



DOI FIRES Program Office Standard Operating Procedure (SOP) 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 do not 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 the Office of Personnel (OPM), Guide to Processing Personnel Actions (GPPA), Update 63 dated July 28, 2013, **Delegated Examining (DE)** personnel actions (SF-50s) for temporary, seasonals should be coded as follows:

DE 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 DHA Amended and Extended Wildfires Approval Letter signed November 7, 2022, **extends DHA (Wildland Fire) through September 30, 2027**. Bureaus must use two authority codes when documenting personnel actions (SF- 50s) using DHA as follows:

DOI DHA (Wildland Fire) SF-50 Coding

First Authority: AYM - Reg. 337-201

Second Authority: BYO - DOI002

LOA Narrative: OPM Memo dated 3/14/2022

Remarks Section:

- K-15 remark - "Selected from (enter certificate number) dated (enter Date DOI FIRES certificate was issued)."

Use of these authority codes and adherence to additional tracking mechanisms will enable DOI and the bureaus to ensure accurate and current utilization of this DHA for ease of required reporting to OPM and compliance with requirements of the DHA.