



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240

## DIRECTOR'S ORDER NO. 154

Subject: Vacancy Announcements for Law Enforcement and Firefighter Positions

**Sec. 1 What is the purpose of this Order?** This Order establishes policy on the issuance of vacancy announcements for positions requiring special retirement coverage approval under the provisions of 5 U.S.C. 8336(c) and 5 U.S.C. 8412(d).

**Sec. 2 What positions are affected by this Order?** This Order applies to all law enforcement and fire management positions in the Service where the incumbents of such positions are eligible for special retirement benefits under the Civil Service Retirement System or the Federal Employees Retirement System.

**Sec. 3 What approval is necessary prior to advertising these positions?** Absent rare and extenuating circumstances, you must not advertise a position identified for special retirement coverage until the required approval is obtained from the Department's Firefighter and Law Enforcement Retirement Team (FLERT). Lack of advance planning does not constitute such a circumstance. An example of an exceptional or unusual situation would be a Departmental or Service mandate to advertise and fill a position subject to special retirement coverage within a very limited time frame. In such a situation, the Regional Human Resources Office must notify the Washington Office Division of Human Resources, and must include the following statement on the vacancy announcement. "Position is pending Special Retirement Coverage approval under the provisions of 5 U.S.C. 8336(c) and 5 U.S.C. 8412(d)."

**Sec. 4 How can I expedite a request to FLERT?** To help ensure timely advertising and filling of critical special retirement coverage positions:

a. Submit the following information with your request to the Division of Human Resources:

- (1) Position description with percentages of time assigned to the major duties.
- (2) Evaluation statement.
- (3) Organizational chart showing the location of the position in the organizational structure.
- (4) Completed checklist for documentation of special CSRS/FERS coverage for law enforcement or firefighter positions.

b. Where appropriate, you must use established FLERT approved standardized position descriptions. Use of these SPDs enables timely filling of critical positions and allows for an expedited and efficient classification process.

**Sec. 5 When is this Order effective?** This Order is effective immediately. It will expire September 30, 2004, unless amended, suspended, or revoked. We will incorporate the provisions of this Order in the Fish and Wildlife Service Manual.

Acting   
DIRECTOR

Date: July 10, 2003