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BUREAU OF LAND MANAGEMENT

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MANUAL TRANSMITTAL SHEET

Subject

1400-302 - SEASONAL EMPLOYMENT

1. Explanation of Material Transmitted: This release transmit the revised and updated Manual Section covering Seasonal Employment. This revised section focuses on temporary seasonal employment only. This section includes the changes required by 5 CFR 213.

Issuance of the Manual Section was required by the Office of Personnel Management as a result of their audit of the Bureau of Land Management in Fiscal Year 1997 .

2. Reports Required: None.
3. Material Superseded: Manual pages superseded by this release are listed under "REMOVE" below . No other directives are superseded.
4. Filing Instructions: File as directed below.

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All Sections .01 through .8
Illustrations 1 and 2
Appendix 2

(Total: 78 Sheets)

INSERT:

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/s/

Warren Johnson
Assistant Director-Human Resources Management

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1400-302 - TEMPORARY AND SEASONAL EMPLOYMENT

.01 Purpose. This Manual provides Bureau of Land Management (BLM) officials and employees with instructions and guidance concerning temporary and seasonal appointments and benefits. It describes the policies, procedures, and systems used for the Bureau's Temporary and Seasonal Employment Program, and provides instructions and guidance for making initial appointments and noncompetitive rehires. For purposes of this Manual, **temporary employment is employment in a short-term position**, one that is not expected to last longer than 1 year. **Seasonal employment is employment in a position performing annually recurring work that lasts less than 6 months each year**. The information found in this manual applies to the following excepted service appointing authorities provided by the Office of Personnel Management (OPM) and the subsequent noncompetitive rehire of former appointees:

A. 213.3112(a)(4). Temporary, intermittent, or seasonal field assistants at the GS-7 level, or its equivalent and below, in such areas as forestry, range management, soils, engineering, and fishery and wildlife management, and with surveying parties. Employment under this authority may not exceed 180 working days a year.

B. 213.3112(a)(5). Temporary positions established in the field service of the Department of the Interior (DOI) for emergency forest and range fire prevention or suppression and blister rust control not to exceed 180 working days a year. Employees may work as many as 220 working days a year when employment beyond 180 days is required to cope with extended fire seasons or sudden emergencies such as fire, flood, storm, or other unforeseen situations involving potential loss of life or property.

.02 Objectives. The objective of this Manual is to provide for the orderly and efficient appointment of aids and technicians to perform temporary and seasonal work using the above appointing authorities.

This manual does not apply to positions filled using other general excepted service appointing authorities such as Student Temporary Employment Program or Handicap Employment Program. It also does not apply to competitive service career seasonal and temporary appointment authorities. However, managers and supervisors may want to consider these other appointing authorities to meet their seasonal and temporary employment needs.

.03 Authority. Authority for this program comes from the following sources.

- A. 5 CFR 213, Excepted Service
- B. 5 CFR 339, Medical Qualifications Determinations
- C. 370 DM 213, Excepted Service

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.04 Responsibility

A. The Director and Deputy Director have overall responsibility for the temporary and seasonal employment program. This responsibility is exercised through the Assistant Director, Human Resources Management.

B. The Assistant Director, Human Resources Management, exercises policy guidance in the development and operation of this program and its integration with other human resources systems and Bureau operations.

C. The Director, National Human Resources Management Center is responsible for planning, developing, and implementing the program; providing policy advice and guidance; and making recommendations for improvements or modifications.

D. State and Center Directors are responsible for operating the program in their respective jurisdictions, making recommendations for improvements or modifications, and participating in evaluating its effectiveness.

E. Servicing Personnel Officers (SPOs) are responsible for assuring that the program is operated in accordance with established regulations, policies, and procedures, and that the employment program adequately meets the human resource needs of the various program areas.

F. Equal Employment Opportunity Officers (EEOOs) are responsible for assisting managers, supervisors, and SPOs in recruitment and outreach efforts.

G. State Fire Management Officers are responsible for developing a state Strategic Recruitment Plan, which will incorporate plans developed at the District/Field level.

H. Managers and Supervisors are responsible for:

1. Recruiting to attract a pool of qualified applicants that reflects gender and cultural diversity.
2. Preparing a strategic recruitment plan describing the projected number, types, locations, and dates of positions to be filled.
3. Determining the selective factors to be used in screening applicants for positions.
4. Following established procedures for submitting requests for referral for vacancies and reporting on selections made.
5. Making selections in accordance with established policies, procedures, and regulations.

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6. Assuring that employees are fully and properly utilized in accordance with the position and grade level they are assigned.

