



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 *C. D. Kelly*
Acting Associate Director, Workforce Management *Kathy Hanson*

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

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

PART I. To be initiated by supervisor of temporary fire fighter/fire protection personnel

EMPLOYEE INFORMATION:

Employee Name	
Position, Title, Series and Grade	
Unit/Division/Park Name	
Duty Station	
Name/Title of Supervisor	
Supervisor Phone Number	

EMPLOYEE'S SUPERVISOR: Select A. or B.

<input type="checkbox"/>	A. Employee's primary duties are wildland fire, or support of wildland fire, as documented in their position description. Sign and forward on to SHRO.
<input type="checkbox"/>	B. Employee is either qualified or a trainee in one of the approved National Wildfire Coordinating Group (NWCG) positions (see listing under attached Part II) as documented on an Incident Qualifications Card (Red Card) or IQCS master record. Sign and forward on to NWCG Incident Management Qualifications Certifying Official.
Name:	
Supervisor Signature & Title	Date

NWCG INCIDENT MANGEMENT QUALIFICATIONS CERTIFYING OFFICIAL (FIRE): This section to be completed if certification of NWCG incident management qualifications is required. Select A. or B.

<input type="checkbox"/>	A. I certify that the individual listed above is either qualified or a trainee in one or more of the approved (<i>see attached list under Part II</i>) NWCG incident management qualifications as documented on an Incident Qualifications Card or IQCS master record. (As necessary attach copy of IQCS Master Record). Sign and forward on to SHRO.
<input type="checkbox"/>	B. Employee does not meet A. above. Please denote reason(s) in "Notes" below and return to employee and retain a copy for your records.
Name:	
NWCG Incident Management Qualifications Certifying Official Signature & Title	Date

SHRO HUMAN RESOURCES SPECIALIST: Sign, create an On-Trac ticket, for the HROC Benefits Branch and upload this certification form into On-Trac for "Temp Firefighter Eligibility for FEHB."

Name:	
HR Specialist Signature & Title	Phone #: Date

Notes:

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

PART II. NWCG Incident Management Qualification Positions Eligible Under this Provision

