



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 SOUTH DEVELOPMENT AVENUE
BOISE, IDAHO 83705-5354

May 7, 2007

Memorandum

To: All Regional Directors, All Regions
Attention: Forestry/Fire Management

From: Director, Branch of Wildland Fire Management 

Subject: Filling Assistant Regional Office Positions with Technician Series Employees

The purpose of this memorandum is to: 1) reiterate the requirement to fill all Key Fire Management Positions (IFPM positions) using the Department of Interior's Standard Position Descriptions and, 2) address concerns stemming from the recent hiring of technician series assistant fuels specialists at two regional offices.

Each Region is reminded of the Secretary's directive that establishes new standards for filling wildland fire positions as addressed in Personnel Bulletin No. 05-01 released on November 30, 2004. This document is attached. The Secretary states "...bureaus must use the attached standardized position descriptions (PDs) and standardized PD numbering system for all applicable wildland fire positions for both permanent and temporary appointments." The standard position descriptions are not attached. If needed, you may obtain copies from your Servicing Personnel Office.

Recently, two regional offices have advertised positions in the GS-462 technician series as assistants to the Regional Fuels Specialist. One of these positions has recently been filled. This has drawn the attention and concern of some moderate and high complexity units in the Bureau that are required, pursuant to the Interagency Fire Program Management Qualification Standard (IFPM), to recruit and fill fuels specialist positions at the GS-09 and GS-11 levels using the professional GS-401 series.

A unit level Prescribed Fire and Fuels Specialist *is* considered a Key Fire Management Position pursuant to IFPM, whereas a regional level Prescribed Fire and Fuels Specialist *is not*. When filling unit-level IFPM positions, only Department of the Interior (DOI) SPDs may be used. See the attached BIA Position Crosswalk, revised March 7, 2007.

The Regional Fire Management Officer (FMO) is currently the only position at the regional level subject to IFPM qualification requirements. Although the Bureau of Indian Affairs, National Interagency Fire Center (BIA-NIFC) encourages regions to staff their assistants with professional series employees, there is flexibility built into the system that allows otherwise. To date, all regions have used the BIA position descriptions for their Regional Fuels Specialist (F309-BIA). Where applicable, some Regions have used the Assistant Regional FMO position

description (F310-BIA) which includes a major duty associated with prescribed fire and fuels management. Both of these PD's are suitable for describing the duties of a Regional Prescribed Fire and Fuels Specialist. Applicability for the use of either will depend on the nature of the prescribed fire and fuels program within the specific Region.

There is currently no standard position description available for an assistant position at the regional office. As a consequence, two regions elected to fill their vacant assistant fuels specialist positions using the technician series.

It is essential that the Region carefully weigh the advantages and disadvantages of filling assistant positions at the regional level with Technician Series employees. Regional Foresters and Fire Management Officers are encouraged to consider the following in their decision process:

1. Knowledge, experience and skills required in the assistant positions should compliment those of their supervisor. Assistants are often relied upon to perform key duties on behalf of the regional lead which include making critical decisions, working with professional peer groups, and communicating procedural policy to tribes and agencies.
2. The assistant position should be a career ladder. Assistants are often in a good position to fill vacancies left by their supervisors. Technicians do not have an opportunity to compete for professional positions (i.e., the Regional Fuels Specialist position) and are therefore denied the opportunity to advance in the organization.
3. The strategy to fill with a technician and then acquire qualifications and/or education necessary for a GS-401 series appointment may be risky. The estimated cost of providing a technician series employee with qualifying GS-401 education, while in pay status and accounting for travel and per diem, can be as high as \$40,000. In addition, years of experience are necessary to become qualified as a Type 3 Incident Commander, Task Force Leader, and Type 2 Prescribed Fire Burn Boss.
4. Agency and tribal staff routinely seek technical advice from the Region. Regional staff, particularly when placed in an acting capacity, should have knowledge, skills and abilities which are commensurate with those seeking their advice if that information is to be valued.

I encourage the staff at BIA-NIFC to assist the regions in the development and recruitment of regional positions when requested. Please call us anytime we can be of help.

Please direct any further questions to Dennis Dupuis, Associate Director-Fire Use and Fuels, at (208) 387-5041 or Dave Koch, Associate Director, Training, at (208) 387-5577.



