

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047**

In Reply Refer To:  
1400-300 (HR-210) P

February 7, 1997

EMS TRANSMISSION

Instruction Memorandum No. HR-97-012

Expires: 9/30/98

To: All Servicing Personnel Officers

From: Director, National Human Resources Management Center

Subject: International Association of Black Professional Fire Fighters Application

Tracking System

DD: 2/14/97

In 1996, the Bureau of Land Management signed a Memorandum of Understanding (MOU) with the International Association of Black Professional Fire Fighters (IABPFF). The purpose of the MOU is to provide opportunities for African American firefighters to become involved in various aspects of wildland and wildland/urban firefighting, and to assist in providing improved opportunities for effective recruitment, employment, and upward mobility of African Americans as firefighters with the Bureau.

With this in mind, the National Human Resources Management Center (NHRMC) has been tasked with providing the IABPFF with copies of all firefighter vacancy announcements, developing and implementing a system to track applications received from IABPFF, and with conducting a Staffing/Human Resources Analysis of the Bureau's firefighter recruitment and selection process. Specific information on these tasks follows. NHRMC will also work with the MOU coordinator and the six states involved with the implementation of the MOU (California, Colorado, Eastern States, Nevada, Oregon, and Utah) on any recruitment or appointment issues that arise.

**Publicity:** IABPFF has requested that all BLM vacancy announcements be sent directly to their national office for distribution. To ensure IABPFF has the information needed to publicize our wildland firefighter vacancies, please forward a copy of all firefighter open vacancy announcements to Melissa Dukes, Personnel Staffing Specialist, NHRMC, HR-210. The information can be sent to Ms. Dukes either electronically through GroupWise, or by FAX to 303-236-6685. The information must be sent no later than Friday, February 14, 1997. California, Colorado, Eastern States (Jackson District), Nevada, Oregon, and Utah should send

copies of all vacancy announcements, even if they have closed. Negative replies are required.

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**Applicant Tracking:** IABPFF will collect applications and forward them to Melissa Dukes (NHRMC) who will serve as the single point within the Bureau for distribution. NHRMC will collect and refer applications as they are received from candidates. These applications will be tracked by NHRMC based on information received from the SPO's. Tracking information will include date received in field and disposition of the application (qualified, referred, selected). If the applicant is determined to be unqualified or is referred and non-selected, the tracking form will be annotated as to why.

**Staffing/Human Resources Analysis:** This summer, at the end of the recruitment process, NHRMC will analyze the Bureau's seasonal firefighter retention, recruitment, referral, and selection process (both re-hire and new hire). The analysis will also include the appointing authorities used: competitive/excepted as well as permanent/temporary. The purpose of this analysis will be to determine which recruitment methods are successful in recruiting and placing diverse candidates and what, if any, barriers exist in the recruitment and selection process. This analysis will be broad based and Bureau wide, requiring significant information from the field. Prior to conducting this analysis, a team (10-15 people) will be put together to identify the information needed and final structure of this analysis. Team members will include Personnel Officers, Fire Management Officers, Personnel Staffing Specialists, EEO Managers, the IABPFF MOU Coordinator, the Hispanic Coalition MOU Coordinator, and representatives of partner organizations. Melissa Dukes, NHRMC, will lead this effort.

Questions should be directed to Melissa Dukes at 303-236-6689.

Signed  
Mark Whitesell  
Acting Director

Authenticated  
Darlene Robitaille  
Secretary

cc: AD for Human Resources, MIB, Room 5628  
Lee Allen, WO-107-D  
Roger Molinar, HR-200  
All EEO Managers  
All Fire Fighter Recruitment Points of Contact

Distribution  
RS-150, BLM Library  
NI-101  
HR-200