7. Assuring that employees are advised of the rules and regulations governing their employment, including those regarding conduct, responsibility, and safety.

.05 References and Related Programs.

A. References.

1. 5 CFR 211, Veterans Preference
2. 5 CFR 213, Excepted Service
3. 5 CFR 302, Employment in the Excepted Service
4. 5 CFR 310, Employment of Relatives
5. 5 CFR 339, Medical Qualifications Determinations
6. 5 CFR 810, Injury Compensation
7. OPM Operating Manual for Processing Personnel Actions
8. OPM Operating Manual for Qualifications Standards for General Schedule Positions
9. DOI Personnel Bulletin No. 98-4, dated Dec 11, 1998
10. 370 DM 213, Excepted Service
11. 370 DM 302, Employment in Excepted Service

B. Related Programs. The following sources contain information on related employment programs that use may be more appropriate than the excepted service authority in 5 CFR 213.

1. 5 CFR 316, Temporary and Term Employment
2. 5 CFR 332, Recruitment and Selection Through Competitive Examination
3. 5 CFR 340, Other than Full-Time Career Employment (Part-Time, Seasonal, On-Call, and Intermittent)

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.06 Policy. The policy of the Bureau is to ensure that the temporary and seasonal employment program is implemented in accordance with all governing regulations. Managers must ensure that there is no discrimination in selection due to race, color, sex, age, national origin, religion, disability, marital status, political affiliation, or sexual orientation. Appointing officials must inform candidates for temporary and seasonal employment of general living conditions in the area and, if applicable, the availability, condition, physical arrangement, and rental rate of the Government housing to which they are assigned. Care must be taken to ensure that all candidates for a particular position are apprised of those conditions and that, after being hired, employees (male and female) are provided substantially equal facilities and rental subsistence in government housing.

.07 Files and Records Maintenance. All files and records must be maintained and disposed of in accordance with the combined BLM/General Records Schedule 1, Item 15. These records are nonpublic records, so, a Freedom of Information Act request is required for any member of the public to gain access to the records. These records are covered under the Privacy Act System Notice Interior/OS-79. All records must be maintained for a period of 2 years from the closing date of the recruitment with the servicing personnel office. This includes all applications, referral lists, and selection documentation.

.08 Background.

A. This Manual provides BLM officials and employees instructions and guidance concerning the use of DOI excepted service Schedule A appointing authorities, specifically 213.3112(a)(4) and 213.3112(a)(5). It describes the policies, procedures, and systems to be used for the program and it provides instructions and guidance for making initial appointments and noncompetitive rehires into the excepted service.

B. On September 13, 1994, OPM issued new regulations regarding temporary employment. These regulations changed the rules regarding temporary and seasonal employment in the excepted and competitive services, limiting the total amount of time a temporary employee can work.

C. In fiscal year 1998, OPM conducted a review of DOI's personnel management program, including BLM's program. Temporary and seasonal employment were part of their review. In their report to the Department, OPM identified a number of concerns regarding the use of temporary and seasonal appointment authorities throughout the Department.

D. This Manual was written to include a variety of recruitment methods and to integrate the changes mandated by OPM into the standard practices the Bureau follows in meeting its mission requirements. It also addresses the concerns OPM identified in 1998.

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.09 Definitions.

A. Temporary positions. Temporary positions under the Schedule A appointing authorities are short-term positions that are not expected to last longer than 1 year. Under these appointing authorities, actual work time is limited to 180 working days, including overtime and holidays, during the year. There are two exceptions to these time limits.

1. First, a temporary position filled under 213.3112(a)(5) can be extended to 220 working days in a calendar year when employment beyond 180 days is required to cope with extended fire seasons or sudden emergencies such as fire, flood, storm, or other unforeseen situations involving potential loss of life or property.

2. Second, an agency may not fill any position (or its successor) by any temporary appointment in Schedule A, B, or C if that position has been filled by temporary appointment(s) in either the competitive or excepted service for an aggregate of 2 years, or 24 months, within the preceding 3-year period, nor can a temporary position be filled beyond 3 years. If the position is needed beyond 3 years, it is either a seasonal, term, or permanent position and must be filled in accordance with the appropriate regulation. **Temporary positions, by definition, do not include annually recurring work.**

B. Seasonal positions

1. The CFR defines seasonal positions as positions involving annually recurring periods of work of less than 12 months each year. Seasonal employment allows an agency to develop an experienced cadre of employees to perform work that recurs predictably from year to year. As a result, career (permanent) seasonal is appropriate when the work is expected to last at least 6 months during a calendar year. This type of employment is covered by 5 CFR 340.

