United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

MAY 29 2007

PERSONNEL BULLETIN NO. 07-03

Subject: Wildland Fire Program Standardized Position Description (PD) Amendments

1. **Purpose.** This bulletin distributes an amended group of Department of the Interior (DOI) standardized wildand fire position descriptions (PDs) that were originally established under Personnel Bulletin No. 05-01 dated November 30, 2004. These PDs have been amended by the Interagency Fire Implementation Team (IFPM) to reflect necessary changes and to ensure consistency in implementation throughout the fire community. This bulletin supplements Personnel Bulletin No. 05-01.

2. **Background.** Personnel Bulletin No. 05-01 distributed the final group of DOI standardized wildland fire PDs established by the National Wildland Fire Plan Human Resources Advisory Group (HRAG). These standardized PDs were developed to assist efforts to strategically address human capital management issues related to recruitment, training, development, and retention of wildland firefighter personnel.

3. **Policy.** Effective immediately, bureaus must use the amended position descriptions and standardized PD numbering system for all applicable wildland fire positions for both permanent and temporary appointments. The table below identifies the standardized PDs which have been amended followed by a description of the amendments.

DOI Wildland Fire Program, Standardized Position Description Amendments

PD #	Title	Series/Grade	Amendment
005	Range Forestry Technician (Fire)	455/462-5	1
006	Lead Range/Forestry Technician (Fire)	455/462-6	1
007	Supervisory Range/Forestry Technician (Fire)	455/462-7	1
011	Range/Forestry Technician (Fire Dispatch)	455/462-5	1
012	Range/Forestry Technician (Fire Dispatch)	455/462-7	1
013	Range/Forestry Technician (Dispatch)	455/462-9	1
014	Fire Management Specialist (Dispatch)	401-9	1
015	Supervisory Fire Management Specialist (Dispatch)	401-11	1
016	Supervisory Range/Forestry Technician (Fire)	455/462-9	1, 2
017	Supervisory Range/Forestry Technician (Fire)	455/462-8	1, 2
018	Range/Forestry Technician (Fire)	455/462-7	1, 2
019	Range/Forestry Technician (Fire)	455/462-7	1, 2
020	Range/Forestry Technician (Fire)	455/462-9	1, 2
021	Fire Management Specialist (Prescribed Fire/Fuels)	401-9	1, 2

022	Fire Management Specialist (Prescribed Fire/Fuels)	401-11	1, 2
023	Assistant Fire Management Officer	401-9	1
024	Assistant Fire Management Officer	401-11	1
025	Fire Management Officer	401-11	1, 3
026	Fire Management Officer	401-12	1, 3
027	Range/Forestry Technician (Prevention and Mitigation)	455/462-7	1
028	Fire Management Specialist (Prevention and Mitigation)	401-11	1
029	Fire Management Specialist (Prevention and Mitigation)	401-9	1
030	Supervisory Range/Forestry Technician (Fire)	455/462-9	1, 2
031	Supervisory Wildland Fire Operations Specialist	401-9	1

Amendment 1:

At all grade levels, the INTRODUCTION section of the position description is amended/superseded to read:

The qualification requirements specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide must be met by the full implementation date.

Amendment 2:

The INTRODUCTION section of the position description is amended to eliminate the following sentence:

This is an arduous position and subject to medical screening and physical fitness testing.

Factor 8, Physical Requirements in the position description is amended to eliminate the following sentence:

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

Amendment 3:

The INTRODUCTION section of the position description, the first paragraph, last sentence is amended to read:

This position is located in a unit with a moderate fire management program complexity level, as defined by an OPM classification standard not the IFPM Standard.

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

5. Electronic Library of DOI Amended Standard Fire PDs. The amended PDs identified in this bulletin will be included in the Electronic Library of all DOI Standard Fire PDs established on the DOI, Firefighter and Law Enforcement Officer Retirement Team (FLERT) website at http://flert.nifc.gov.

Questions concerning this policy should be directed to the respective bureau/equivalent Human Resources Office, or to Linda Erwin, Office of Human Resources, at (202) 208-7949, or via email at Linda_Erwin@ios.doi.gov.

Nancy Miller

Nancy Miller
Acting Director, Office of Human Resources