Agency Representative (AREP)	Safety Officer, Line (SOFR)
Air Operations Branch Director (AOBD)	Security Manager (SECM)
Air Support Group Supervisor (ASGS)	Service Branch Director (SVBD)
Air Tactical Group Supervisor (ATGS)	Situation Unit Leader (SITL)
Air Tanker/Fixed Wing Coordinator (ATCO)	Staging Area Manager (STAM)
Area Command Aviation Coordinator (ACAC)	Status/Check-In Recorder (SCKN)
Area Commander (ACDR)	Strike Team Leader Crew (STCR)
Assistant Area Commander, Logistics (ACLC)	Strike Team Leader Engine (STEN)
Assistant Area Commander, Planning (ACPC)	Strike Team Leader Heavy Equipment (STEQ)
Base/Camp Manager (BCMG)	Supply Unit Leader (SPUL)
Claims Specialist (CLMS)	Support Branch Director (SUBD)
Commissary Manager (CMSY)	Task Force Leader (TFLD)
Communications Unit Leader (COML)	Time Unit Leader (TIME)
Compensation/Claims Unit Leader (COMP)	Crew Boss, Single Resource (CRWB)
Compensation-for-Injury Specialist (INJR)	Crew Representative (CREP)
Cost Unit Leader (COST)	Engine Boss, Single Resource (ENGB)
Demobilization Unit Leader (DMOB)	Felling Boss, Single Resource (FELB)
Division/Group Supervisor (DIVS)	Field Observer (FOBS)
Documentation Unit Leader (DOCL)	Fire Behavior Analyst (FBAN)
Equipment Manager (EQPM)	Fire Effects Monitor (FEMO)
Equipment Time Recorder (EQTR)	Firefighter Type 1 (FFT1)
Facilities Unit Leader (FACL)	Firefighter Type 2 (FFT2)
Finance/Administration Section Chief Type 1 (FSC1)	Firing Boss, Single Resource (FIRB)
Finance/Administration Section Chief Type 2 (FSC2)	Heavy Equipment Boss, Single Resource (HEQB)
Food Unit Leader (FDUL)	Helicopter Crewmember (HECM)
Ground Support Unit Leader (GSUL)	Incident Commander Type 5 (ICT5)
Helibase Manager Type 1 (6 or more helicopters) (HEB1)	Long Term Fire Analyst (LTAN)
Helibase Manager Type 2 (1-5 helicopters) (HEB2)	Prescribed Fire Burn Boss Type 1 (RXB1)
Helicopter Coordinator (HLCO)	Prescribed Fire Burn Boss Type 2 (RXB2)
Helicopter Manager, Single Resource (HMGB)	Prescribed Fire Manager Type 1 (RXM1)
Incident Commander Type 1 (ICT1)	Prescribed Fire Manager Type 2 (RXM2)
Incident Commander Type 2 (ICT2)	Strategic Operational Planner (SOPL)
Incident Commander Type 3 (ICT3)	Structure Protection Specialist (STPS)
Incident Commander Type 4 (ICT4)	Aircraft Base Radio Operator (ABRO)
Incident Communications Center Manager (INCM)	Aircraft Dispatcher (ACDP)
Incident Communications Technician (COMT)	Deck Coordinator (DECK)
Liaison Officer (LOFR)	Display Processor (DPRO)
Logistics Section Chief Type 1 (LSC1)	Expanded Dispatch Coordinator (CORD)
Logistics Section Chief Type 2 (LSC2)	Expanded Dispatch Recorder (EDRC)
Medical Unit Leader (MEDL)	Expanded Dispatch Supervisory Dispatcher (EDSP)
Operations Branch Director (OPBD)	Expanded Dispatch Support Dispatcher (EDSD)
Operations Section Chief Type 1 (OSC1)	Geographic Information System Specialist (GISS)
Operations Section Chief Type 2 (OSC2)	Human Resource Specialist (HRSP)
Ordering Manager (ORDM)	Incident Business Advisor Type 1 (IBA1)
Personnel Time Recorder (PTRC)	Incident Business Advisor Type 2 (IBA2)
Planning Section Chief Type 1 (PSC1)	Incident Contract Project Inspector (ICPI)
Planning Section Chief Type 2 (PSC2)	Incident Training Specialist (TNSP)
Procurement Unit Leader (PROC)	Infrared Interpreter (IRIN)
Public Information Officer (PIOF)	Initial Attack Dispatcher (IADP)
Public Information Officer Type 1 (PIO1)	Interagency Resource Representative (IARR)
Public Information Officer Type 2 (PIO2)	Radio Operator (RADO)
Receiving/Distribution Manager (RCDM)	Single Engine Air Tanker Manager (SEMG)
Resources Unit Leader (RESL)	Takeoff and Landing Coordinator (TOLC)
Safety Officer Type 1 (SOF1)	
Safety Officer Type 2 (SOF2)	




United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

Memorandum

SEP 17 2012

To: DOI Human Resources Officers
DOI Bureau Directors

From: Thomas Mulhern 
Director - Office of Human Resources

Subject: FEHB Coverage Extended to Certain Firefighters

On July 17, 2012, the Office of Personnel Management (OPM) issued Benefits Administration Letter (BAL) 12-203 which authorizes agencies to extend Federal health benefits coverage to temporary wildland firefighter and fire protection personnel. Bureau Human Resource Offices (HRO) should now be working with their field offices to notify eligible temporary employees of their eligibility to enroll in the Federal Employee Health Benefits (FEHB) program.

The following two categories of temporary employees are deemed eligible for FEHB:

1. Employees whose primary duties are wildland fire, wildland fire support, as described in their position description. Temporary wildland firefighters and fire protection personnel are typically found in the following occupational series and positions:

462 Forestry Technicians
455 Range Technicians
401 Biological Science/Specialist
454 Rangeland Management
2151 Dispatcher
5201 Miscellaneous Occupation
0081 Fire Protection and Prevention

This list is not exclusive, nor should coverage necessarily be extended to all employees within the occupations listed above. Rather, in determining whether to extend health benefits coverage for employees, bureaus should focus on the duties performed, regardless of the position's title, occupational series, grade level or geographic location.