2. Recurring work that lasts **less than 6 months each year**, excluding training, is normally best performed by temporary employees. While annually recurring work of less than 6 months is seasonal work by definition, both Schedule A temporary appointment authorities — 213.3112(a)(4) and 213.3112(a)(5) — can be used to fill these positions.

3. SPOs must ensure that employees appointed to seasonal positions using these appointing authorities work less than 6 months each service year, excluding training. According to 5 CFR 213.104(b)(3), an individual may be in training status for up to 120 days following initial appointment and up to 2 weeks a year thereafter following reappointment. Seasonal employees hired using these authorities must be separated before they have completed 6 months of work, excluding training. Training is tracked using FPPS Hours Code TRN.

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C. Term positions. Term positions are temporary positions that are expected to last more than 1 year but less than 4 years. These positions are filled using the term appointment authority described in 5 CFR 316. Term employees can be assigned to full-time, part-time, intermittent, or seasonal work schedules.

D. Service year. The service year is the 12-month period that begins on the date of the employee's initial appointment with the Department.

E. Working days. Working days are days for which the employee is paid for service, leave, or holidays. For example, an employee working 1 hour a day for 8 days uses 8 working days, not 1 work day. An employee working 8 hours of regular time and 8 hours of overtime in a single day still uses 1 working day. Days on which the employee does not work, such as Saturdays and Sundays, do not count toward the limit on working days. Annual leave covered by a lump-sum leave payment does not count toward the limitation.

F. Intermittent positions.

1. Intermittent positions are positions in which work recurs at sporadic or irregular intervals so that an employee's tour of duty cannot be scheduled in advance of the administrative workweek. To be eligible for unlimited rehire, an intermittent employee is limited to 1,039 hours of work, excluding overtime and training, during a service year.

2. SPOs must ensure that employees appointed to intermittent positions using these appointing authorities work less than 1,039 hours each service year, excluding overtime and training. According to 5 CFR 213.104(b)(3), an individual may be in training status for up to 120 days following initial appointment and up to 2 weeks a year thereafter following reappointment. Intermittent employees who are hired using these authorities must be separated before they have completed 1,040 hours of work, excluding training and overtime. Training is tracked using FPPS Hours Code TRN.

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.1 Positions Covered. The Temporary and Seasonal Employment Program covers aid and technician positions GS-2 through GS-7, and wage positions WG-7 and below. These are normally referred to as IGS (Interior General Schedules) and IWG (Interior Wage Grade) to distinguish them from regular GS and WG positions.

.11 IGS Position Title and Series. The following is a listing of the IGS temporary and seasonal positions by title and series.

- A. Archaeology Aid/Technician, IGS-102
- B. Biological Aid/Technician, IGS-404 (in the following specialties: Wildlife, Plants, Fisheries, Soils)
- C. Cartographic Aid/Technician, IGS-1371
- D. Engineering Aid/Technician, IGS-802
- E. Forestry Aid/Technician, IGS-462 (Non-Fire and Fire)
- F. Hydrologic Aid/Technician, IGS-1316
- G. Physical Science Aid/Technician, IGS-1311
- H. Range Aid/Technician, IGS-455 (Non-Fire and Fire)
- I. Realty Aid/Technician, IGS-1101
- J. Recreation Aid/Technician, IGS-025
- K. Surveying Aid/Technician, IGS-817

.12 IWG Position Series. The following is a listing of the IWG temporary and seasonal positions by series.

- A. IWG-2064
- B. IWG-3502
- C. IWG-4749
- D. IWG-4816
- E. IWG-4840
- F. IWG-5001
- G. IWG-5035
- H. IWG-5048
- I. IWG-5413
- J. IWG-5703
- K. IWG-5716
- L. IWG-5823
- M. IWG-6907
- N. IWG-7404
- O. IWG-7408

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.13 Position Descriptions.

A. IGS:

1. All temporary/seasonal appointees must be assigned to a position description (PD). The standardized temporary/seasonal PDs issued March 8, 1989, for General Schedule positions, Appendix 1, should be used for IGS positions filled using the Schedule A, 213.3312(a)(4) and 213.3112(a)(5) appointing authorities. An amendment may be used, if necessary, to reflect the functioning of the program in that location. Other applicable PDs, such as the OPM and DOI approved PDs for primary and secondary coverage for firefighters, may also be used. However, every effort must be made to use the standardized PDs.

B. IWG: States/Centers are required to prepare PDs for IWG positions.

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.2 Eligibility and Qualification Requirements.

.21 Eligibility Requirements. Employees must meet the following eligibility requirements:

A. Citizenship. U.S. citizenship is required by the DOI Excepted Service Qualification Standards.

B. Suitability. Suitability determinations must be made on temporary and seasonal employees. National Agency Check and Inquiries (NACIs) are required if the person is appointed for (or extended to) 180 days or more.

