



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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Memorandum

To: DOI Human Capital Officers
DOI Human Resources Directors/Officers

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

Subject: Standardized Position Descriptions for Wildland Fire Management (GS-0456)

Purpose: This memorandum establishes new Department of the Interior (DOI) standard position descriptions (SPDs) for wildland fire management positions within the DOI. The use of the SPDs assists efforts to strategically address human capital management issues related to classification consistency, recruitment, training, and employee development and streamlines hiring.

Background: For implementation of the new wildland fire management series (GS-0456), the Office of Human Capital (OHC), in collaboration with Bureau subject matter experts (SMEs), is standardizing position descriptions for the new series. These SPDs were developed with significant input from SMEs throughout the Department's bureaus and have been vetted by senior DOI classification experts.

Policy: The Department's SPD policy ([PB 20-10](#)) typically requires new DOI SPDs to replace legacy PDs no later than 60 days from the issuance date. However, due to employee opt-in provisions for this series from the Bipartisan Infrastructure Law, the attached SPDs are required for recruiting to new positions within the GS-0456 series only. Detailed instructions on procedures for reassignment of incumbent employees to the GS-0456 series and the attached SPDs will follow at a later date.

The official SPDs covered by this Memorandum are:

DX00100	Wildland Firefighter	0456-03
DX00200	Wildland Firefighter	0456-04
DX00300	Wildland Firefighter	0456-05
DX00400	Wildland Firefighter	0456-06
DX00500	Wildland Firefighter	0456-07
DX00600	Lead Wildland Firefighter	0456-08
DX00700	Supervisory Wildland Firefighter	0456-08
DX00800	Supervisory Wildland Firefighter	0456-09
DX00900	Supervisory Wildland Firefighter	0456-10

Additionally, supervisory PD templates have been developed for use for Fire Management Officer (FMO) positions. These templates are to be used for FMO positions at the grade levels described below in accordance with the instructions provided in the templates under the section “Supervisory Description and Assessment” as well as other supplemental guidance provided by OHC.

The official supervisory PD templates covered by this Memorandum are:

Supervisory Wildland Firefighter (Fire Management Officer), GS-0456-11
Supervisory Wildland Firefighter (Fire Management Officer), GS-0456-12
Supervisory Wildland Firefighter (Fire Management Officer), GS-0456-13

Official Titles: The U.S. Office of Personnel Management's prescribed official titles are located in Block 18a on the PD cover sheet (HC-08). 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.

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 HC-08. Modifications to the SPD number are not authorized with the exception of the last two characters as described in PB 20-10.

GS-0456 Interpretive Guidance: Bureaus may refer to the *Wildland Fire Management, GS-0456 Interpretive Guidance for Applying the Position Classification Standard* for additional questions for implementation of the SPDs. This document provides supplementary guidance on classification of the GS-0456 series, use of FMO templates and establishment of AFMO positions, formatting, titling, Federal Personnel Payroll System (FPPS) codes, instructions for establishment of a position that does not utilize Department SPDs, qualifications, Fair Labor Standards Act (FLSA), and labor relations, as it pertains to the GS-0456 series. Bureaus may establish bureau SPDs or other PDs for GS-0456 positions not covered by Department SPDs or request exceptions to use of Department SPDs but must adhere to listed internal controls within the Interpretive Guidance in order to do so. Until OPM issuance of a qualifications standard for the GS-0456 series, the qualifications descriptions for general and specialized experience, education, and training must be used when filling positions within the GS-0456 series.

PD Cover Page: The servicing Human Resources Office (HRO) will complete the PD cover page for each position.

Electronic Library of DOI Standard PDs: An Electronic Library of available DOI SPDs is located in the USA Staffing automated personnel system.

Inquiries: Any Department employee or employee representative seeking further information concerning this memorandum may contact their respective servicing HRO. Bureau Headquarters HR staff may contact [DOI Office of Human Resources@ios.doi.gov](mailto:DOI_Office_of_Human_Resources@ios.doi.gov).