United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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PERSONNEL BULLETIN NO. 10-04

SUBJECT: Standard Position Descriptions for Nonsupervisory Land Management Law Enforcement Officer, GL-1801-05/07/09 Positions

1. **Purpose.** This bulletin establishes the Department's policy for the use of Standard Position Descriptions (SPDs) for nonsupervisory Land Management Law Enforcement Officer, GL-1801-05/07/09 positions in bureaus and offices. The use of the SPDs will enhance Department-wide efforts in addressing such human capital management-related issues as classification consistency and uniform recruitment, training, development, and retention of Land Management Law Enforcement Officers.

2. **Background.** SPDs identify major duties and responsibilities required for similar positions wherever they are located in the Department. This provides greater balance and equity between similar positions in different organizations, and makes it easier for applicants to apply for similar vacancies located in different bureaus and offices.

In 2005, representatives from the Office of Law Enforcement and the Office of Human Resources joined forces with bureau law enforcement representatives to establish these SPDs. The representatives were tasked with developing SPDs that best describe the work involved in land management law enforcement positions in bureaus and offices. The SPDs needed to be comprehensive and accurate, and to adequately represent the needs of all bureaus and offices that have such positions. There was much discussion among the representatives in subsequent years. Necessary revisions were made to the initial drafts, culminating in the attached final SPDs.

3. **Policy.** Effective immediately, bureaus and offices may use the attached SPDs and standard PD numbering system for all covered nonsupervisory positions at the GL-05/07/09 grade levels. Use of these SPDs is not a requirement at this time. However, due to recent hiring reform initiatives, it is expected that the use of SPDs will become more widespread due to an increasing emphasis on standardizing and simplifying the hiring process in general. Therefore, it is highly recommended that these SPDs be used when appropriate as it may be required at some point. The official SPDs with standard PD numbers covered by this Personnel Bulletin are:

- Land Management Law Enforcement Officer, GL-1801-05 (PD No. DOI180)
- Land Management Law Enforcement Officer, GL-1801-07 (PD No. DOI181)
- Land Management Law Enforcement Officer, GL-1801-09 (PD No. DOI182)

Standard PD Numbering System. Bureaus/Offices must implement the DOI standard PD numbering system for newly established positions and when replacing existing PDs with the standard ones. The DOI PD number must be entered into FPPS, in accordance with

bureau procedures, so that it prints on the incumbent's SF-50 (Notification of Personnel Action).
Because some bureaus use Block 1 of the Optional Form 8 (OF-8)/PD cover sheet for payroll-related purposes, note that the PD numbers appear in Block 14 of the attached OF-8s.

Special Retirement Coverage. Use of these SPDs will not impact an employee's retirement coverage if they are currently covered under 6c retirement regulations and are therefore, reassigned to an SPD in this Personnel Bulletin. The Office of Human Resources will not reevaluate the employee's retirement coverage under this circumstance.

Management's Responsibility for PD Accuracy and Position Management. Use of SPDs in no way detracts from management's authority and responsibility to ensure that officially assigned and performed duties and responsibilities accurately match those performed by the employees. Likewise, using SPDs also does not diminish management's responsibility to adhere to basic position management principles. Management officials are urged to contact their respective servicing human resources office for advice and guidance on these subjects.

4. **Point of Contact.** If you have any questions, please contact Linda Erwin on (202) 208-7949, or by email at Linda_Erwin@ios.doi.gov.

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Attachments