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



NOV 30 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)
3. Dispatch Center Manager, GS-0401-11 (PD Number DOI015)
4. IHC Superintendent, GS-0455/0462-09 (PD Number DOI016)
5. Assistant IHC Superintendent, GS-0455/0462-08 (PD Number DOI017)
6. Prescribed Fire/Fuels Tech, GS-0455/0462-06/07 (PD Number DOI018)
7. Fire Operations and Prescribed Fire/Fuels Tech, GS-0455/0462-06/07 (PD Number DOI019)
8. Prescribed Fire/Fuels Tech, GS-0455/0462-09 (PD Number DOI020)
9. Fire Management Specialist (Prescribed Fire & Fuels), GS-0401-09 (PD Number DOI021)
10. Fire Management Specialist (Prescribed Fire & Fuels), GS-0401-11 (PD Number DOI022)
11. Assistant Fire Management Officer, GS-0401-09 (PD Number DOI023)

12. Assistant Fire Management Officer, GS-0401-11 (PD Number DOI024)
13. Fire Management Officer, GS-0401-11 (PD Number DOI025)
14. Fire Management Officer, GS-0401-12 (PD Number DOI026)
15. Range/Forestry Technician (Prevention & Mitigation), GS-0455/0462-07 (PD Number DOI027)
16. Fire Management Specialist (Prevention & Mitigation), GS-0401-11 (PD Number DOI028)
17. Fire Management Specialist (Prevention & Mitigation), GS-0401-09 (PD Number DOI029)
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)

Bureau of Indian Affairs Position Crosswalk

Bureau of Indian Affairs

Department of Interior, Bureau of Indian Affairs standard position descriptions were evaluated for this crosswalk. All positions have approved coverage for firefighter retirement. *Regional and Agency specific position descriptions were not evaluated.*

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	Interagency Standard PD Organizational Titles	BIA SPD #, Official Title, Series, and Grade	Agency or Bureau Organizational Title
Interagency Hotshot Crew (IHC) Sup.	DOI016 Supervisory Range/Forestry Technician (Fire)GS-455/462-9	Interagency Hotshot Crew Superintendent	FSN8014 Supervisory Forestry Technician GS-462-9	Interagency Hot Shot Crew Superintendent
	DOI017Supervisory Range/Forestry Technician (Fire) GS-455/462-7/8	Assistant Interagency Hotshot Crew Superintendent	FSN8015 Supervisory Forestry Technician GS-462-6/7/8	Assistant IHC Superintendent
Helicopter Manager	Maintain as Agency Specific until further notice		FF001 Supervisory Forestry Technician GS-462-7/8/9	Supervisory Forestry Technician
Senior Firefighter	DOI005 Range/Forestry Technician GS-455/462-3/4/5	Senior Wildland Firefighter	F263 Range/Forestry Technician GS-455/462-3/4/5	Senior Firefighter
	DOI006 Range/Forestry Technician GS-455/462-5/6	Lead Wildland Firefighter	F264 Lead Range/Forestry Technician GS-455/462-5/6	Fire Crew Leader
	DOI006 Range/Forestry Technician GS-455/462-5/6	Lead Wildland Firefighter	F264 Lead Range/Forestry Technician GS-455/462-5/6	IHC Squad Leader
	DOI007 Range/Forestry Technician GS-455/462-6/7	Supervisory Wildland Firefighter		
Engine Module Supervisor	DOI007 Range/Forestry Technician GS-455/462-6/7	Supervisory Wildland Firefighter	F301 Range/Forestry Technician GS-5-6-7	Wildland Fire Control Technician
Supervisory Fire Engine Operator	DOI006 Range/Forestry Technician GS-455/462-5/6	Lead Wildland Firefighter	F264 Range/Forestry Technician GS-455/462-5/6	Crew Leader
	DOI012 Range/Forestry Technician (Fire Dispatch) GS-455/462-6/7	Senior Fire Dispatcher	F317 Range/Forestry Technician. GS-455/462-6/7	Initial Attack Dispatchers
Initial Attack Dispatcher	DOI011 Range/Forestry Technician (Fire Dispatch) GS-455/462-4/5	Fire Dispatcher	F318 Range/Forestry Technician. GS-455/462-4/5	

Bureau of Indian Affairs Position Crosswalk

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	Interagency Standard PD Organizational Titles	BIA SPD #, Official Title, Series, and Grade	Agency or Bureau Organizational Title
Wildland Fire Operations Specialist	DOI019 Range/forestry Technician (Fire) GS-455/462-6/7	Fire Operations and Prescribed Fire/Fuels Technician	F126 Supervisory Range/Forestry Technician GS-455/462-5/6/7 -or- F301 Range/Forestry Technician. GS-455/462-5/6/7	Wildland Fire Operations Specialist
	DOI030 Supervisory Range/forestry Technician (Fire) GS-455/462-8/9	Wildland Fire Operations Specialist	F314, Supervisory Range/Forestry Technician GS-455/462-7/8/9	Wildland Fire Control Technician
Wildland Fire Operations Specialist	DOI031 Supervisory Wildland Fire Operations Specialist GS-401-9	Supervisory Wildland Fire Operations Specialist	F302, Wildland Fire Operations Specialist GS-401/454/460-5/7/9	Wildland Fire Control Supervisor
	DOI023 Assistant Fire Management Officer GS-401-9	Assistant Fire Management Officer		
	DOI024 Assistant Fire Management Officer GS-401-9/11	Assistant Fire Management Officer	F303, Wildland Fire Operations Specialist GS-401/454/460-9/11	Wildland Fire Operations Specialist
	DOI018 Range/Forestry Technician (Fire) GS-455/462-6/7	Prescribed Fire/Fuels Technician	F313 Range/Forestry Technician. GS-455/462-5/6/7	Fuels Management Technician
Prescribed Fire and Fuels Specialist	DOI019 Range/Forestry Technician (Fire) GS-455/462-6/7	Fire Operations and Prescribed Fire/Fuels Technician	F315 Range/Forestry Technician. GS-455/462-7/8/9	Fuels Management Technician
	DOI020 Range/Forestry Technician (Fire) GS-455/462-8/9	Prescribed Fire/Fuels Technician	F314 Supervisory Range/Forestry Technician. GS-455/462-7/8/9	Wildland Fire Control Supervisor
	DOI021 Fire Management Specialist (Prescribed Fire and Fuels) GS-401-9	Fire Management Specialist	F304 Prescribed Fire/Fuels Specialist GS-401/454/460-5/7/9	Prescribed Fire/Fuels Specialist
	DOI022 Fire Management Specialist (Prescribed Fire and Fuels) GS-401-11	Fire Management Specialist	F306 Prescribed Fire /Fuels Manager GS-401/454/460-9/11	Prescribed Fire /Fuels Manager

