



United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.

Washington, D.C. 20240

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OCT 01 2012

Memorandum

To: Regional Directors
Attn: Regional Fire Management Officers, Human Resource Specialists, and Workforce Management Chiefs

From: Associate Director, Visitor and Resource Protection *[Signature]*
Acting Associate Director, Workforce Management *[Signature]*

Subject: Identification of Certain Temporary Firefighters Eligible for Federal Employee Health Benefits

Per the DOI-HR memorandum dated September 17, 2012, attached, bureaus may now start notifying and enrolling certain wildland firefighters under a temporary appointment into the Federal Employees Health Benefits (FEHB) Program. Prior to enrollment, however, eligibility for the program must be determined for purposes of consistency within the DOI and to assure adequate notification to affected employees.

We realize that within the National Park Service (NPS), the most accurate certifications should come from those field staffs in fire and human resources (HR) who know the work being performed in their organizations. Such information is recorded by the supervisor on the attached "2012 Identification and Certification Form" and can be sent by the Servicing Human Resources Office (SHRO) to the Human Resources Operation Center (HROC) Benefits Branch who will then contact the employee to provide the necessary information for FEHB enrollment.

In the interest of time, we have simultaneously routed this memorandum to NPS Regional Human Resources Managers and Regional Fire Management Officers. This is for the express purpose of allowing HR and Wildland Fire staffs to identify and certify those employees who are eligible for this entitlement so they can enroll as soon as possible.

Two types of firefighting employees are eligible for FEHB;

- 1.) Those whose primary duties are clearly wildland fire or support of wildland fire as described in their position descriptions, **OR**
- 2.) Employees in temporary appointments who respond to wildland fire emergencies and are either "qualified" or a "trainee" in one of the listed NWCG positions. (See NWCG listing on Attachment to the September 17 DOI-HR memorandum.)

Fire Management Specialists and Fire Supervisors: For employees in your organization who meet either of the above criteria, please initiate and complete appropriate sections of the attached “2012 Identification and Certification Form” and submit one form for each employee to your SHRO as soon as possible.

Non- Fire Supervisors of Collateral Duty Firefighters: For employees under your supervision who meet either of the above criteria, please initiate and complete appropriate sections of the attached “2012 Identification and Certification Form” and submit to your SHRO as soon as possible. (See the form’s “Part II” which lists those NWCG fire positions eligible for FEHB.)

NOTE: If there are questions on which NWCG incident management qualification(s) are held by an employee, contact the fire management representative for your park area who can access the IQCS system for purposes of verification. It is important that an accurate determination be made as quickly as possible regarding the employee’s status.

SHRO Staffs and HR Specialists: If the employee is determined to be eligible for FEHB as a fire fighter under a temporary appointment, and the 2012 Identification and Certification Form is completed and signed by the supervisor and/or the certifier, please retain a copy and create an On-Trac ticket for the HROC Benefits Branch and upload the form into On-Trac for “Temp Firefighter Eligibility for FEHB.” Once the form is received by the HROC Benefits Staff, they will contact the eligible employee directly with information on how to enroll in FEHB.

Questions should be directed to Melissa Anglin, Human Resources Specialist, WASO Office of Human Resources, at 252-473-3468 or melissa_anglin@nps.gov, and/or to Mark Koontz, National Wildland Fire Operations Program Lead at 208-387-5090 or mark_koontz@nps.gov.

Attachments

Director, DOI Office of Human Resources memorandum, FEHB Coverage Extended for Certain Firefighters

2012 Identification and Certification Form - Health Benefits Eligibility for Temporary Fire Fighters

Cc: NPS Fire Director, NIFC

