



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

**JUL 31 2019**

## **PERSONNEL BULLETIN NO: 19-09**

**SUBJECT:** Supplemental Qualification Standards for GS-0401 Fire Program Management

**1. Purpose:** This Bulletin supersedes Personnel Bulletin (PB) 07-13 and establishes clarity on the policy and procedures for evaluating qualifications for GS-0401 Fire Program Management Specialist positions within the Department of the Interior (DOI). The re-issuance of this PB provides additional guidance on interpreting the supplemental qualification standard to ensure consistency throughout all of Human Resources offices. These changes adhere to the specific GS-0401 qualification standards prescribed by the U.S. Office of Personnel Management (OPM). DOI's Supplemental Qualification Standard was developed under the leadership of Interior, which includes Bureau of Land Management (BLM), National Park Service (NPS), Fish and Wildlife Service (FWS), Bureau of Indian Affairs (BIA), and OPM.

**2. Scope:** This PB applies to the Bureau of Land Management (BLM), National Park Service (NPS), Fish and Wildlife Service (FWS), Bureau of Indian Affairs (BIA) in DOI.

**3. Authority:** Title 5 of the United States Code; OPM, Operating Manual, Qualification Standards for General Schedule Positions, Group Coverage Qualification Standards for Professional and Scientific Positions; OPM, Qualification Standards for General Schedule Positions, General Policies and Instructions, Part E.4-E.4(a); OPM, Operating Manual, Individual Occupational Requirement for General Natural Resources Management and Biological Sciences Series, GS-0401; OPM Letter, dated July 29, 2002, signed by Ellen E. Tunstall, Assistant Director for Employment Policy Interior Memorandum dated October 1, 2002, Subject: Implementation of Supplemental Qualification Standard for GS-0401 Fire Program Management Specialists.

**4. Policy:** This supplemental qualification standard is to be used in conjunction with the authorities and references cited above in paragraph 3 and will be used for competitive and non-competitive actions.

**Summary of Changes:** The following Supplemental Qualification Standard was updated with the following changes:

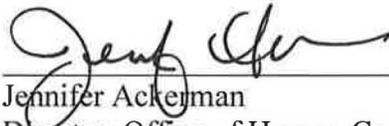
- Updated naming convention (i.e. General Schedule Qualifications Standards).
- Adjusted format to make document to flow easier.
- Added GS-5 grade level specialized experience.
- Added definition for Specialized Experience Requirements, Superior Academic Achievement, and Graduate Education in Lieu of an Advanced Degree.
- Added table format for additional specialized experience, and education requirements.
- Updated examples of specialized experience requirements at grades GS-07 through

GS-11.

- Supervisors consult with HR on specialized experience requirements for GS-12 and above grade levels.

No applicant may be placed in a position covered by the 0401 Qualification Standard for Fire Program Management Specialist without meeting the requirements outlined in the supplemental qualification standard and GS 0401 Guide Policy Interpretation Attachments.

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Attachments