



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

April 8, 2021

PERSONNEL BULLETIN NO: 21-02

SUBJECT: Wildland Firefighter Apprenticeship Program Standard Position Descriptions

1. Purpose. This Personnel Bulletin (PB) establishes new Department of the Interior (DOI) standard position descriptions (SPDs) for wildland fire positions within the Wildland Firefighter Apprenticeship Program (WFAP). This program is designed to assist efforts to strategically address human capital management issues related to recruitment and training of wildland firefighters. These position descriptions are designed exclusively for positions enrolled as a Department of Labor registered apprentice in the Wildland Fire Apprenticeship Program (WFAP). Specific programmatic requirements are described in the attached, Standards of Apprenticeship.

2. Background. In FY18 – FY21, DOI human resources professionals and wildland fire management officials collaborated to evaluate and update the Department's SPDs for the wildland fire program. The review process was facilitated by the Department's Office of Human Capital in partnership with the Office of Wildland Fire.

3. Policy. Selection into the apprenticeship program will be in accordance with the applicable Collective Bargaining Agreement, the Office of Personnel Management (OPM) qualifications and selection requirements for this occupation. Applicants must meet minimum qualifications described in Section IV in the attachment. The employee will be covered by a written Apprenticeship Agreement (Appendix B) signed by the employer and the apprentice and approved by and registered with the Registration Agency.

Appointing authorities: Bureaus will use: Legal Authority Code: P.L. 114-47, Nature of Action Code: ZLM for individuals appointed under the Land Management Workforce Flexibility Act.

The official SPDs with SPD numbers covered by this PB are:

New#	Title, Series, Grade
FDIA005	Forestry Technician, 0462-5
FDIA004	Forestry Technician, 0462-4
FDIA003	Forestry Aid, 0462-3

4. Position Titles.

Official Titles. The U.S. Office of Personnel Management's prescribed official titles 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 19 of the PD cover page. 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 PD cover page. Modifications to the SPD number are not authorized.

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. 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].

8. 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 and the Human Capital Crossroads website at: <https://www.doi.gov/pmb/hr/classification>

9. Inquiries. Any Department employee or employee representative seeking further information concerning this policy should 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