C. Age Requirements. Employees assigned to firefighting, hazardous, or other extremely arduous positions must be at least 18 years of age. Employees assigned to positions that require the operation of a motor vehicle must also be at least 18 years of age. Consult and comply with applicable Federal and State labor laws.

.22 Qualification Standards for Appointments Under Schedule A, 213.3112(a)(4) and 213.3112(a)(5).

A. Appendix 2 is the DOI qualification standard for general schedule positions (other than fire) while Appendix 3 is the DOI qualification standard for general schedule fire positions. Appendix 4 is the DOI qualification standard for wage grade positions. These standards have been approved by the Department for BLM use. No changes to these standards may be made unless approved by the Washington Office and the Department. To differentiate these standards from traditional standards and to identify positions covered by these standards, they will be referred to as IGS as opposed to GS and IWG as opposed to WG.

B. These standards are used to determine basic eligibility for IGS and IWG positions. Basic eligibility is determined by comparing the applicant's education and experience with the approved excepted service qualification standard. Applicants who meet basic eligibility requirements may be further screened by using selective factors.

C. Specific education and/or experience requirements essential to successful performance of the duties of individual positions are defined as selective factors. Selective factors are generally used for positions at IGS-5 and above. Selective factors are in addition to minimum qualifications and must be job related.

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.23 Medical Requirements.

A. The basic medical requirement for all seasonal positions is that qualified applicants must be physically able to perform the duties of the position and not be a hazard to themselves or others. The arduous/hazardous fire positions — smokejumpers and firefighters — have more stringent medical requirements. The medical requirements are described in IM OF&A 98-010 dated March 20, 1998, Wildland Firefighter Medical Examinations: Interim Policy.

B. Pilots must also meet more stringent medical requirements. These are outlined in the OPM Qualification Standards.

C. According to 5 CFR 339, agencies are required to pay for pre-employment physicals for competitive service applicants. The Department requires the Bureaus to pay for pre-employment physicals of applicants for these excepted service authorities as well. This ensures that all applicants, regardless of their current financial situation, will be considered for employment.

.24 Drug Testing. Temporary and seasonal employees in test-designated positions may be required to have a drug test under the Department's Random Drug Testing Procedures. If a position is randomly selected for drug testing, then the applicant tentatively selected for this position must pass the drug test before they can enter on duty. Pending the drug testing results, applicants will be considered tentatively selected.

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.3 Hiring Procedures. The Bureau has three procedures for hiring temporary and seasonal employees under the excepted authorities in Schedule A, 213.3112(a)(4) and (a)(5). Use of these procedures ensures that all referred applicants meet the appropriate qualification standard, that veterans' preference is properly considered, and that selectees are eligible for rehire. States and Centers may: (1) use their state employment offices to recruit, receive applications, qualify, rank, and certify applicants; (2) use OPM to perform these functions; or (3) use internal procedures to recruit, receive, qualify, rank, and certify applicants. They may also use a combination of the three methods if that best meets their needs.

.31 State Employment Offices (SEOs).

A. Regulatory Requirements. Because SEOs must meet a number of Federal requirements in helping to hire temporaries, and seasonal DOI employees that they would otherwise not have to consider, it is incumbent upon the SPOs to ensure that SEOs are aware of specific rules and regulations, and that these rules and regulations are properly applied:

1. Proper Application of Veterans' Preference. Not all veterans are eligible for veterans' preference. Therefore, the SPO must ensure that all SEOs are provided information regarding adjudicating veterans' preference. Qualified applicants must be referred in veterans' preference order as outlined in 5 CFR 302. Questions regarding the proper application of veterans' preference must be adjudicated by the SPO.

2. Record Retention. In accordance with Bureau policy (General Records Schedule 1, Item 15, for Personnel Records), all records must be maintained for a period of 2 years from the closing date of the recruitment. This includes all applications, referral lists, and selection documentation. If the SEO is unable or unwilling to retain these records for this length of time, the records must be transferred to the appropriate SPO within the Bureau.

3. Qualification Standards. SEOs must be provided with and required to use the appropriate qualification standard.

B. Application Procedures.

1. Application is made by contacting an SEO to register for work in one or more occupations. Both the Bureau and SEO will provide information on application procedures. This information should also be included on the Bureau's website career page.

