



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



SEP 23 2009

Memorandum

To: Bureau/Equivalent Office Human Resources Officers

From: *Sharlyn A. Grigsby*
Sharlyn A. Grigsby
Director, Office of Human Resources

Subject: Departmental Policy on Wildland Fire Program Standardized Position Description (PD) Amendments

The Office of Human Resources is issuing a new personnel bulletin to all Department Human Resources Offices to amend some Wildland Fire Standardized PDs that were originally established under Personnel Bulletin No. 05-01 dated November 30, 2004. These PDs are being amended at the request of the National Wildfire Coordinating Group to reflect that these positions are no longer subject to the Interagency Fire Program Management (IFPM) requirements and to ensure consistency in implementation throughout the fire community.

All Department of the Interior Human Resource Offices must use these PD amendments effective immediately. If you have any questions, please contact Linda Erwin on (202) 208-7949 or Linda_Erwin@ios.doi.gov.

Attachment



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PERSONNEL BULLETIN NO. 09-16

Subject: Wildland Fire Program Standardized Position Description (PD) Amendments

- 1. Purpose.** This bulletin distributes an amended group of Department of the Interior (DOI) standardized wildland fire position descriptions (PD's) that were originally established under Personnel Bulletin No. 05-01 dated November 30, 2004. These PDs are being amended at the request of the National Wildfire Coordinating Group to reflect that these positions are no longer subject to the Interagency Fire Program Management (IFPM) requirements and to ensure consistency in implementation throughout the fire community. This bulletin supplements Personnel Bulletin No. 05-01.
- 2. Background.** Personnel Bulletin No. 05-01 distributed the DOI standardized wildland fire PDs established by the National Wildland Fire Plan Human Resources Advisory Group (HRAG). These standardized PDs were developed to assist efforts to strategically address human capital management issues related to recruitment, training, development, and retention of wildland firefighter personnel.
- 3. Policy.** Effective immediately, bureaus must use the following position descriptions, as amended, for the following wildland fire positions:

PD #	Title	Series/Grade
027	Range/Forestry Technician (Prevention and Mitigation)	455/462-06/07
028	Fire Management Specialist (Prevention and Mitigation)	401-09/11
029	Fire Management Specialist (Prevention and Mitigation)	401-07/09

- 4. Amendment.** These positions are no longer subject to IFPM requirements. The INTRODUCTION section of each of these position descriptions is amended to eliminate the following sentence/requirement:

“The qualification requirements specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide must be met prior to entrance into this position.”

- 5. Effective Date.** Bureaus/Equivalent Offices are to distribute this bulletin and the PD amendments to their field areas as soon and possible, with Bureau instructions, as necessary. Bureaus/Equivalent Offices must replace existing standardized PDs with the amended PDs, where applicable, and process the necessary personnel actions as soon as possible, but not later than 90 days from the date of this bulletin.
- 6. Electronic Library of DOI Amended Standard Fire PDs.** The amended PDs identified in this bulletin will be included in the Electronic Library of all DOI Standard Fire PDs established on the DOI, Firefighter and Law Enforcement Officer Retirement Team (FLERT) website at <http://flert.nifc.gov>.

7. Questions concerning this policy should be directed to the respective bureau/equivalent Human Resources Office. The Department point of contact is Linda Erwin at (202) 208-7949 or via email at Linda_Erwin@ios.doi.gov.



Sharlyn A. Grigsby
Director, Office of Human Resources