



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

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PERSONNEL BULLETIN NO. 03-11

SUBJECT: Wildland Firefighter Standardized Position Descriptions

1. **Purpose.** This bulletin establishes Department of the Interior (DOI) policy for the use of standardized position descriptions (PDs) for GS-2 through GS-5 wildland firefighter positions. The use of the 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 National Wildland Fire Plan Human Resources Advisory Group (HRAG) chartered a standing Position Classification Sub-group to address position management and position classification issues related to fire positions. The sub-group is composed of:

- wildland fire managers who represent their respective bureaus;
- human resources specialists who are delegated national level position classification authority for their respective 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 the standardized wildland firefighter PDs for GS-2 through GS-5 positions.

3. **Policy.** Effective immediately, bureaus must use the attached standardized PDs and standardized PD numbering system for all wildland firefighting positions at the GS-2, 3, 4, and 5 grade levels. The official standardized PDs with standard PD numbers covered by this Personnel Bulletin are:

- Range/Forestry Aid (Fire), GS-0455/0462-02 (PD Number DOI002)
- Range/Forestry Aid (Fire), GS-0455/0462-03 (PD Number DOI003)
- Range/Forestry Technician (Fire), GS-0455/0462-04 (PD Number DOI004)
- Range/Forestry Technician (Fire), GS-0455/0462-05 (PD Number DOI005)

A. Organizational Titles. For the grades GS-02, 03, and 04 positions, the organizational title is *Wildland Firefighter*. For the GS-05 position, the organizational title is *Senior Wildland Firefighter*.


B. Standardized PD Numbering System. Bureaus must implement the DOI standardized PD numbering system 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). Because some bureaus use Block 1 of Optional Form 8 (PD cover sheet) for payroll-related purposes, users of these standardized PDs are authorized to annotate the standardized PD numbers in Block 12 of Optional Form 8.

14 C. Effective Date. Bureaus must replace their existing wildland firefighter PDs at these grade levels and effect the necessary personnel actions as soon as possible, but not later than August 31, 2003.

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. **Firefighter Retirement Program.** Position assignments covered by these PDs have a rigorous fitness requirement. These PDs have therefore been determined to meet the definition of primary/rigorous firefighter positions under the firefighter retirement program. 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.

The Department's point of contact for this policy is Winford Hooker, at (202) 208-7949, or E-mail: [Winford\\_Hooker@ios.doi.gov](mailto:Winford_Hooker@ios.doi.gov).

  
Carolyn Cohen  
Director, Office of Personnel Policy

4 Attachments

1. Range/Forestry Aid (Fire), GS-0455/0462-02 (PD Number DOI002)
2. Range/Forestry Aid (Fire), GS-0455/0462-03 (PD Number DOI003)
3. Range/Forestry Technician (Fire), GS-0455/0462-04 (PD Number DOI004)
4. Range/Forestry Technician (Fire), GS-0455/0462-05 (PD Number DOI005)