Bureau of Indian Affairs Position Crosswalk

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	Interagency Standard PD Organizational Titles	BIA SPD #, Official Title, Series, and Grade	Agency or Bureau Organizational Title
Prevention and Education Specialist	DOI027 Range/Forestry Technician (Prevention and Mitigation) GS-455/462-6/7	Range/Forestry Technician (Prevention & Mitigation)	F319-BIA Fire Prevention Technician GS-455/462-4/5/6	Fire Prevention Technician
	DOI029 Fire Management Specialist (Prevention and Mitigation) GS-401-7/9	Fire Management Specialist (Prevention & Mitigation)	F320 Fire Prevention Officer GS-455/462-7/8/9	Fire Prevention Officer
Assistant Center Manager/ Initial Attack Lead Dispatcher	DOI028 Fire Management Specialist (Prevention and Mitigation)GS-401-11	Fire Management Specialist (Prevention & Mitigation)	F321 Fire Prevention Specialist GS-401/454/460-9/11	Fire Prevention Specialist
	DOI014 Fire Management Specialist (Dispatch) GS-401-9	Assistant Dispatch Center Manager		
	DOI013 Range/Forestry Technician (Dispatch) GS-455/462-8/9	Assistant Dispatch Center Manager	F316 Range /Forestry Technician GS-455/462-7/8/9 or, Agency-specific GS-455/462-9/11 Range /Forestry Technician	Supervisory Initial Attack Dispatcher or, GACC Assistant Center Manager
Center Manager	DOI012 GS-455/462-6/7	Senior Fire Dispatcher		
	DOI015 Supervisory Fire Management Specialist (Dispatch) GS-401-11	Dispatch Center Manager		
Unit Fire Program Manager	DOI025 Fire Management Officer GS-401-9/11	Fire Management Officer	F305 Wildland Fire Program Manager / Range Mgmt. Splist / Forester GS-401/454/460-9/11	Agency Fire Management Officer
	DOI026 Fire Management Officer GS-401-11/12	Fire Management Officer	F307 Wildland Fire Program Manager / Range Mgmt. Splist / Forester GS-401/454/460-11/12	
	DOI023 Assistant Fire Management Officer GS-401-9	Assistant Fire Management Officer		
	DOI024 Assistant Fire Management Officer GS-401-9/11	Assistant Fire Management Officer	F303-BIA - GS-9-11 Wildland Fire Operations Specialist	

Bureau of Indian Affairs Position Crosswalk

Key Fire Management Position	IFPM SPD #, Official Title, Series, and Grade	Interagency Standard PD Organizational Titles	BIA SPD #, Official Title, Series, and Grade	Agency or Bureau Organizational Title
Geographic Area Fire Program Manager	Maintain as Agency Specific until further notice		F311 Fire Program Manager / Range Management Specialist/ Forester GS-401/454/460-11/12	Regional Fire Management Officer
National Fire Program Manager	Maintain as Agency Specific until further notice		F312 Fire Program Manager / Range Management Specialist/ Forester GS-401/454/460-12/13	Regional Fire Management Officer
	Maintain as Agency Specific until further notice			Director, Branch of Fire Management

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

NIFC OFFICE ROUTE SLIP

SUBJECT: NonKey Fire Position Memorandum			
FROM (NAME AND OFFICE) BUREAU OF INDIAN AFFAIRS-NATIONAL INTERAGENCY FIRE CENTER		PHONE 208/387-5696	DATE ROUTED May 7, 2007
ROUTE TO CODE	RELEASED		COMMENTS
	INITIAL	DATE	
Administration			Teresa Ann Wesley, Administrative Assistant
Administration			Deputy Director SURNAME
Administration			Administrative Officer Surname
Chief	YC	5/7	SIGNATURE - Chief, Branch of Fire Management SURNAME
Administration			Teresa Ann Wesley, Administrative Assistant Distribution and Filing

ADDITIONAL COMMENTS