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2. Unless the SEO has a specific application form, applicants may submit either a resume, an Optional Application for Federal Employment, OF-612, or an Application for Federal Employment, SF-171. Applicants should also be requested, though not required, to submit a DI 1935, Applicant Background Survey form. To claim 5-point veterans' preference, applicants must submit a DD-214, Certificate of Release or Discharge from Active Duty, or equivalent. To claim 10-point veterans' preference, applicants must attach an SF-15, Application for 10-Point Veterans Preference, plus the proof required by that form.

3. There is no specified time period during which persons may apply for seasonal positions. However, the SEO and the Bureau may establish application deadlines or cut-off dates for certain positions and locations as necessary.

C. Recruitment Procedures.

1. Primary responsibility for recruiting rests with the individual managers and supervisors who have seasonal positions. SEOs, SPOs, and EEOOs provide assistance to managers and supervisors by alerting them to the fact that BLM has opportunities for seasonal employment.

2. SEOs typically follow their established methods to recruit candidates. These may include: posting the announcement in their offices/automated systems and announcing vacancies through newspapers, radio and television, and other media. Managers and supervisors should work with their local SEOs to determine which methods they should be using to recruit candidates.

3. SPOs should supplement the recruitment efforts of managers, supervisors, and SEOs. This could include participating in job fairs, providing information to partner organizations, recruiting potential candidates at local colleges and universities, as well as partner schools across the country, and placing recruitment information on Internet sites such as USAJOBS and the BLM Careers page.

.32 Office of Personnel Management (OPM).

A. Regulatory Requirements.

1. Record Retention. In accordance with Bureau policy, General Records Schedule 1, Item 15, all records must be maintained for a period of 2 years from the closing date of the recruitment or in accordance with OPM procedures, whichever is longer.

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2. Qualification Standards. OPM must be provided with the appropriate Departmental Qualification Standard and be required to use it.

B. Application Procedures. Application is made by contacting OPM to register for work in one or more occupations. Both the Bureau and OPM will provide information on application procedures. This information could also be included on the Bureau's website career page.

C. Recruitment Procedures.

1. Primary responsibility for recruiting rests with the individual managers and supervisors who have seasonal positions. OPM, SPOs, and EEOOs provide assistance to managers and supervisors by alerting them to the fact that BLM has opportunities for seasonal employment.

2. SPOs should supplement the recruitment efforts of the managers, supervisors, and OPM. This could include participating in job fairs, providing information to partner organizations, recruiting potential candidates at local colleges and universities, as well as partner schools across the country, and ensuring that seasonal recruitment information can be found on Internet sites such as USAJOBS and the BLM Careers page.

.33 Internal Procedures. States/Centers may choose to centralize the recruitment and hiring process in the SPO or elect to have field offices take the lead on recruiting, referring, and selecting applicants.

A. Regulatory Requirements.

1. Proper Application of Veterans' Preference. Not all veterans are eligible for veterans' preference. Therefore, the SPO must ensure that all rating officials (e.g., managers, supervisors, personnel liaisons) are properly trained on adjudicating and applying veterans' preference. Qualified applicants must be referred in veterans' preference order as outlined in 5 CFR 302. Questions regarding the proper application of veterans' preference must be adjudicated by the SPO.

2. Record Retention. In accordance with Bureau policy, General Records Schedule 1, Item 15, all records must be maintained for a period of 2 years from the closing date of the recruitment with the servicing personnel office. This includes all applications, referral lists, and selection documentation.

3. Qualification Standards. Rating officials must be provided with and required to use the appropriate qualification standard.

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B. Application Procedures.

1. Application is made by contacting the appropriate BLM office to apply for work in one or more occupations. The Bureau will provide information on application procedures to anyone contacting a BLM office. This information could also be included on the Bureau's web site career page. Internal procedures should be established to ensure that each field office and SPO process applications the same way.

2. Applicants may submit either a resume, an Optional Application for Federal Employment, OF-612, or an Application for Federal Employment, SF-171. Applicants should also be requested, though not required, to submit a DI 1935, Applicant Background Survey form. To claim 5-point veterans' preference, applicants must submit a DD-214, Certificate of Release or Discharge from Active Duty, or equivalent. To claim 10-point veterans' preference, applicants must attach an SF-15, Application for 10-Point Veterans Preference, plus the proof required by that form.

3. There is no specified time period during which persons may apply for seasonal positions. However, the State/Center may establish application deadlines or cut-off dates for certain positions and locations as necessary.

C. Recruitment Procedures.

1. Primary responsibility for recruiting rests with the individual managers and supervisors who have seasonal positions. SPOs and EEOOs provide assistance to managers and supervisors by alerting them to the fact that BLM has opportunities for seasonal employment.

