

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, CO 80225-0047**

In Reply Refer To:
1400-511 (HR-210)P

February 15, 2002

EMS TRANSMISSION 2/20/2002
Instruction Memorandum No. HR2002-026
Expires: 09/30/2003

To: All State Directors
Attention: Personnel Officers

From: Director, National Human Resources Management Center
Director, Office of Fire and Aviation

Subject: Implementation of Standard Position Descriptions

Program Area: Human Resources

Purpose: This Instruction Memorandum (IM) transmits documents and instructions on positions which support the fire program. Included are two new standardized Position Descriptions (PDs) and the rescission of a previously issued standard PD.

Policy/Action: The following documents or instructions are provided.

Action	PD #	Description	Remarks
Rescinded	F2018	Range/Forestry Technician (Fire), GS-455/462-9 (Unit Aviation Manager)	This position may no longer be used.
New PD	F2023	Unit Aviation Manager, GS-2101-11	Secondary coverage pending.
New PD	F2024	Unit Aviation Manager, GS-2101-09	Secondary coverage pending

Timeframe: Effective immediately.

Budget Impact: None directly.

Background: This IM publishes standardized fire position descriptions for use throughout BLM.

The position descriptions have been evaluated and endorsed for use by the National Interagency Fire Center (NIFC) and have been classified by the National Human Resources Management Center (NHRMC).

Manual/Handbook Sections Affected: None

Coordination: Close coordination occurs between the fire community, NIFC, and NHRMC. The development of a standard position description is initiated, sometimes at the request of individual states, by NIFC. The position descriptions are then developed, with input from the fire community, by the operational staff of NIFC. The standard position description candidates are then submitted to a team of Human Resource (HR) specialists for classification.

Contact: The point of contact at NHRMC is Todd Ryan, telephone (303)236-6669. The point of contact at NIFC is Sandy Tripp, (208)387-5627.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Mike Madrid
Staff Assistant

Signed by:
Larry E. Hamilton
Director

Authenticated by:
Deanna Mendiola
Staff Assistant

2 Attachments

- 1 - Position number F2023 (10 pp)
- 2 - Position number F2024 (9 pp)

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