



**U.S. DEPARTMENT OF THE INTERIOR**  
**Certification of Position Approval for Retirement**  
**Under**  
**5 USC 8336(c) and 8412(d)**

Approved under the Civil Service Retirement System, 5 USC 8336(c)

Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management – Bureau Wide

Classification Title: Range/Forestry Technician (Fire)

Organization Title: Single Engine Air Tanker (SEAT) Manager

Position Number: F006 Series and Grade: GS-0455/0462-05/06/07

**RECOMMENDATION FOR COVERAGE REVIEW:**

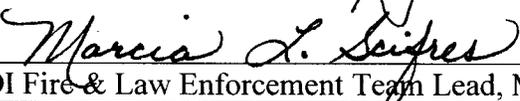
Secondary administrative coverage is recommended for this position. Special retirement coverage for GS-05 level under both CSRS and FERS is requested. Coverage previously approved for GS-6 level on 3/19/2001 and target GS-07 level on 12/27/2000.

The position has administrative duties in an organization having a firefighting mission. The primary purpose of the position is management of an exclusive use contracted Single Engine Air Tanker (SEAT). The position requires knowledge of complex wildland firefighting techniques, fire equipment, fire behavior, fuel models, the Incident Command System, and complex air operations as they apply to wildland firefighting.

The position requires prior firefighting experience and is clearly in an established career path.

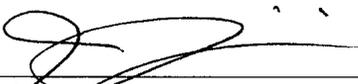
  
Bureau Program Designee

11-04-02  
Date

  
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

11/14/2002  
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date 11/21/2000. Approval is by DOI Secretary's Designee:

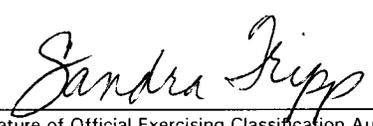
  
Deputy Assistant Secretary, Human Resources & Workforce Diversity

11/18/02  
Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION; <input type="checkbox"/> AS HEREBY AMENDED			
11 a. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. Range/Forestry Technician (Fire) #F006	SCHEDULE GS	SERIES 455/462	GRADE 05
_ SAME AS PRESENT; AMENDED FOR: <input type="checkbox"/> CSC TITLE, <input type="checkbox"/> POS. NO., <input type="checkbox"/> SERIES, <input checked="" type="checkbox"/> GRADE <input type="checkbox"/> OTHER			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.   _____ (Signature of Supervisor) (Date)  Title _____	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.   <div style="text-align: right;">  9/30/02            _____            (Signature of Official Exercising Classification Authority) (Date)         </div> Title <u>Special Retirement/SPD Coordinator</u>
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7. DESCRIBE BRIEFLY, BUT IN FULL. THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This represents restructuring of the target GS-07 position to the GS- 05 .

This position is being restructured to the second lower grade indicated above to permit planned training and progression in the duties and responsibilities set forth in the attached full performance level position description.

Incumbent serves in a training capacity and may not be expected to perform the entire scope of duties as described. Assignments are given to prepare the incumbent to eventually acquire the knowledge expected at the full performance level. They will typically combine productive work with on-going training and instruction as appropriate and will relate to the objective of attaining full performance on the job. Incumbent will be given less responsibility at first and work will be more closely reviewed. The more difficult assignments may be screened by the supervisor so that a lesser degree of judgement is expected of the incumbent. Complexity of work may be increased by the supervisor and supervision received may gradually decrease as experience and competence are developed by the incumbent.

Performance will be evaluated with appropriate status of training in mind.

**NOTE:** At the discretion of management, incumbent may be non-competitively promoted to the established next higher level, provided: (1) target position is still properly classifiable to its present title, series, and grade at the time of the proposed promotion; (2) the incumbent is certified in writing to have advanced to and to be performing at the level appropriate to the higher grade; and (3) the incumbent meets all regulatory and qualification requirements for such promotion.

