



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



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PERSONNEL BULLETIN NO. 04-10

SUBJECT: Wildland Fire Program Standardized Position Descriptions (PDs)

- 1. Purpose.** This bulletin establishes Department of the Interior (DOI) policy and distributes 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 a 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. This Bulletin releases the second group of standardized fire PDs.
- 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:

 - Lead Range/Forestry Technician (Fire), GS-455/462-05/06 (PD Number DOI006)
 - Supervisory Range/Forestry Technician (Fire), GS-455/462-06/07 (PD Number DOI007)
 - Fire Logistics Dispatcher, GS-2151-03/04 (PD Number DOI008)
 - Fire Logistics Dispatcher, GS-2151-04/05 (PD Number DOI009)
 - Fire Logistics Dispatcher, GS-2151-06/07 (PD Number DOI010)
 - Range/Forestry Technician (Fire Dispatch), GS-455/462-04/05 (PD Number DOI011)
 - Range/Forestry Technician (Fire Dispatch), GS-455/462-06/07 (PD Number DOI012)

A. Organizational Titles. The organizational title for the above PD's, 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.

C. Effective Date. Bureaus are to distribute this Bulletin and the attached PDs to their field areas as soon as possible, with Bureau instructions, as necessary. Bureaus 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 Personnel Policy, for concurrence. Bureau Fire Directors may contact their servicing personnel office or Sub-group members for advice and guidance.

5. Key Fire Management Positions. The PDs for Lead and Supervisory Wildland Firefighters (DOI006 and DOI007) and for Fire Dispatcher and Senior Fire Dispatcher (DOI011 and DOI012) have been designated key fire management positions. When implemented, the applicable Interagency Fire Management Qualification Standards (IFPM) are to be used in conjunction with these PDs.

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

A. Primary/Rigorous Firefighter Positions: The following PDs describe rigorous positions whose primary duties are the control and extinguishment of fires, and have been approved as primary/rigorous firefighter positions under the fire retirement system. Therefore, when using these PDs the maximum entry age requirements must be applied if the incumbent will be subject to retirement deductions (Note: The maximum entry age does not apply when filling a primary/rigorous position that is not subject to retirement deductions, e.g., temporary appointments). See DOI Personnel Bulletin 03-3.

- Lead Range/Forestry Technician (Fire), GS-455/462-05/06 (PD Number DOI006)
- Supervisory Range/Forestry Technician (Fire), GS-455/462-06/07 (PD Number DOI007)

B. Secondary/Administrative Firefighter Positions: The following 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 personnel office or the above regulations for more information.

- Range/Forestry Technician (Fire Dispatch), GS-455/462-04/05 (PD Number DOI011)
- Range/Forestry Technician (Fire Dispatch), GS-455/462-06/07 (PD Number DOI012)

C. Not Covered. The following PDs do not require prior primary/rigorous firefighting experience and have been determined to be Not Covered under the firefighter retirement system.

- Fire Logistics Dispatcher, GS-2151-03/04 (PD Number DOI008)
- Fire Logistics Dispatcher, GS-2151-04/05 (PD Number DOI009)
- Fire Logistics Dispatcher, GS-2151-06/07 (PD Number DOI010)

For more information on the Firefighter Retirement System, see your servicing personnel office, or visit the DOI Firefighter and Law Enforcement Officer Special Retirement Resource Center at <http://www.doi.gov/training/flert>.

7. Electronic Library of DOI Standardized Fire PDs. An Electronic Library of these DOI Standardized Fire PDs will be established on the DOI Firefighter and Law Enforcement Officer Retirement Team (FLERT) Web-site at <http://flert.nifc.gov> in the near future.

Questions concerning this standardized PD policy should be directed to the respective bureau Personnel Office or to Winford Hooker, Office of Personnel Policy, at telephone (202) 208-7949.



Carolyn Cohen
Director, Office of Personnel Policy

7 Attachments

1. Lead Range/Forestry Technician (Fire) (Lead Wildland Firefighter), GS-455/462-05/06 (PD Number DOI006)
2. Supervisory Range/Forestry Technician (Fire) (Supervisory Wildland Firefighter), GS-455/462-06/07 (PD Number DOI007)
3. Fire Logistics Dispatcher, GS-2151-03/04 (PD Number DOI008)
4. Fire Logistics Dispatcher, GS-2151-04/05 (PD Number DOI009)
5. Fire Logistics Dispatcher, GS-2151-06/07 (PD Number DOI010)
6. Range/Forestry Technician (Fire Dispatch) (Fire Dispatcher), GS-455/462-04/05 (PD Number DOI011)
7. Range/Forestry Technician (Fire Dispatch) (Senior Fire Dispatcher), GS-455/462-06/07 (PD Number DOI012)