2. SPOs should supplement the recruitment efforts of managers and supervisors. This could include advertising positions in the media, providing information to partner organizations, participating in job fairs, recruiting potential candidates at local colleges and universities as well as partner schools across the country, and ensuring that seasonal recruitment information can be found on Internet sites such as USAJOBS and the BLM Careers page. Partner organizations can be particularly helpful in identifying nontraditional candidates.

.34 Passing Over Veterans. When a selecting official proposes to select a nonveteran ahead of a veteran, the reasons for passing over the preference eligible must be approved and certified by the SPO as having met justifiable reasons for pass over. These reasons must be related to the qualifications of the veteran for the position. A copy of the reasons for pass over must be given, upon request, to the preference eligible or a designated representative. Although OPM's approval of the pass over is not required, the reasons for it must be fully documented in case there is an audit or inquiry. Additional information can be found in 5 CFR 302.

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4. Rehire Authority.

.41 Rehire Eligibility. To be eligible for rehire, the individual must have:

worked at least 60 calendar days in the previous year (season),
had at least satisfactory performance (or results achieved),
exhibited acceptable conduct, and
been hired by the Bureau under Schedule A authority 213.3112(a)(4) or 213.3112(a)(5).

If these conditions have been met, an individual has rehire eligibility and does not need to reapply to another recruitment notice. However, re-employment is not guaranteed each year. Noncompetitive rehire is one of a number of options Bureau management can use to fill temporary and seasonal vacancies.

.42 Limits on Rehire Eligibility for Temporary Employees. A temporary employee is limited to 24 months of service in a 3-year aggregate (except when extended by OPM to meet an emergency situation) in the same or successor position. There are no rules limiting the number of times a seasonal employee can be rehired.

.43 Location and Grade Limitations.

A. Veterans. Former employees who meet the criteria in .41 above and are veterans may be rehired **in any seasonal position** and at any grade level (GS-2 through GS-7 or equivalent) for which they qualify and at any BLM field location. Such rehires may be made without regard to the type of preference.

B. Nonveterans.

1. Former employees who meet the criteria in .41 above may be rehired **in any seasonal forestry, range, or survey position** and at any grade level (GS-2 through GS-7) for which they qualify and **in any BLM field office location** without regard to veterans' preference.

2. Former employees who meet the criteria in .41 above may be rehired **in any seasonal position, regardless of series or pay plan**, and at any grade level (GS-2 through GS-7 or equivalent) for which they qualify **at any BLM field office location in states where they have previously competed for a seasonal appointment**, without regard to veterans' preference.

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.5 Employee Benefits and Pay.

.51 Employee Benefits.

A. Temporary and seasonal employees are eligible for annual and sick leave if the appointment is for 90 days or more and the employee is placed on a regular work schedule. They also receive paid holidays. Temporary and seasonal employees having a not-to-exceed date of 1 year or less are not eligible for the Federal Employees Retirement System (FERS) or health insurance or life insurance coverage. If a temporary employee's appointment is extended beyond 1 year, they are eligible to enroll in the health insurance program.

B. Temporary and seasonal employees are covered by the Federal Employee's Compensation Act for injuries sustained in the performance of duties and may establish eligibility for unemployment compensation.

.52 Pay. All temporary and seasonal employees are paid at the established rate for their grade. Premium pay may be authorized when appropriate.

.53 Payroll Deductions. Temporary and seasonal employees are subject to payroll deductions for Federal income taxes, state income taxes based on the employee's duty stations, FICA tax, and subsistence and/or quarters (when appropriate). Deductions may also be withheld for other benefits for which employees may qualify.

.54 Direct Deposit. All temporary and seasonal employee paychecks will be deposited directly into their personal account, unless one of the following circumstances apply.

A. No Financial Institution. Paychecks for employees who certify that they do not have an account at any financial institution will be mailed to their official correspondence address.

B. Undue Hardship. Employees who, because of an undue hardship, have had the direct deposit requirement waived by the Assistant Director, Business and Fiscal Services, will have their paychecks mailed to their official correspondence address.

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.6 Employee Performance and Discipline.

.61 Performance Evaluation. Performance evaluations are required for all temporary and seasonal employees who work 60 days or more, in part to determine rehire eligibility. Each employee must be advised during orientation that their performance will be appraised during employment and must be told the purpose of the appraisal. Each employee must also be provided a copy of their performance standards within 30 days of appointment. The DI-2002, Employee Performance Plan and Results Report (EPPRR), may be used to document performance. The EPPRR has two ratings: a “results achieved” or “results not achieved.” Supervisors should discuss performance with their employees periodically. If a supervisor would not recommend rehiring an employee because of their work performance, the performance evaluation must be fully documented to show the reason. Temporary and seasonal employees whose performance is rated as “results not achieved” should be removed. The supervisor should contact the SPO as soon as they become aware of a performance problem.

