

**Fire Standard Position Descriptions (SPDs)**  
**Frequently Asked Questions**  
**Last update: 9/5/18**

**Q. Can the Bureaus use all of the DOI SPDs “as is”?**

A. Until the existing standard PDs are replaced, they should be used and recruitment/fill efforts should not be impeded. For career ladder “supervisory” and “lead” positions, we advise that bureaus advertise, recruit and fill at the full performance level to align with DOI’s Position Management & Position Classification policy (Section 2.13). [Policy Handbook](#)

**Q. Can the Bureaus use DOI SPDs that are classified as 455/462 interdisciplinary?**

A. The Department is currently updating all fire DOI SPDs. In the interim, Bureaus may continue to use the existing 455/462 SPDs to recruit and fill positions as a “462”. HR will ensure that the job analysis and assessment questionnaire/task statement align with the “462”.

**Q. Will the existing DOI SPDs classified as 455/462s be replaced?**

A. Yes, all existing 455/462 SPDs will be replaced with 462s.

**Q. Why are the 455/462s being replaced?**

A. The 455/462s are being replaced because they are misclassified. It is inappropriate to classify a technician series (455 & 462) as “interdisciplinary”.

**Q. Will encumbered 455/462 positions need to be updated/reassigned?**

A. Yes. Bureau HR offices will have 60 days from the date of issuance to reassign employees to the updated 462 SPD. The personnel action officially reassigns employees from the old SPD to the new, updated SPD. Servicing personnel offices will also ensure that the updated SPD is uploaded to each employee’s eOPF.

**Q. Do the Bureaus need to issue memorandums notifying employees of the reassignment?**

A. It is not necessary to issue memorandums. Supervisors can advise employees of the PD update/change at a mutually convenient time.

**Q. How will this impact employees in the field?**

A. The reassignment action is done by HR in automated systems without impact to field operations. Employees will get an email notifying them when a new document (the updated PD) has been added to their eOPF.

**Q. Will employees assigned to the 455/462 qualify for the new 462?**

A. The qualification standards and specialized experiences are unchanged. Employees currently assigned to a 455/462 SPD may be reassigned to the corresponding updated 462 SPD without the need for qualifications analysis.