



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

September 17, 2020

PERSONNEL BULLETIN NO. 20-15

SUBJECT: Direct Hire Authority (Wildland Fire)

- Purpose.** This Personnel Bulletin implements a Direct Hire Authority (DHA) granted by the U.S. Office of Personnel Management (OPM) in support of the 2020-2022 firefighting season to ensure the protection of life, Federal lands, and property. **This Personnel Bulletin (PB) supersedes PB 19-11.**
- Scope.** This policy applies to the Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), U.S. Fish and Wildlife Service (FWS) and the National Park Service (NPS) (the Bureaus). This DHA authority is based on a critical hiring need in support of wildland fires. This authority expires on **September 3, 2022.**
- Authority.** 5 U.S.C. § 3304(a)(3) and 5 CFR 337.205(b)(1)-(4), and 5 CFR 337.205(b)(1)-(4). OPM memorandum dated September 3, 2020.
- Policy.** Effectively immediately, this DHA may be used to fill a total of 2513 mission critical positions in the General Schedule or equivalent at various grades and locations (as identified on Attachment A). Total number of authorized positions for each bureau are as follows:
 - NPS 629 positions
 - BLM 1336 positions
 - BIA 109 positions
 - FWS 439 positions
- Responsibilities.** The Bureaus must comply with the public notice requirements in 5 U.S.C. §§3327, 3330 and 5 CFR 330, subpart G, and requirements in 5 CFR 332.402 when seeking to fill positions under this authority. In addition, the bureaus must comply with all relevant laws other than those from which the bureaus are exempt pursuant to 5 U.S.C. §3304(a)(3) and this authority.

The Bureaus must conduct job analyses and identify and use the proper assessment tools for the positions being filled with this DHA to determine who is qualified for the approved positions. The Bureaus should not conduct additional ratings to determine relative degree of qualifications when using this authority.

The Bureaus will assess applicants in the order in which the applications were received and select any qualified applicant in that same order. Qualified candidates with veterans' preference should be selected as they are found, just as any qualified non-preference eligible candidate would be selected. It is recommended that Bureaus take particular care in conducting pre-employment background investigations so that suitability, credentialing, and any national security requirements are met.

6. **Appointments.** The Bureaus may give individuals appointed under this authority competitive service career, career-conditional (permanent), term, or temporary appointments as appropriate, without regard to provisions of 5 U.S.C. §§ 3309-3318 or 5 CFR part 211 and part 337, subpart A.

The Bureaus must use two authority codes when documenting personnel actions using the DHA. The first code "AYM" automatically fills in "Reg. 337.201" on the Notification of Personnel Action, Standard Form 50. The second authority code "BYO" identifies DOI's use of this DOI-specific authority. Using these two authority codes will help OPM evaluate the use of these authorities without requiring reports.

7. **Oversight.** Bureaus using this authority must establish written oversight procedures to ensure proper use. This should include who shall approve the hires and the method of reviewing the appointments. DOI may review the use of this DHA under its accountability program. Human Resources offices must maintain appropriate case files of any individual hired under this authority for reconstruction purposes. On a periodic basis, OPM will review the use of this DHA to ensure it is being used properly and to determine if continued use is supportable. OPM will monitor DOI's use of this authority and may modify or terminate this authority as appropriate.
8. **Inquiries.** Any employee or employee representative seeking further information concerning this policy may contact their respective servicing HRO. Bureau Headquarters HR staff may contact Akia West-Butler in the Office of Human Capital at akia_west-butler@ios.doi.gov.

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

Attachments:
Bureau DHA allocations
OPM Memorandum, dated September 3, 2020

Attachment A: Bureau DHA Allocations

OPM approved positions for DOI Direct Hire Authority needed for Wildland Fire

Occupational Title	Series	Grade	Location	Authorized	BIA	BLM	FWS	NPS
Fire Archaeologist	0193	09	Nationwide	3				3
Assistant Fire Management Officer	0401	09-11	Nationwide	35	5		22	8
Fire Management Officer	0401	09-14	Nationwide	71			45	26
Fire Management Specialist	0401	09-13	Nationwide	72	3		50	19
Fire Management Specialist (SUPV)	0401	13-14	Nationwide	10			10	
Fire Operations Specialist	0401	07-09	Nationwide	13				13
GIS Specialist	0401	09-12	Nationwide	10				10
Natural Resource Management (all other fire titles)	0401	05-13	Nationwide	10			2	8
Prescribed Fire Specialist	0401	05-12	Nationwide	13			5	8
Biological Technician	0404	04-07	Nationwide	36			1	35
Fire Ecologist	0408	07-13	Nationwide	15			2	13
Forester	0460	11-12	Nationwide	2			2	
Forestry Technician/Aide (All Fire Positions)	0462	03-09	Nationwide	1,958	101	1166	265	426
Meteorologist	1340	12-13	Nationwide	3			3	
Aviation Management Specialist	2101	11-13	Nationwide	9				9
Dispatcher	2151 and 0462	03-07	Nationwide	124		100	4	20
Engineering Equipment Operator	5716	08-10	Nationwide	24			24	
Fire Program Management Assistant/Technician	0303	05-08	Nationwide	42		10	4	28
Fuels Management Analyst/Fires Program Analyst	0343	09-13	Boise	3				3
Aircraft Attendant	8862	06	Boise	10		10		
Packer	7002	06	Nationwide	10		10		
Motor Vehicle Operator	5703	08	Nationwide	10		10		
Materials Handler	6907	05-06	Nationwide	10		10		
Cook	7404	05-06	Alaska	10		10		
Food Service Worker	7408	02	Alaska	10		10		
TOTAL				2,513	109	1336	439	629