



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

July 6, 2020

PERSONNEL BULLETIN NO: 20-07

SUBJECT: Wildland Fire Program Standard Position Descriptions, Batch 6

1. Purpose. This Personnel Bulletin (PB) establishes updated Department of the Interior (DOI) standard position descriptions (SPDs) for wildland fire positions within DOI. The use of the SPDs will assist efforts to strategically address human capital management issues related to classification consistency, recruitment, training, development and retention of wildland firefighter personnel.

2. Background. From FY18 through FY20, DOI human resources professionals and wildland fire management officials collaborated to evaluate and update the DOI's SPDs for wildland fire positions. The existing position descriptions were originally developed from FY2003 through FY2010. The review process was facilitated by DOI's Office of Human Capital in partnership with the Office of Wildland Fire and resulted in the development of updated SPDs for use within the Bureau of Land Management, National Park Service, Bureau of Indian Affairs and the U.S. Fish and Wildlife Service. The updated wildland fire SPD's have been issued in batches. This is the sixth and final batch.

3. Policy. Effective immediately, the Bureaus shall use the attached SPDs and corresponding SPD numbers for all applicable wildland fire positions of permanent and non-permanent appointments, as applicable, regardless of work schedule. Bureaus will implement the immediate use of these SPDs for new appointments. Wildland fire position vacancies announced prior to the date of this PB do not need to be re-advertised.

Bureaus are to distribute this PB and the attached SPDs to their field areas as soon as possible, with specific internal Bureau instructions, as necessary. Bureaus must replace legacy SPDs with the new DOI SPD, where applicable, and process the necessary personnel actions (reassignments) as soon as possible, but not later than 60 days from the date of this PB. The official SPDs with SPD numbers covered by this PB are:

Legacy# New# Title, Series, Grade

DOI123	FDI0223	Fire Management Specialist, (Assistant Fire Management Officer), GS-0401-9
DOI124	FDI0224	Fire Management Specialist, (Assistant Fire Management Officer), GS-0401-11
DOI125	FDI0225	Fire Management Officer, GS-0401-11
DOI126	FDI0226	Fire Management Officer, GS-0401-12
NEW	FDI0227	Fire Management Officer, GS-0401-11

Due to low utilization rates, legacy SPDs: DOI127, DOI128, DOI129, DOI132, DOI133 will not be replaced with DOI SPDs. Within 60 days from the date of this PB, bureaus will create bureau-level SPDs and will process the necessary personnel actions (reassignments).

DOI127	None	Range/Forestry Technician (Prevention & Mitigation) GS-0455/0462-6/7	ARCHIVED
DOI128	None	Fire Management Specialist (Prevention & Mitigation) GS-0401-9/11	ARCHIVED
DOI129	None	Fire Management Specialist (Prevention & Mitigation) GS-0401-7/9	ARCHIVED
DOI132	None	Fire Management Specialist (Planning) GS-0401-7/9/11	ARCHIVED
DOI133	None	Fire Management Specialist (Planning) GS-0401-12/13	ARCHIVED

4. Position Titles.

Official Titles. The U.S. Office of Personnel Management's prescribed official titles are located in Block 15b on the PD cover sheet (OF-8). This title must be entered into the Federal Personnel and Payroll System (FPPS) and be reflected on the incumbent's SF-50, *Notification of Personnel Action*. Variations to official titles are not authorized.

Organizational Titles. Authorized organizational titles for the above SPDs are recorded in Block 16 of the OF-8. Bureaus must use the authorized organizational titles. Variations to organizational titles are not authorized.

5. Standardized PD Numbering System. Bureaus **must use** the DOI standardized PD numbering system when using these SPDs for newly established positions and when replacing existing SPDs. The use of a bureau-level numbering system in lieu of a DOI SPD number is not authorized. The DOI SPD number **must be** entered into FPPS in the position number data field so it prints on the incumbent's SF-50, *Notification of Personnel Action*. A standardized PD number has been recorded in Block 1 of the OF-8. Modifications to the SPD number are not authorized. The new numbering convention is *letters F* (Fire), *DI* (Department of the Interior), followed by *numbers*.

6. PD Cover Page. The servicing Human Resources Office (HRO) will complete the PD cover page with Fair Labor Standards Act (FLSA) exemption status, Position Risk/Sensitivity Level, Cybersecurity codes, etc.

7. Interagency Fire Program Management. The Interagency Fire Program Management (IFPM) qualification standard applies to many, but not all of the DOI SPDs. The applicable IFPM standards will be noted under the "other significant facts," section of the SPD for covered positions. These include minimum qualifications, training requirements, competencies, and key performance elements.

8. Firefighter Retirement Program. The Firefighter retirement coverage determinations have been made for these SPDs, as follows:

A. Secondary/Administrative Firefighter Positions: The following covered SPDs describe positions in a firefighting organization with a firefighting mission. In order to perform the fire support duties described, prior primary/rigorous (on-the-fire-line) firefighting experience is a mandatory prerequisite/selective factor to qualify for these positions. Therefore, these SPDs have been approved as secondary/administrative firefighter positions under the fire retirement system. Please note, in accordance with 5 C.F.R. § 831.904 and 5 C.F.R. § 842.803(b), incumbents of secondary firefighter positions who do not meet the applicable transfer requirements are not eligible for coverage under firefighter retirement and must be placed in the regular retirement system. See your servicing HRO or the above regulations for more information.

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DOI125	FDI0225	Fire Management Officer, GS-0401-11
DOI126	FDI0226	Fire Management Officer, GS-0401-12
NEW	FDI0227	Fire Management Officer, GS-0401-11

9. Management’s Responsibility for PD Accuracy and Position Management. SPD for career ladder positions are established based upon a classification analysis that sufficient work exists for all employees on a regular and recurring basis at the full performance level. Management must certify that sufficient work exists for all employees, assigned to an SPD, at the full performance level. Use of SPDs in no way detracts from management’s authority and responsibility to ensure that officially assigned and performed duties and responsibilities accurately match PDs of record for all covered employees. Likewise, using SPDs does not diminish management’s responsibility to adhere to sound position management principles. Management officials are urged to partner with their servicing HRO for classification and position management advice and guidance. Management officials are required to ensure equal pay for substantially equal work [5 USC § 5101].

10. Requests for Exceptions. Requests for an exception (waiver) to this policy must be in writing, and must show conclusively why the DOI Fire SPD is not applicable to the position. This requirement includes situations wherein a higher grade, a career ladder position, or a different occupational series is desired. Written requests will include the proposed PD and the official signed and dated organizational chart. Statements of difference will not be accepted. Requests will be forwarded through the (1) Bureau Fire Director, (2) Bureau Headquarters Human Resources office, and (3) Director, Office of Wildland Fire to the Department’s Office of Human Capital. Bureau Fire Directors may contact their servicing HRO for advice and guidance.

11. Electronic Library of DOI Standard Fire PDs. An Electronic Library of all DOI Fire SPDs will be available on the DOI, Firefighter and Law Enforcement Officer Retirement Team (FLERT) website at https://www.doi.gov/flert/DOI_std_pds.

12. Inquiries. Any Department employee or employee representative seeking further information concerning this policy may contact their respective servicing HRO. Bureau Headquarters HR staff may contact Renae Lockwood in the Office of Human Capital at Renae.Lockwood@ios.doi.gov

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Attachments