




# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

SEP 04 2019

## Memorandum

To: DOI Bureau/Equivalent Office Human Resources Officers

From: Jennifer Ackerman   
Director, Office of Human Capital  
Deputy Chief Human Capital Officer

Subject: Personnel Bulletin 19-12  
Department of the Interior Policy on Wildland Fire Program Standard Position  
Description Revisions, (Batch 4)

The Office of Human Capital is issuing a new Personnel Bulletin to all Department of the Interior Human Resources Offices to establish revised standard position descriptions (SPDs) for temporary positions in the Wildland Fire program. These updated SPDs (Batch 4) have been revised by subject matter experts and include fully described PDs with clear descriptions of work duties, and new SPD numbers to ensure consistent interpretation and implementation throughout the fire community.

All Bureaus/Offices must use these revised SPDs, if applicable, effective immediately. If you have any questions, please contact Renae Lockwood, Office of Human Capital at [Renae.Lockwood@ios.doi.gov](mailto:Renae.Lockwood@ios.doi.gov).

Attachments



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## **PERSONNEL BULLETIN NO: 19-12**

**SUBJECT:** Wildland Fire Program Standard Position Descriptions, Batch 4

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

**2. Background.** In FY18 and FY19, DOI human resources professionals and wildland fire management officials collaborated to evaluate and update 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 SPDs will be issued in batches. This is the fourth batch.

**3. Policy.** Effective immediately, the Bureaus shall use the attached SPDs and corresponding SPD numbers for all applicable temporary wildland fire positions, regardless of work schedule. Bureaus will implement the immediate use of these SPDs for new, temporary 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, no later than 60 days from the date of this PB. The official SPDs with SPD numbers covered by this PB are:

**New# Title, Series, Grade**

FDI0237	Fire Logistics Dispatcher, GS-2151-3
FDI0238	Fire Logistics Dispatcher, GS-2151-6
FDI0239	Forestry Technician (Fire Dispatch), GS-0462-4
FDI0240	Forestry Technician (Fire Dispatch), GS-0462-6
FDI0241	Forestry Technician, Prescribed Fire/Fuels Technician, GS-0462-6

## **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.

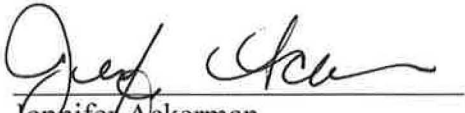
**7. Interagency Fire Program Management.** The Interagency Fire Program Management (IFPM) qualification standard applies to many, but not all of the DOI SPDs. The applicable IFPM standards will be noted under the "other significant facts," section of the SPD for covered positions. These include minimum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

**8. Management's Responsibility for PD Accuracy and Position Management.** 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].

**9. 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 DOI's Office of Human Capital. Bureau Fire Directors may contact their servicing HRO for advice and guidance.

**10. Electronic Library of DOI Standard Fire PDs.** An Electronic Library of all DOI Fire SPDs is available on the DOI, Firefighter and Law Enforcement Officer Retirement Team (FLERT) website at [https://www.doi.gov/flert/DOI\\_std\\_pds](https://www.doi.gov/flert/DOI_std_pds) and the Human Capital Crossroads website at: <https://sites.google.com/a/ios.doi.gov/human-resources-community-of-practice/hc-programs/talent-management/spd>

**11. Inquiries.** Any DOI 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](mailto:Renae_Lockwood@ios.doi.gov)



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