Department of the Interior, FLERT Specialist *Jay Lappen*  
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)  
 Firefighter  Law Enforcement  
 Primary  Secondary/Administrative  Sec/Supvy  
 Approval Date November 18, 2002



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5 USC 8336(c) and 8412(d)

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Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Range/Forestry Technician (Fire)

Organization Title: Single Engine Air Tanker (SEAT) Manager

Position Number: F006 Series and Grade: GS-0455/0462-06

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The primary duties are administrative and directly connected with the control and extinguishment of fires. The position is assigned to the Fire and Aviation organization in a Field Office. The primary responsibility of the position is management of an exclusive use contracted Single Engine Air Tanker (SEAT). During initial or extended attack of wildland fires, the incumbent manages one or more Single Engine Air Tanker operations. SEAT modules consist of a single engine aircraft configured to drop suppressants or retardants, pilots, mixing/loading equipment and drivers/attendants. **The position requires prior firefighting experience and is clearly in an established career path.**

*Geoff G...*  
Bureau Program Designer

2-26-01  
Date

*Marcia L. Scifres*  
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

3/13/2001  
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 11/21/2000. Approval is by DOI Secretary's Designee:

*Wesley K. Sutton*  
Deputy Assistant Secretary, Human Resources

3/19/2001  
Date

**POSITION CLASSIFICATION AMENDMENT**

<b>POSITION NUMBER</b> F006	<b>FULL PERFORMANCE LEVEL</b> GS-455/462-07
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**ORGANIZATIONAL LOCATION**

Department of Interior, FF/LE Retirement Team Specialist WDE  
 This PD has been approved as follows under 5USC 8336(e) and 8412(d)  
 Firefighter  Law Enforcement  
 Primary  Secondary/Administrative  Secondary/Supervisory  
 Approval Date 3/19/01

<b>TITLE:</b> Range/Forestry Technician	<b>FLSA STATUS</b> EX <input checked="" type="checkbox"/> NON-EX	<b>COMP. LEVEL:</b>
Single Engine Air Tanker (SEAT) Manager		

This amendment is a part of the Range/Forestry Technician, GS-455/462-7 position, position number F006. The incumbent of this position will perform the same duties as those described in position description number F-006.

At the GS-6 level, the incumbent possesses a basic knowledge of the procedural requirements and processes associated with the work. The employee performs standardized support duties independently while learning the more intricate knowledge and skill required of the position. The work will be performed using established procedures and specific guidelines. These guidelines range from standard operating procedures, oral instructions or standard technical texts to standardized regulations. The incumbent must use judgement in selecting the appropriate guidelines to use in performing the assignments.

As the employee gains experience in performing the work, the knowledge which the employee uses in performing the work will increase. The judgement which the employee will use in selecting the appropriate guidelines will also increase.

**NOTE:** At the discretion of management, incumbent may be non-competitively promoted to the established next higher level, provided: (1) target position is still properly classifiable to its present title, series, and grade at the time of the proposed promotion; (2) the incumbent is certified in writing to have advanced to and to be performing at the level appropriate to the higher grade; and (3) the incumbent meets all regulatory and qualification requirements for such promotion.

**CERTIFICATIONS**

<p>I certify that the position identified above has changed as reflected in this amendment.</p> <p>_____ Signature of Supervisor</p> <p>_____ Date</p> <p>Title: _____</p>	<p>I certify that the changes reflected are proper and the position as hereby amended is properly classified.</p> <p><u>Shyllis E. O'Neill</u> <u>1-19-01</u> Signature of Official Exercising Date Class. Auth.</p> <p>Title <u>Supervisory, Personnel Management Spec</u></p>
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Bureau Program Designee

12/20/00  
Date

  
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

12/22/2000  
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 11/21/2000. Approval is by DOI Secretary's Designee:

  
Wendell K. Sutton, Deputy Assistant Secretary, Human Resources

12/27/2000  
Date

**POSITION DESCRIPTION (Please Read Instructions on the Back)**

1. Agency Position No. **F006**

2. Reason for Submission:  Redescription  New  Hdqtrs  Field  Reestablishment  Other

3. Service:  Hdqtrs  Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act:  Exempt  Nonexempt

8. Financial Statements Required:  Executive Personnel Financial Disclosure  Employment and Financial Interest

9. Subject to IA Action:  Yes  No

10. Position Status:  Competitive  Excepted (Specify in Remarks)  SES (Gen.)  SES (CR)

11. Position Is:  Supervisory  Managerial  Neither

12. Sensitivity:  1-Non-Sensitive  2-Noncritical Sensitive  3-Critical  4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Range/Forestry Technician (Fire)	GS	455/462	07	mww	
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)  
**Single Engine Air Tanker (SEAT) Manager**

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment: **Department of the Interior**

a. First Subdivision: **Bureau of Land Management**

b. Second Subdivision: **State Office**

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
**Range/Forestry Technician Series, GS-455/462, Dec 91, TS-111. GEG for Aid and Technician Work in the Biological Sciences, GS-400, Dec 91, TS-111.**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office of the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action  
**Mark W. Whitesell  
Supervisory Personnel Management Specialist**

Signature *Mark W. Whitesell* Date *11-21-00*

23. Position Review	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

24. Remarks

Department of Interior, PW/LE Retirement Team Specialist  
This PD has been approved as follows under 5 USC § 336(c) and § 412(d):  
 Firefighter  Law Enforcement  
 Primary  Secondary/Administrative  Secondary/Supvy  
Approval Date *12/27/00*

25. Description of Major Duties and Responsibilities (See Attachment)

## INTRODUCTION

The position is assigned to the Fire and Aviation organization in a Field Office. The primary responsibility of the position is management of an exclusive use contracted Single Engine Air Tanker. The organizational title is Single Engine Air Tanker Manager or SEAT Manager. Prior wildland firefighter experience is required.

## MAJOR DUTIES

During initial attack or extended attack of wildland fires the incumbent manages one or more Single Engine Air Tanker (SEAT) operations. SEAT modules consist of single engine aircraft configured to drop suppressants or retardants, pilots, mixing/loading equipment and drivers/attendants. These modules are contracted to the government. Responses can occur on BLM fires or in support of other agency efforts. Provides pilots, and crew with detailed instructions on incident objectives and tactics. Determines needs, orders personnel, equipment and supplies to support single engine air tanker operations.

The incumbent is responsible for the day-to-day operation and utilization of the aircraft, pilot and crew. Prepares work schedules, plans and sets priorities. The unpredictable nature of emergency fire suppression activities and the continuously changing fire situations requires frequent, abrupt, and unexpected changes in work assignments, goals, and deadlines. (25%)

Administers assigned SEAT contracts. Serves as the primary Project Inspector (PI) and the alternate Contracting Officer's Representative (COR). Performs day-to-day contract administration for contracts. The incumbent enforces contract provisions, proposes contract language changes, issues work orders and notices of non-compliance to the contractor as necessary, and has full authority to suspend operations for violations of safety regulations or contract non-compliance. Completes and maintains reports and records of aircraft use. Completes daily flight invoices and contract daily diaries. Signs for receipt of services and approves payment daily. Provides documentation regarding any claims filed by the contractor. May be required to serve as a witness for the government in contract appeal hearings. (35%)

Ensures compliance with aviation safety policies and procedures. Ensures all flight following policies and procedures are followed. Monitors and tracks flight and/or duty hours of pilots, mechanics and fuel truck drivers to ensure that duty hour limitations are not exceeded. Conducts pre- and post- flight briefings with the pilot and loading crew. Responsible for inspecting, maintaining and testing aviation fuel caches. Ensures that turbine engine power checks are completed and the results documented. Reviews aircraft logbook entries, ensuring that appropriate aircraft maintenance is documented. (30%)

May serve as an instructor for BLM and interagency courses in general aviation, SEAT operations, and SEAT contract administration. Provides on-the-job training in the use of aircraft capabilities and limitations, air tanker operations, retardant chemicals, and rescue equipment. (5%)

Provides cost data to decision makers for current year operational needs and for inclusion in the annual budget process. This includes recommendations for equipment, supplies and training necessary for safe and efficient implementation of air tanker operations. Submits requests for acquisition of supplies and materials through the agency procurement process. Is responsible for tracking property issue and use. (5%)

## FACTORS

### 1. Knowledge Required by the Position (Level 1-4, 550 points)

Knowledge of the planning and coordination required for complex air operations in remote, isolated work locations, along with the knowledge of capabilities and limitations of various types of SEAT configurations in order to adapt to highly specialized projects.

