



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



NOV 3 0 2004

PERSONNEL BULLETIN NO. 05-01

Subject: Wildland Fire Program Standardized Position Descriptions (PDs)

1. Purpose. This bulletin distributes the final group of Department of the Interior (DOI) standardized wildland fire position descriptions (PDs), established by the National Wildland Fire Plan Human Resources Advisory Group (HRAG). The use of standardized PDs will assist efforts to strategically address human capital management issues related to recruitment, training, development, and retention of wildland firefighter personnel.

2. Background. The HRAG chartered a standing Position Classification Sub-group to address position management and position classification issues related to fire positions. This Sub-group is composed of DOI wildland fire managers; DOI human resources specialists who are delegated national level position classification authority representing their bureaus; and a fire manager and human resources specialist from the U.S. Department of Agriculture's Forest Service. The Sub-group's initial task was to develop standardized wildland firefighter PDs for GS-2 through GS-5 positions. These PDs were distributed via Personnel Bulletin No. 03-11, dated April 3, 2003. The second group of standardized wildland firefighter PDs developed was for positions in the ~~0455~~, 0462, and 2151 series at grades GS-5 through GS-7. The second group of PDs was distributed via Personnel Bulletin No. 04-10, dated May 13, 2004.

3. Policy. Effective immediately, bureaus must use the attached standardized position descriptions and standardized PD numbering system for all applicable wildland fire positions for both permanent and temporary appointments. The official standardized PDs with standard PD numbers covered by this Personnel Bulletin are:

- Assistant Dispatch Center Manager, GS-~~0455~~/0462-09 (PD Number DOI013)
- Assistant Dispatch Center Manager, GS-0401-09 (PD Number DOI014)
- Dispatch Center Manager, GS-0401-11 (PD Number DOI015)
- IHC Superintendent, GS-~~0455~~/0462-09 (PD Number DOI016)
- Assistant IHC Superintendent, GS-~~0455~~/0462-08 (PD Number DOI017)
- Prescribed Fire/Fuels Tech, GS-~~0455~~/0462-06/07 (PD Number DOI018)
- Fire Operations and Prescribed Fire/Fuels Tech, GS-~~0455~~/0462-06/07 (PD Number DOI019)
- Prescribed Fire/Fuels Tech, GS-~~0455~~/0462-09 (PD Number DOI020)
- Fire Management Specialist (Prescribed Fire & Fuels), GS-0401-09 (PD Number DOI021)
- Fire Management Specialist (Prescribed Fire & Fuels), GS-0401-11 (PD Number DOI022)
- Assistant Fire Management Officer, GS-0401-09 (PD Number DOI023)

- Assistant Fire Management Officer, GS-0401-11 (PD Number DOI024)
- Fire Management Officer, GS-0401-11 (PD Number DOI025)
- Fire Management Officer, GS-0401-12 (PD Number DOI026)
- Range/Forestry Technician (Prevention & Mitigation), GS-~~0455~~/0462-07 (PD Number DOI027)
- Fire Management Specialist (Prevention & Mitigation), GS-0401-11 (PD Number DOI028)
- Fire Management Specialist (Prevention & Mitigation), GS-0401-09 (PD Number DOI029)
- Supervisory Range/Forestry Technician (Wildland Fire Operations Specialist), GS-~~0455~~/0462 -09 (PD Number DOI030)
- Wildland Fire Operations Specialist, GS-0401-09 (PD Number DOI031)

A. *Organizational Titles.* The organizational title for the above PDs, if any, is recorded in item 16 of the PD cover sheet, Optional Form 8 (OF-8).

B. *Standardized PD Numbering System.* Bureaus must continue to use the DOI standardized PD numbering system when using these PDs for newly established positions and when replacing existing PDs with the standardized ones. The DOI PD number must be entered into FPPS, in accordance with bureau procedures, so it prints on the incumbent's SF-50 (Notification of Personnel Action). A standardized PD number has been recorded in Block 14 of the OF-8 for each DOI standardized PD. For those bureaus that require seven digits in the PD number field, place a zero (0) in front of the DOI PD number.

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

4. Requests for Exceptions. Requests for exceptions to this policy must be in writing, and must show conclusively why the standardized PD is not applicable to the position assignment. Requests should be forwarded through proper channels to the respective bureau Fire Director for approval or disapproval. The bureau Fire Director will then forward the request to the Director, Office of Wildland Fire Coordination, and the Director, Office of Human Resources, for concurrence. Bureau/Equivalent Office Fire Directors may contact their servicing personnel office or Sub-group members for advice and guidance.

5. Key Fire Management Positions. These PDs are key fire management positions, and the applicable Interagency Fire Management Qualification Standards (IFPM) is to be used in conjunction with these PDs. These standards include minimum qualifications, training requirements, competencies, and key performance elements.

6. Firefighter Retirement Program. The Firefighter retirement coverage/non-coverage determinations have been made for these PDs, as follows:

A. **Secondary/Administrative Firefighter Positions:** The attached, covered PDs describe positions in a firefighting organization with a firefighting mission. In addition, in order to perform the fire support duties described, prior primary/rigorous (on-the-fire-line) firefighting experience is a mandatory prerequisite/selective factor to qualify for these positions. Therefore, these PDs have been approved as secondary/administrative firefighter positions under the fire retirement system. Please note, in accordance with 5 C.F.R. § 831.904 and 5 C.F.R § 842.803(b), incumbents of secondary firefighter positions who do not meet the applicable transfer requirements are not eligible for coverage under firefighter retirement and must be placed in the regular retirement system. See your servicing bureau/equivalent human resources office or the above regulations for more information.

For more information on the Firefighter Retirement System, see your servicing human resources office, or visit the DOI Firefighter and Law Enforcement Officer Special Retirement Resource Center at <http://www.doi.gov/training/flert>. This is a web-based training arrangement that covers many aspects of firefighter and law enforcement special retirement. The training is in 3 sections -- FERS, CSRS, and general program administration. All three sections are recommended for personnelists and supervisors of FF/LEOs. FF/LEO employees should take the FERS or CSRS section, whichever is applicable to them.

7. **Electronic Library of DOI Standard Fire PDs.** An Electronic Library of all DOI Standard Fire PDs will be established on the DOI, Firefighter and Law Enforcement Officer Retirement Team (FLERT) Website at <http://flert.nifc.gov>.

Questions concerning this standard PD policy or the IFPM should be directed to the respective bureau/equivalent human resources office or to Winford Hooker, Office of Human Resources, at telephone (202) 208-7949.



Sandra A. Streets
Acting Director, Office of Human Resources

19 Attachments

1. Assistant Dispatch Center Manager, GS-~~0455~~/0462-09 (PD Number DOI013)
2. Assistant Dispatch Center Manager, GS-0401-09 (PD Number DOI014)
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18. Supervisory Range/Forestry Technician (Wildland Fire Operations Specialist), GS-~~0455~~/0462 -09 (PD Number DOI030)
19. Wildland Fire Operations Specialist, GS-0401-09 (PD Number DOI031)

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