



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

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## Memorandum

To: Bureau Human Capital Officers  
Bureau Human Resources Directors

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

Subject: Additional Standardized Position Descriptions for Wildland Fire Management and  
Apprentice (GS-0456) and Intern Student Trainee (GS-0499)

**Purpose:** This memorandum establishes additional new Department of the Interior (DOI) standard position descriptions (SPDs) for wildland fire management positions within the DOI. The use of SPDs for non-supervisory and technically similar work assists efforts to strategically address human capital management issues related to classification consistency, recruitment, and streamlines hiring.

**Background:** For implementation of the new wildland fire management series (GS-0456), the Office of Human Capital (OHC), in collaboration with the Office of Wildland Fire and Bureau subject matter experts (SMEs), is standardizing position descriptions for the new series and related series. These SPDs were developed with significant input from wildland fire 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 elect-in provisions for the 0456 series from the Bipartisan Infrastructure Law, the attached 0456 SPDs are required for recruiting to new positions within the GS-0456 series only. Likewise, the attached 0499 SPDs are required for recruiting to new wildland fire management student trainee positions in the GS-0499 series. For more information about the elect-in process for the 0456 series, please refer to <https://www.doi.gov/sites/doi.gov/files/gs-456-series-elect-in-faqs-november-2023-508-compliant.pdf>.

The official SPDs covered by this Memorandum are:

DX02800

Wildland Firefighter (Prevention)

<a href="#">DX02800</a>	Wildland Firefighter (Prevention) Code 4	0456-09
<a href="#">DX02900</a>	Wildland Firefighter (Prevention) Code 4	0456-11
<a href="#">DX03200</a>	Wildland Firefighter (Fuels Management) Code 4	0456-09
<a href="#">DX03300</a>	Wildland Firefighter (Fuels Management) Code 4	0456-11
<a href="#">DX03900</a>	Wildland Firefighter (Wildland Firefighter Apprentice)	0456-03
<a href="#">DX04000</a>	Wildland Firefighter (Wildland Firefighter Apprentice)	0456-04
<a href="#">DX04100</a>	Wildland Firefighter (Wildland Firefighter Apprentice)	0456-05
<a href="#">DE00600</a>	Student Trainee (Wildland Fire Management)	0499-03
<a href="#">DE00700</a>	Student Trainee (Wildland Fire Management)	0499-04
<a href="#">DE00800</a>	Student Trainee Wildland Fire Management)	0499-05

**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 (SHRO) will complete the PD cover page for each position.

**Electronic Library of DOI Standard PDs:** An Electronic Library of available DOI SPDs for the GS-0456 and related series is located on the [Firefighter and Law Enforcement Retirement Team website](#).

**Inquiries:** Any Department employee or employee representative seeking further information concerning this memorandum may contact their respective SHRO. Bureau Headquarters HR staff may contact [DOI\\_Office\\_of\\_Human\\_Resources@ios.doi.gov](mailto:DOI_Office_of_Human_Resources@ios.doi.gov).