



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

June 13, 2022

Memorandum

To: DOI Human Capital Officers
DOI Human Resources Directors/Officers

From: Landon Mock
Acting Director, Office of Human Capital
Acting Deputy Chief Human Capital Officer

Subject: Standardized Position Descriptions for Engineering Technician (802)

Purpose: This memorandum establishes updated Department of the Interior (DOI) standard position descriptions (SPDs) for Engineering Technician positions within the DOI within all specialty areas except for Petroleum and Mining. The use of the SPDs will assist efforts to strategically address human capital management issues related to classification consistency, recruitment, training, and employee development.

Background: Pursuant to internal efficiency initiatives, the Office of Human Capital (OHC), in collaboration with Bureau subject matter experts (SMEs), is standardizing position descriptions for mission critical occupations. The creation of these new SPDs for engineering technician (802) series have been vetted with department-wide technical SMEs in partnership with senior DOI classification experts.

Policy: Effective immediately, Bureaus/Offices must replace legacy PDs with the new DOI SPDs, where applicable, and process the necessary personnel actions as soon as possible, but not later than **60** days from the date of this memorandum. See [PB 20-10](#) for additional applicable policy requirements.

The official SPDs covered by this Memorandum are:

DI00600	Engineering Technician	0802-11
DI00700	Engineering Technician	0802-10
DI00800	Engineering Technician	0802-09
DI00900	Engineering Technician	0802-08
DI01000	Engineering Technician	0802-07
DI01100	Engineering Technician	0802-06
DI01200	Engineering Technician	0802-05

Official Titles: The U.S. Office of Personnel Management's prescribed official titles are located in Block 18a on the PD cover sheet (HC-08). This title must be entered into the Federal Personnel and Payroll System (FPPS) and be reflected on the incumbent's SF-50, Notification of Personnel Action. Variations to official titles are not authorized.

Standardized PD Numbering System: Bureaus must use the DOI standardized PD numbering system when using these SPDs for newly established positions and when replacing existing SPDs. The use of a bureau-level numbering system in lieu of a DOI SPD number is not authorized. The DOI SPD number must be entered into FPPS in the position number data field so it prints on the incumbent's SF-50, Notification of Personnel Action. A standardized PD number has been recorded in Block 1 of the HC-08. Modifications to the SPD number are not authorized with the exception of the last two characters as described in PB 20-10.

PD Cover Page: The servicing Human Resources Office (HRO) will complete the PD cover page for each position.

Electronic Library of DOI Standard PDs: An Electronic Library of available DOI SPDs is located in the USA Staffing automated personnel system.

Inquiries: Any Department employee or employee representative seeking further information concerning this memorandum may contact their respective servicing HRO. Bureau Headquarters HR staff may contact Renae Lockwood in the OHC at Renae_Lockwood@ios.doi.gov.

Attachments