2. Temporary employees who are not in primary wildland fire or fire protection positions; but respond to wildland fire emergencies and are either qualified or a trainee in one of the National Wildfire Coordinating Group Wildland Fire Qualifications System Guide (PMS 310-1) positions as documented on an Incident Qualifications Card ("Redcard") or Incident Qualifications and Certification System (IQCS) master record. Please see the enclosed attachment for a complete listing of all eligible fire positions covered under this category.

3. OPM recognizes there may be other temporary employees who do not fall under category one or two of this memo who perform emergency response services similar to those performed by firefighting personnel. OPM has amended 5 CFR 890.102(i) to permit agencies to submit a request to the Office of Human Resources to extend FEHB coverage to such employees.

Bureaus should consider the criteria below when making a health benefits determination:

With respect to the emergency or disaster at issue, bureaus should consider:

- The size, scope, intensity, or impact of the disaster or emergency.
- The likelihood that the disaster or emergency may pose a threat to the public; and
- The level of danger that the workers responding to the emergency of disaster face.

With respect to staffing challenges, bureaus should consider:

- The number of current employees available to resolve/combat the disaster or emergency;
- The number of additional temporary employees needed to respond to the disaster or emergency;
- The length of time the emergency response work is needed/expected to last; and
- Any special challenges the agency may face in recruiting a sufficient number of temporary employees to provide emergency response services.

If Bureaus make the determination that there are eligible temporary employees who do not fall into category one or two of this memo, then Bureaus shall submit their requests for approval to the Department under the signature of the Bureau Director to the Director of the Office of Human Resources, Department of the Interior. Once the Office of Human Resources reviews the request, the Office of Human Resources may forward the request to OPM for final approval.

What to include in the Request:

Bureaus should include the following information in their request to extend health benefits coverage to employees in accordance with 5 CFR 890.102(i):

- A description of the emergency or disaster (incl. the size, scope, duration, and impact/expected impact on the public);
- A description of the emergency response duties the employees will be expected to perform;
- The title and occupational series of the affected positions;
- The estimated number of positions affected and expected duration of their service.

Enrollment Instructions:

To expedite the enrollment of personnel who fall under category one and two of this memo, Bureau HROs may now accept the SF 2809 enrollment form from active employees or from a proxy under 5 CFR 890.301. The eligible temporary employee may select the FEHB effective date of enrollment as July 17, 2012 or the beginning of the next pay period after the employee submits the enrollment form.

Employees must currently be in an active enrollment status at the time they elect coverage. Employees who were in an active enrollment status on July 17, 2012, who have not submitted an application to enroll and have now terminated their employment are not eligible for belated enrollment. However, Bureau HROs should review any exceptions on a case-by-case basis to ensure firefighters were offered the opportunity to enroll this year. Employees are responsible for the employee share of FEHB premiums beginning on the effective date of their enrollment.

Employees placed on a leave without pay status have the option of continuing their FEHB plan as long as they pay their share of the premiums directly to their servicing personnel. Employees in a leave without pay status also have the incurring a debt to the government to be repaid upon your return to work. Employees placed in a leave without pay status have the option to terminate the employment.

When an employee's employment ends, the employee has a 31-day extension of coverage under the FEHB plan the employee selected. During that period, an employee may contact the health plan and convert to an individual contract with the health plan or enroll in Temporary Continuation of Coverage for up to eighteen months following the end of employment.

If there are any additional questions concerning health benefits for temporary fire fighters, please contact Joy Buhler at joy_buhler@ios.doi.gov.