Knowledge of complex wildland firefighting techniques, fire equipment, fire behavior, fuel models, the Incident Command System, and complex air operations as they apply to wildland firefighting.

Knowledge of aircraft communications and navigation systems, capabilities and operation

Knowledge of aircraft contract administration and provisions to effectively administer aircraft contracts, recommend contract language changes, and to complete related reports, records and payment documents.

A working knowledge of current Federal and State regulations, policies and procedures governing fixed-wing aircraft; including Federal Aviation Regulations, general aviation safety, and DOT regulations.

Thorough knowledge of current aviation safety practices and procedures. Knowledge of acceptable and unacceptable flight practices to evaluate performance. Working knowledge of safe mountain flying techniques and aircraft aerodynamics and flight characteristics. Incumbent must be able to review and correctly interpret technical material, such as flight handbooks, aircraft logbooks, performance charts and aeronautical literature.

Knowledge of teaching techniques including formalized classroom and on the job training to plan and execute successful aviation and safety training.

Skill in written and verbal communications to prepare plans, reports, supervise effectively, and to meet and deal with the public and contracted module personnel.

Knowledge of multi-agency policies and procedures when cooperating with other agencies on wildland fires and other wildland urban interface/intermix situations.

### 2. Supervisory Controls (Level 2-3, 275 points)

The supervisor sets overall objectives and goals. The incumbent plans and carries out recurring work without detailed instructions and plans, schedules, and completes inspections and reports. Incumbent functions independently in the field, relying on his/her own experience, expertise and judgment.

Routine work is periodically reviewed upon completion for compliance with established policies and procedures.

3. Guidelines (Level 3-3, 275 points)

Written guidelines are found in a multitude of manuals, handbooks, guides and policy memoranda of the Department, Bureau, or other natural resource agencies and published regulations of the FAA, OMB and NTSB. Guidelines include, but are not limited to, the Single Engine Air Tanker Guide, Interagency Air Tanker Base Operations Guide, The Single Engine Air Tanker Contract, Incident Command System Air Operations Standards, Federal Aviation Regulations, OAS Operational Procedure Memorandums and Departmental Manual, Health and Safety Code, Department of Transportation Regulations on transportation of Hazardous Materials and other written guides and plans.

Policies range from very broad and general to extremely specific in nature. These multi-agency directives and policies are subject to interpretation, often contradictory and frequently do not address specific issues or problems that arise in the field.

The incumbent selects, interprets, and applies these guides, directives, and policies, frequently using initiative, judgment, and resourcefulness in solving unforeseen problems and resolving conflicts.

4. Complexity (Level 4-3, 150 points)

The management of a Single Engine Air Tanker operation is a specialized and distinct responsibility in fire suppression and incident management. Special experience and training is needed, which is not acquired in any other established position. The duties assigned cover divergent and unrelated processes such as training, aircraft scheduling, weather knowledge, emergency procedures, billing, and procurement. Incumbent must weigh economics, safety, and efficiency in aircraft operations in a constantly changing atmosphere of conditions, priorities, pressures and constraints, often without opportunity to consult with a supervisor or other technical advisor.

5. Scope and Effect (Level 5-2, 75 points)

The Single Engine Air Tanker Manager is responsible for providing safe and effective availability of the Single Engine Air Tanker (SEAT) for rapid initial attack or other incident dispatches. This involves planning and coordination with dispatchers and incident personnel from one or more agencies in a multi-jurisdictional setting.

