# United States Department of the Interior
## OFFICE OF THE SECRETARY
**Washington, DC 20240**

June 11, 2012

Memorandum

To: All Regional Directors and Deputy Regional Directors
All Superintendents
All Fire Management Officers

From: Jeannie M. Cooper, Deputy Director, OHCM (Operations)

Subject: Standard DOI Firefighting Position Descriptions

This memorandum is to provide clarification regarding the use of the attached standard Department of the Interior (DOI) wildland firefighting position descriptions (PDs). The Range/Forestry Aid (Fire), GS-0455/0462-02 (DOI102) and Range/Forestry Aid (Fire), GS-0455/0462-03 (DOI103) do not contain the language or duties required for the incumbent to drive and operate a motor vehicle in the performance of official duties. At these lower grades, the incumbent serves as a member of a fire crew performing and developing a working knowledge of fire suppression activities and as such is not required to drive vehicles. It is the responsibility of the higher graded positions, GS-04 and GS-05, who typically supervise the lower graded crewmembers to drive fire engines, crew carriers, or other vehicles.

If management recruits the position of Range/Forestry Technician (Fire), GS-0455/0462-04, DOI104, at developmental level, i.e., GS-3/4, then the GS-03 duties and responsibilities are essentially the same as described at the GS-04 level except the incumbent functions under closer supervision and control. In this instance, the full performance is GS-04 and the incumbent will be required to drive and operate motor vehicles and is subject to the Indian Affairs driving policy. The driving policy states "have all position descriptions annotated to include a provision that incumbent of the position is required to operate a motor vehicle as a part of their duties (driving or operating equipment is a part of the job), occasionally be required to operate a motor vehicle (operating a motorized vehicle or equipment is not part of the job but incumbent occasionally drives government vehicles or rental vehicles or personal vehicles in the performance of the job) or not be required to operate a motor vehicle in the performance of their duties (incumbent does not and can not drive while on duty, either rental vehicles or personal vehicles for duty purposes or government vehicles.)"

Please ensure that all firefighter employees that occupy a full performance GS-02 or GS-03 do NOT drive the fire engines or other vehicles at any time in the performance of their duties. If you are going to require the incumbent to drive, you must utilize the standard DOI GS-04 grade level position description which includes the driving requirement. Should you have any further questions, please contact Ronda N. Cook, Center Director, Jobs and Compensation Design at (405) 247-1660.

Attachments