United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

JUN 11 2010

Memorandum

To: Bureau/Equivalent Office Human Resources Officers

From: Jenny Mallios
Acting Director, Office of Human Resources

Subject: Departmental Policy on Wildland Fire Program Standard Position Description Revisions

The Office of Human Resources is issuing a new personnel bulletin to all Department Human Resources Offices to revise Wildland Fire Standard Position Descriptions (PDs) that were originally established under Personnel Bulletin No. 05-01 dated November 30, 2004. These PDs have been revised by Subject Matter Experts and Human Resources to include previous amendments, clearer language, and new PD numbers to ensure consistent interpretation and implementation throughout the fire community.

All Department of the Interior Human Resource Offices must use these revised PDs, if applicable, effective immediately. If you have any questions, please contact Linda Erwin, DOI Office of Human Resources, on (202) 208-7949 or by email at Linda_Erwin@ios.doi.gov.

Attachment

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PERSONNEL BULLETIN NO. 10-07

Subject: Wildland Fire Program Standard Position Description Revisions

1. **Purpose.** This bulletin distributes a revised group of Department of the Interior (DOI) standard wildand fire Position Descriptions (PDs). These standard PDs were originally established under Personnel Bulletin (PB) No. 05-01 dated November 30, 2004 and amended under PB No. 07-03 dated May 29, 2007 and PB No. 09-16 dated September 24, 2009. These PDs have been revised by Subject Matter Experts and Human Resources to include previous amendments, clearer language, and new PD numbers to ensure consistent interpretation and implementation throughout the fire community. This bulletin supersedes PB Nos. 05-01, 07-03 and 09-16.

2. **Background.** Personnel Bulletin No. 05-01 distributed the final group of DOI standard wildland fire PDs established by the National Wildland Fire Plan Human Resources Advisory Group (HRAG). These standard PDs were developed to assist efforts to strategically address human capital management issues related to recruitment, training, development, and retention of wildland firefighter personnel.

3. **Policy.** Effective immediately, bureaus must use the revised position descriptions and standard PD numbering system for all applicable wildland fire positions for both permanent and temporary appointments. The table below identifies the revised PDs.

DOI Wildland Fire Program, Standard Position Descriptions (Revised)

SPD #	Title	Series/Grade	Replaces SPD#
DOI102	Range/Forestry Aid (Fire)	455/462-2	DOI002
DOI103	Range/Forestry Aid (Fire)	455/462-3	DOI003
DOI104	Range/Forestry Aid/Technician (Fire)	455/462-3/4	DOI004
DOI105	Range/Forestry Technician (Fire)	455/462-4/5	DOI005
DOI106	Lead Range/Forestry Technician (Fire)	455/462-5/6	DOI006
DOI107	Supervisory Range/Forestry Technician (Fire)	455/462-6/7	DOI007
DOI108	Fire Logistics Dispatcher	2151-3/4	DOI008
DOI109	Fire Logistics Dispatcher	2151-4/5	DOI009
DOI110	Fire Logistics Dispatcher	2151-6/7	DOI010
DOI111	Range/Forestry Technician (Fire Dispatch)	455/462-4/5	DOI011

DOI112	Range/Forestry Technician (Fire Dispatch)	455/462-6/7	DOI012
DOI113	Range/Forestry Technician (Dispatch)	455/462-8/9	DOI013
DOI115	Supervisory Fire Management Specialist (Dispatch)	401-11	DOI015
DOI116	Supervisory Range/Forestry Technician (Fire)	455/462-9	DOI016
DOI117	Supervisory Range/Forestry Technician (Fire)	455/462-7/8	DOI017
DOI118	Range/Forestry Technician (Fire)	455/462-6/7	DOI018
DOI119	Range/Forestry Technician (Fire)	455/462-6/7	DOI019
DOI120	Range/Forestry Technician (Fire)	455/462-8/9	DOI020
DOI121	Fire Management Specialist (Prescribed Fire/Fuels)	401-7/9	DOI021
DOI122	Fire Management Specialist (Prescribed Fire/Fuels)	401-9/11	DOI022
DOI123	Assistant Fire Management Officer	401-07/09	DOI023
DOI124	Assistant Fire Management Officer	401-9/11	DOI024
DOI125	Assistant/Fire Management Officer	401-9/11	DOI025
DOI126	Fire Management Officer	401-11/12	DOI026
DOI127	Range/Forestry Technician (Prevention & Mitigation)	455/462-6/7	DOI027
DOI128	Fire Management Specialist (Prevention & Mitigation)	401-9/11	DOI028
DOI129	Fire Management Specialist (Prevention & Mitigation)	401-7/9	DOI029
DOI130	Supervisory Range/Forestry Technician (Fire)	455/462-8/9	DOI030
DOI131	Supervisory Wildland Fire Operations Specialist	401-9	DOI031
DOI132	Fire Management Specialist (Planning)	401-7/9/11	DOI032
DOI133	Fire Management Specialist (Planning)	401-12/13	DOI033

4. **Effective Date.** Bureaus/Equivalent Offices are to distribute this bulletin and the revised PDs to their field areas as soon as possible, with Bureau instructions, as necessary. Bureaus/Equivalent Offices must replace existing DOI standard PDs with the revised PDs, where applicable, and process the necessary personnel actions as soon as possible, but not later than 90 days from the date of this bulletin.

5. **Electronic Library of DOI Standard Fire PDs.** The revised PDs identified in this bulletin will be included in the Electronic Library of all DOI Standard Fire PDs established on DOI's website at http://flert.nifc.gov. This is the current website of the Services for OWCP, Accountability, & Retirement (SOAR), formerly known as the Federal Law Enforcement & Retirement Team (FLERT).

Questions concerning this policy should be directed to the respective bureau/equivalent human resources office or to Linda Erwin, DOI Office of Human Resources, on (202) 208-7949 or via email at Linda_Erwin@ios.doi.gov.

Jenny Mallios
Acting Director, Office of Human Resources

Attachments