



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

June 27, 2022

## Memorandum

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

From: Landon Mock  
Acting Director, Office of Human Capital, Deputy Chief Human Capital Officer

Subject: Standardized Position Descriptions for Range Technician (455)

**Purpose:** This memorandum establishes updated Department of the Interior (DOI) standard position descriptions (SPDs) for Range Technician positions within the DOI. The use of the SPDs will assist efforts to strategically address human capital management issues related to classification consistency, recruitment, training, and development.

**Background:** Pursuant to Efficiency 2020 Initiatives, the Office of Human Capital (OHC), in collaboration with Bureau I-BET teams, is standardizing position descriptions for mission critical occupations. The creation of these new SPDs for Range Technician (455) series for non-fire positions have been vetted with department-wide subject matter experts (SMEs) in partnership with senior OHC classification experts.

**Policy:** Effective immediately, Bureaus/Offices must replace legacy PDs with the new DOI SPDs, where applicable, and process the necessary personnel actions as soon as possible, but not later than **60** days from the date of this memorandum. See [PB 20-10](#) for additional applicable policy requirements.

The official SPDs covered by this Memorandum are:

Series/Grade	PD#	Title
455-4	DE00000	Range Technician
455-5	DE00100	Range Technician
455-6	DE00200	Range Technician
455-7	DE00300	Range Technician
455-8	DE00400	Range Technician
455-9	DE00500	Range Technician

**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.

**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 Renae Lockwood in the OHC at [Renae.Lockwood@ios.doi.gov](mailto:Renae.Lockwood@ios.doi.gov)

Attachments