
**Issuance Number 2006-01**  
**SAMPLE WORDING FOR VACANCY ANNOUNCEMENT**  
**FOR IFPM COVERED POSITIONS**

In an effort to ensure consistency throughout the National Park Service for IFPM-covered positions during this transition period, this attachment contains recommended language for vacancy announcements. This attachment also specifies the suggested placement within the vacancy announcement designed to present a more unified and consistent appearance to applicants when they apply to these positions.

**After** October 1, 2009, all temporary employees (GS-5 and above) hired into IFPM positions must meet IFPM qualification standards at time they are hired. In the meantime, they are not required to sign a condition of employment. However, all OPM qualification requirements must be met. Refer to Decision Paper #3, August 23, 2005, for specific information, or click on:

[http://www.ifpm.nifc.gov/documents/Decision\\_Paper\\_3\\_Final.pdf](http://www.ifpm.nifc.gov/documents/Decision_Paper_3_Final.pdf)

**1) Include under the “Overview” tab of the vacancy announcement:**

“This position is being announced during the four-year transition period of this agency to the approved Interagency Fire Program Management (IFPM) Qualification Standard, which covers 14 key firefighting-related occupations within the agency, including this position. Full implementation of the new standard has been changed to allow a gradual transition to the updated specific requirements, and is to be completed by October 1, 2009.

Under this vacancy announcement, candidates are required to meet the OPM qualification standards (as specified below in this announcement), and must also possess the required selective factor as specified below. Additionally, as a condition of employment, prior to entering this position the selectee will be required to sign an agreement which states they will complete the full IFPM qualification standard requirements for this position by October 1, 2009, including all training, coursework, and experience specified in the standard.”

**2) Include under the “Qualifications and Evaluation” tab of the vacancy announcement:**

**QUALIFICATION REQUIREMENTS:** “In addition to the selective factor listed below, candidates must meet the following experience or education requirements by the closing date of this announcement.”

[Include the OPM qualifications for the position. Then list the selective factor:].

**“SELECTIVE FACTOR (MANDATORY):**

Applicants must possess knowledge of the principles, methods, and techniques of wildland firefighting, as demonstrated by wildland firefighting experience. Education without hands-on wildland firefighting experience does not qualify you for this position. In order to receive credit, candidates must provide a written description of their experience in wildland firefighting, including the approximate dates performed, and the location(s) where the work was performed. Please describe your duties and responsibilities for each period listed.”

3) Include the following grouped with other “conditions of employment” in the vacancy announcement:

**“CONDITION OF EMPLOYMENT:** As a condition of employment, prior to entering this position, selectees must sign a statement acknowledging their agreement to complete all required training and coursework as specified in the IFPM Qualification requirements for this position by no later than October 1, 2009, to remain in this position. Employees who do not successfully complete the full IFPM requirements by that date will be removed from the position.”

Additional information to assist human resources specialists regarding IFPM guidelines is located on the website at: <http://www.ifpm.nifc.gov/> .