.62 Discipline. Discipline is both a serious and a delicate matter. Prior to taking a disciplinary action, the supervisor must discuss the issue with their SPO. Disciplinary actions are taken both to correct offending employees and maintain discipline and morale among the other employees. There are varying kinds of disciplinary measures that may be used to correct an employee’s conduct or behavior. However, any measure taken must directly relate to the severity of the problem. There is a range of disciplinary actions, from oral or written admonitions to written reprimands, suspensions, demotions, and removal. Care must be exercised in using these various actions; the use each is specifically defined by regulations.

.63 Serious Misconduct. Supervisors should contact the SPO as soon as they become aware of a serious misconduct problem. SPOs are responsible for assuring that procedural requirements are met when considering removal or discharge actions against temporary or seasonal employees. Most actions can be finalized by the SPO. Prior Bureau or Departmental level approval is not required for termination of employees for failure to report to work or for poor work performance. However, SPOs must be aware that there are specific circumstances that do require Bureau and Departmental involvement.

**1400-302 - TEMPORARY AND SEASONAL EMPLOYMENT
APPENDIX 2**

DOI QUALIFICATION STANDARDS FOR GENERAL SCHEDULE POSITIONS (other than fire)

Excepted-Qual Std. No. 250 (Revised)
Approved: September 12, 1989
Schedule A, 213.3112(a)(4)

Aid/Technician Positions

Archaeology, Biology, Cartography, Engineering, Forestry, Physical Science, Hydrology, Range, Recreation, Realty, and Survey.

All Grades: Must be a citizen of the United States; must be at least 18-years old to be employed in a hazardous position.

GS-2: No experience requirement.

GS-3: Six (6) months of any kind of work experience; or 45 quarter/30 semester hours credit of college or technical school education; or a combination of work experience and college or technical school education.

GS-4: Twelve (12) months of related experience, e.g., in forestry, engineering, biology, etc., or 90 quarter/60 semester hour credits of college or technical school education; or a combination of work experience and college or technical school education. Six (6) of the twelve months of related experience must have been equivalent

GS-5: Twelve (12) months of related work experience that demonstrates the ability to perform the duties of the position without more than normal supervision; or 180 quarter/120 semester hours credit of college or technical school education; or a combination of work experience and college or technical school education.

GS-6: Twelve (12) months of related work experience that demonstrates the ability to perform the duties of the position without more than normal supervision; or 12 quarter/9 semester hours credit of graduate education directly related to the work of the position.

GS-7: Twelve (12) months of related work experience that demonstrates the ability to perform the duties of the position without more than normal supervision; or 24 quarter/18 semester hours credit of graduate education directly related to the work of the position.

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APPENDIX 3**

DOI QUALIFICATION STANDARDS FOR GENERAL SCHEDULE FIRE POSITIONS

Excepted-Qual Std. No. 215 (Revised)
Approved: December 15, 1994
Schedule A, 213.3112(a)(5)

Range/Forestry Aid (Fire Control), GS-455 & 462-2/3

Range/Forestry Technician (Fire Control), GS-455 & 462-4/5/6/7

Forestry Technician (Smokejumper), GS-462-5/6/7

All Grades: Must be a citizen of the United States. Must be at least 18 years old to be employed in a hazardous position.

Description of Work:

The incumbents of these positions perform duties that involve varied work in wildland fire control such as fire engine crew member, helitack, smokejumper, air attack, prevention, detection, logistical support, dispatching, etc. Incumbents may perform as a first-line supervisor (crew boss) on large fires and/or support projects. Operation and maintenance of various hand and power tools is required. Most positions will require the operation of motor vehicles. Work is routinely performed in mountainous terrain conditions.

Smoke jumper positions, in addition to the above, are required to make parachute jumps over mountainous terrain and other hazardous areas, landing in timber and other rough and precipitous landscapes.

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APPENDIX 3**

Experience Requirements:

**Range/Forestry Aid/Technician
GS-455/462-2/3/4/5/6/7**

Candidates must have had experience as described below.
(Education may be substituted for general experience.)

Grade	General Experience (seasons)	Specialized Experience (seasons) Wildland Fire Suppression	Total Experience (seasons)
GS-2	1	None	1
GS-3	2	None	2
GS-4	2	1	3
GS-5	2	2	4
GS-6	2	4	6
GS-7	2	6	8

General Experience: (1) Any type of work that demonstrates the applicant’s ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized Experience: Experience involving some combination of work characteristic of fire presuppression and/or suppression duties. Emergency firefighter experience is given full credit. Credit will also be given to urban firefighters where wildland fuels were involved.

