



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

NOV 07 2018

Memorandum

To: DOI Bureau/Equivalent Office Human Resources Officers

From: Raymond A. Limon *RL*
Deputy Assistant Secretary – Human Capital and Diversity
Chief Human Capital Officer

Subject: Personnel Bulletin 18-10
Departmental Policy on Wildland Fire Program Standard Position Description
Revisions

The Office of Human Capital is issuing Personnel Bulletin 18-10 to all Department Human Resources Offices to establish revised standard position descriptions (SPDs) for the Wildland Fire program. These updated SPDs 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 interdisciplinary 455/462 SPDs are being abolished and must be replaced with 462s.

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.

Attachments



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PERSONNEL BULLETIN NO: 18-10

SUBJECT: Wildland Fire Program Standardized Position Descriptions

1. Purpose. This Personnel Bulletin (PB) establishes updated Department of the Interior (DOI) standard position descriptions (SPDs) for wildland fire positions within the Department. 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. This PB supersedes PB numbers 05-01, 07-03, 09-16, and 10-07.

2. Background. In FY2018, DOI human resources professionals and wildland fire management officials collaborated to review and update the Department's SPDs for wildland fire positions. The existing position descriptions were originally developed from FY2003 through FY2010. The FY2018 review process was facilitated by the Department'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 five (5) batches, with this as the first 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, 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. Legacy SPDs classified as interdisciplinary 455/462 are replaced with 462s.

Bureaus are to distribute this PB and the attached SPDs to their field areas as soon as possible, with specific internal Bureau implementing instructions, as necessary. Bureaus must replace legacy SPDs with the new DOI standardized PD, 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
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DOI106	FDI0206	Forestry Technician, Forestry Technician (Fire), GS-0462-06
DOI107	FDI207A	Forestry Technician, Forestry Technician (Fire) GS-0462-07
DOI107	FDI207B	Forestry Technician, Forestry Technician (Fire) GS-0462-06
DOI113	FDI0213	Logistics Management Specialist, Assistant Dispatch Center Manager, GS-0346-09
DOI115	FDI0215	Logistics Management Specialist, Dispatch Center Manager, GS-0346-11

DOI116	FDI0216	Forestry Technician, Interagency Hotshot Crew (IHC) Superintendent GS-0462-09
DOI117	FDI0217	Forestry Technician, Assistant IHC Superintendent GS-0462-08
DOI130	FDI230A	Forestry Technician, Wildland Fire Operations Technician, GS-0462-09
	FDI230B	Forestry Technician, Wildland Fire Operations Technician, GS-0462-08
DOI131	FDI0231	Wildland Fire Operations Specialist, GS-0401-09
	FDI0234	Assistant Fire Management Officer, GS-0401-12
	FDI0235	Fire Management Officer, GS-0401-13

4. Position Titles.

Official Titles. The U.S. Office of Personnel Management prescribed official titles are located in Block 15b on the PD cover sheet (OF-8). This title must be coded into the Federal Personnel and Payroll System 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 Resource 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. Inclusion under the IFPM program if noted under the "other significant facts" section of the SPD, reflects that IFPM standards apply. 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. Primary/Rigorous Firefighter Positions: The following covered SPDs describe rigorous positions whose primary duties are the control and extinguishment of fires, and have been approved as primary/rigorous firefighter positions under the fire retirement system. Therefore, when using these SPDs the maximum entry age requirements must be applied if the incumbent will be subject to retirement deductions (Note: The maximum entry age does not apply when filling a primary/rigorous position that is not subject to retirement deductions, e.g. temporary appointments).

Legacy# New# Title, Series, Grade

DOI106	FDI0206	Forestry Technician, Forestry Technician (Fire), GS-0462-06
DOI107	FDI207A	Forestry Technician, Forestry Technician (Fire), GS-0462-07
DOI107	FDI207B	Forestry Technician, Forestry Technician (Fire), GS-0462-06

B. Secondary/Administrative Firefighter Positions: The following covered SPDs describe positions in a firefighting organization with a firefighting mission. In addition, 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.

Legacy# New# Title, Series, Grade

	FDI0213	Logistics Management Specialist, Assistant Dispatch Center Manager, GS-0346-09
	FDI0215	Logistics Management Specialist, Dispatch Center Manager, GS-0346-11
DOI116	FDI0216	Forestry Technician, IHC Superintendent, GS-0462-09
DOI117	FDI0217	Forestry Technician, Assistant IHC Superintendent, GS-0462-08
DOI130	FDI230A	Forestry Technician, Wildland Fire Operations Technician, GS-0462-09
DOI130	FDI230B	Forestry Technician, Wildland Fire Operations Technician, GS-0462-08
DOI131	FDI0231	Wildland Fire Operations Specialist, GS-0401-09
	FDI0234	Assistant Fire Management Officer, GS-0401-12
	FDI0235	Fire Management Officer, GS-0401-13

9. 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].

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 (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 Standard Fire PDs 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://sites.google.com/a/ios.doi.gov/human-resources-community-of-practice/hc-programs/talent-management/spd>

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, Office of Human Capital, at Renae_Lockwood@ios.doi.gov.



Raymond A. Limon
Deputy Assistant Secretary
Human Capital and Diversity
Chief Human Capital Officer

Attachments

FDI0206
FDI207B/A
FDI0213
FDI0215
FDI0216
FDI0217
FDI230B/A

FDI0231
FDI0234
FDI0235