Attachment

Cc: DOI Human Capital Officers
Office of Wildland Fire

Attachment

Temporary Positions Eligible for FEHB Coverage

Agency Representative (AREP)
Air Operations Branch Director (AOBD)
Air Support Group Supervisor (ASGS)
Air Tactical Group Supervisor (ATGS)
Air Tanker/Fixed Wing Coordinator (ATCO)
Area Command Aviation Coordinator (ACAC)
Area Commander (ACDR)
Assistant Area Commander, Logistics (ACLC)
Assistant Area Commander, Planning (ACPC)
Base/Camp Manager (BCMG)
Claims Specialist (CLMS)
Commissary Manager (CMSY)
Communications Unit Leader (COML)
Compensation/Claims Unit Leader (COMP)
Compensation-for-Injury Specialist (INJR)
Cost Unit Leader (COST)
Demobilization Unit Leader (DMOB)
Division/Group Supervisor (DIVS)
Documentation Unit Leader (DOCL)
Equipment Manager (EQPM)
Equipment Time Recorder (EQTR)
Facilities Unit Leader (FACL)
Finance/Administration Section Chief Type 1 (FSC1)
Finance/Administration Section Chief Type 2 (FSC2)
Food Unit Leader (FDUL)
Ground Support Unit Leader (GSUL)
Helibase Manager Type 1 (6 or more helicopters) (HEB1)
Helibase Manager Type 2 (1-5 helicopters) (HEB2)
Helicopter Coordinator (HLCO)
Helicopter Manager, Single Resource (HMGB)
Incident Commander Type 1 (ICT1)
Incident Commander Type 2 (ICT2)
Incident Commander Type 3 (ICT3)
Incident Commander Type 4 (ICT4)
Incident Communications Center Manager (INCM)
Incident Communications Technician (COMT)
Liaison Officer (LOFR)
Logistics Section Chief Type 1 (LSC1)
Logistics Section Chief Type 2 (LSC2)
Medical Unit Leader (MEDL)
Operations Branch Director (OPBD)
Operations Section Chief Type 1 (OSC1)
Operations Section Chief Type 2 (OSC2)
Ordering Manager (ORDM)
Personnel Time Recorder (PTRC)
Planning Section Chief Type 1 (PSC1)
Planning Section Chief Type 2 (PSC2)
Procurement Unit Leader (PROC)
Public Information Officer (PIOF)
Public Information Officer Type 1 (PIO1)
Public Information Officer Type 2 (PIO2)
Receiving/Distribution Manager (RCDM)
Resources Unit Leader (RESL)
Safety Officer Type 1 (SOF1)
Safety Officer Type 2 (SOF2)
Safety Officer, Line (SOFR)
Security Manager (SECM)
Service Branch Director (SVBD)
Situation Unit Leader (SITL)
Staging Area Manager (STAM)
Status/Check-In Recorder (SCKN)
Strike Team Leader Crew (STCR)
Strike Team Leader Engine (STEN)
Strike Team Leader Heavy Equipment (STEQ)
Supply Unit Leader (SPUL)
Support Branch Director (SUBD)
Task Force Leader (TFLD)
Time Unit Leader (TIME)
Crew Boss, Single Resource (CRWB)
Crew Representative (CREP)
Engine Boss, Single Resource (ENGB)
Felling Boss, Single Resource (FELB)
Field Observer (FOBS)
Fire Behavior Analyst (FBAN)
Fire Effects Monitor (FEMO)
Firefighter Type 1 (FFT1)
Firefighter Type 2 (FFT2)
Firing Boss, Single Resource (FIRB)
Heavy Equipment Boss, Single Resource (HEQB)
Helicopter Crewmember (HECM)
Incident Commander Type 5 (ICT5)
Long Term Fire Analyst (LTAN)
Prescribed Fire Burn Boss Type 1 (RXB1)
Prescribed Fire Burn Boss Type 2 (RXB2)
Prescribed Fire Manager Type 1 (RXM1)
Prescribed Fire Manager Type 2 (RXM2)
Strategic Operational Planner (SOPL)
Structure Protection Specialist (STPS)
Aircraft Base Radio Operator (ABRO)
Aircraft Dispatcher (ACDP)
Deck Coordinator (DECK)
Display Processor (DPRO)
Expanded Dispatch Coordinator (CORD)
Expanded Dispatch Recorder (EDRC)
Expanded Dispatch Supervisory Dispatcher (EDSP)
Expanded Dispatch Support Dispatcher (EDSD)
Geographic Information System Specialist (GISS)
Human Resource Specialist (HRSP)
Incident Business Advisor Type 1 (IBA1)
Incident Business Advisor Type 2 (IBA2)
Incident Contract Project Inspector (ICPI)
Incident Training Specialist (TNSP)
Infrared Interpreter (IRIN)
Initial Attack Dispatcher (IADP)
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