Seasonal Experience: A season of experience is considered to be a fire season of continuous employment from 3 to 6 months. Shorter periods may be combined to make a season, provided a total of at least 3 month’s experience is obtained. For any period where the work exceeds 6 months, the excess work is credited toward an additional season of experience.

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Quality of Experience:

- GS-4 one (1) season of specialized experience must have been comparable to GS-3 in the Federal Service.
- GS-5 One (1) season of the two (2) required of specialized experience must have been comparable to GS-4 in Federal Service.
- GS-6 Two (2) seasons of the four (4) required of specialized experience must have been comparable to GS-5 in the Federal Service.
- GS-7 Two (2) seasons of the six (6) required of specialized experience must have been comparable to GS-6 in the Federal Service.

For any grade, the required amount of experience and/or education will not in itself be accepted as proof of qualification for the position. The candidate's record must clearly demonstrate the ability to fully perform the duties of the position being filled.

Substitution of Education for General Experience only:

- GS-2 Graduation from a full 4-year or senior high school may be substituted in full for the experience requirements.
- GS-3 through 7 Successful completion of 1 academic year of post-high school education may be substituted in full for the 2 seasons of general experience. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is a prerequisite.

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Experience Requirements

Forestry Technician (Smokejumper), GS-462-5/6/7

Grade	General Experience (seasons)	Specialized Experience (seasons) Wildland Fire Suppression/ Smokejumping	Total Experience (seasons)
GS-5	2	1	3
GS-6	2	2	4
GS-7	2	3	5

General Experience: General experience which is qualifying for other fire positions is also qualifying for smokejumper positions.

Specialized Experience:

- GS-5 One (1) season of wildland fire suppression experience (preferably as a member of a Type I Hot Shot Crew, a helitack crew, or a fire engine crewman).
- GS-6 Same as for GS-5 smokejumper position, plus one (1) additional season of smokejumping. Experience must have included 1) advanced safety training in wildland fire suppression, fire behavior, safety, and first aid; 2) parachute jump training equivalent to that received by smokejumpers employed by Federal agencies, and 3) performance of actual jumps and firefighting under operational conditions.
- GS-7 Same as for GS-5 smokejumper position, plus two (2) additional seasons of smokejumping, one of which is at the GS-6 level. Experience is the same type as described in GS-6 above.

Physical Requirements for Fire Control and Smokejumper Positions:

The duties of these positions normally require sustained, arduous physical exertion under rigorous and unusual conditions. Persons appointed will be potentially subject to extreme physical danger and to irregular and protracted hours of work. The health of individuals must be such that they have

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APPENDIX 3**

the capacity to meet demands for performance commensurate with the specific position they are applying for. The physical requirement for the Forestry Technician (Smokejumper) series, as specified in the OPM Qualification Standards Handbook, will be adhered to. An initial pre-employment physical examination is required. Failure to meet any of the required medical qualifications will be considered disqualifying for employment or a basis for termination of an incumbent. Candidates and incumbents must successfully complete physical fitness tests of their cardiorespiratory endurance and muscular fitness.

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APPENDIX 4**

DOI QUALIFICATION STANDARDS FOR WAGE GRADE POSITIONS

Excepted-Qual Std. No. 252
Approved: January 30, 1990
Schedule A, 213.3112(a)(4) & (a)(5)

**Minimum Qualification Requirements for
Excepted Service Temporary Seasonal Wage Grade Positions
Equivalent to GS-7 and Below**

The standards are approved for use by the Bureau of Land Management, to fill positions equivalent to WG/IWG-T and below, in the following series:

WG/IWG-2064	WG/IWG-5001	WG/IWG-5716
WG/IWG-3502	WG/IWG-5035	WG/IWG-5823
WG/IWG-4749	WG/IWG-5048	WG/IWG-6907
WG/IWG-4816	WG/IWG-5413	WG/IWG-7404
WG/IWG-4840	WG/IWG-5703	WG/IWG-7408

For All Positions:

Must be a citizen of the United States.

To be employed in a nonhazardous job, must be 18 years old or 16 years old and a high school graduate; must be 18 years old before employment in a hazardous job.

All of the following must be shown in the application process:

Demonstrated ability to perform the work of the position without more than normal supervision.

Knowledge of the tools, equipment, and/or machinery necessary to do the job.

Ability to follow oral and/or written directions, instructions, and guidance.

For Leader Positions:

Must have demonstrated ability to lead and/or supervise, in addition to the foregoing.