DOI FIRES Program Office
Standard Operating Procedure
Nature of Action and Authority Guidance for SF-50 Coding

The DOI FIRES Program Office (FPO) recruits for Temporary Seasonal Fire Positions (NTE 6 months (1039's)), using the Direct Hiring Authority (Wildland Fire) unless positions are not covered by the WLF DHA or unless the FPO is notified otherwise (i.e., "Do not use DHA as we don't have enough approved slots to fill these as DHA positions.").

Delegated Examining (DE) Authority will be used as required for positions not covered by the WLF DHA.

The SF-50 coding for New Hires selected from a DE Certificate of Eligibles, for Rehires selected the following year after clearing the ICTAP / CTAP by advertising a vacancy announcement through the FPO and for DHA is below.

Per OPM GPPA Update 63 dated July 28, 2013, Delegated Examining (DE) personnel actions (SF-50s) should be coded as follows:

New Hire SF-50 Coding
Legal Authority: BWA
LOA Narrative: OPM DE AGR DOI-1
Remarks Section:

- K15 – "Selected from certificate (enter certificate number) under delegated examination (enter: DOI FIRES NIFC)"
- A07 – Employment under this appointment must not exceed 1039 hours in a year.

Rehire SF-50 Coding

Legal Authority: NAM

LOA Narrative: Reg 316.402 (b)(7)

Remarks Section:

- A07 – Employment under this appointment must not exceed 1039 hours in a year.

The DOI Direct Hiring Authority (Wildland Fire) PB 22-03 dated April 27, 2022, extends DHA (Wildland Fire) through September 30, 2025 (this Personnel Bulletin (PB) supersedes PB 20-15). Bureaus must use two authority codes when documenting personnel actions (SF-50s) using the DHA, as follows:

DOI DHA (Wildland Fire) SF-50 Coding

First Authority (SF-50 Item 5-C):   AYM - Reg. 337-201

Second Authority (SF-50 Item 5-E):   BYO - DOI003

LOA Narrative: OPM Memo dated 9/15/2023

[Direct Hire Authority Memo (2023)](#)

Remarks Section:

- K15 – "Selected from (*enter certificate number*) dated (*enter Date DOI FIRES certificate was issued*)."

Using these two authority codes will help OPM evaluate the use of these authorities without requiring reports.