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

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

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

Category of Coverage: Secondary/Administrative (FF).

Bureau: Bureau of Land Management – Bureauwide.

Classification Title: Fire Management Officer.

Organization Title: District FMO.

Position Number: F2011 Series and Grade: GS-0401-09/11.

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested. Target grade GS-11 was approved 2/28/97.

The position has administrative duties in an organization having a firefighting mission. The primary purpose of the position is to serve as a Fire and Aviation Manager, developing, directing, and coordinating these programs, and conducting fire and aviation management activities on a District or equivalent unit. Position requires comprehensive knowledge of fire ecology, fire behavior, fire control, fire planning, fire prevention, fire investigation, prescribed fire management, fire monitoring and studies, smoke management and aviation management.

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

Bureau Program Designee — Date: August 14, 2003

DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres — Date: 09/05/2003

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date of 11/27/96. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Resources & Workforce Diversity — Date: 10/1/03

(DOI Revised 01/99)

DI-625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT

3. ORGANIZATIONAL LOCATION __ AS SHOWN ON CURRENT DESCRIPTION; __AS HEREBY AMENDED

11 a._____ d. _____.
b. _____ e. _____.
c._____.

4. CSC TITLE AND BUREAU POSITION NO. **F2011**	SCHEDULE	SERIES	GRADE
Fire Management Officer	GS	0401	09

_ SAME AS PRESENT; AMENDED FOR: __ CSC TITLE, _ POS. NO., _ SERIES, _X GRADE __OTHER

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
(Signature of Supervisor) (Date)	Sandy Dripp 8/14/03 (Signature of Official Exercising Classification Authority) (Date)
Title	Title Program Analyst

DESCRIBE BRIEFLY, BUT IN FULL. THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS THAT ARE TO BE MADE IN THE DESCRIPTION PROPER.

This represents restructuring of the target GS-11 position to GS- 09.

This position is being restructured to the 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.

The supervisor is responsible to provide the necessary guidance, preparation, and coverage for those duties that cannot yet be assigned to the incumbent to assure effective work accomplishment, safety, and security, and the preparation of the incumbent for promotion to the position full performance level. There will be no conflict of the supervisor being a lower grade than the employees supervised.

Department of the Interior, FLERT Specialist Faye Lappin
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 October 1, 2003

NOTE. At the discretion of management, incumbent may be non-competitively promoted to the established next higher grade level provided: 1) the 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 requirement for such promotion.

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

1. Agency Position No. F2011

2. Reason for Submission
- [ ] Redescription
- [ ] Reestablishment
- [x] New
- [ ] Other

Explanation *(Show any positions replaced)*

3. Service
- [ ] Hdqtrs.
- [x] Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act
- [x] Exempt
- [ ] Nonexempt

8. Financial Statements Required
- [ ] Executive Personnel Financial Disclosure
- [ ] Employment and Financial Interests

9. Subject to IA Action
- [ ] Yes
- [ ] No

10. Position Status
- [x] 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 Sensitive
- [ ] 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. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	FIRE MANAGEMENT OFFICER	GS	401	11	MW	11-27-96
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*

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

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

Signature of Employee *(optional)*

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

Signature | Date

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

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.*

Typed Name and Title of Official Taking Action
[illegible] WHITESELL
POSITION CLASSIFICATION SPECIALIST

Signature: Mark W. Whitesell | Date: 11-27-96

22. Position Classification Standards Used in Classifying/Grading Position
General
GS-401 Biological Sciences ~~[illegible]~~ Series
Rangeland Management Series, GS-454
TS-126 September 1993

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 or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*										
b. Supervisor					[redacted]	02/28/97				
c. Classifier					[redacted]	02/28/97				

24. Remarks
FPL: GS-11
HC:
BUS: 7777
OCM:

THIS IS A TESTING DESIGNATED POSITION

25. Description of Major Duties and Responsibilities *(See Attached)*

Fire Management Officer, GS-401-11

INTRODUCTION

The incumbent serves as the Fire and Aviation Manager within a Bureau of Land Management District. Included in these programs are fire suppression, presuppression, fire trespass, detection, prevention, fuels management, smoke management, prescribed fire, fire ecology, and aviation. The Fire Management Officer (FMO), develops, directs, coordinates and conducts fire and aviation management activities in the District.

The District fire management program provides fire protection for large areas of public land and includes cooperative or contractual agreements with other agencies. The District also has a prescribed fire component in its fire management program.

The incumbent is responsible for providing both short and long range planning, program management and leadership, supervision, guidance, coordination, and evaluation for fire and aviation programs in support of District goals.

Prior service in a primary fire fighter position is required for this position.

MAJOR DUTIES

1. Planning, Programming and Budget 15

Responsible for the District's planning, programming and budgeting for the fire and aviation management programs. Executes policies and plans which meet the objectives of the fire and aviation management programs, and ensures the integration of fire management considerations into land management activities. Provides guidance and direction for the development of fire management plans and budget formulation at the District level to ensure economic feasibility and attainment of objectives. Participates in development of land use plans, EAs and EIS's for other activities. Directs, conducts and participates in analysis, interim and follow up evaluations of projects and activities to ensure fire and land management objectives are attained, and to identify better and more efficient methods and procedures for conducting project and program activities. Directs the development of or prepares plans and technical guides for fire and aviation management programs.

Responsible for development and monitoring of the District's Annual Work Plan for fire management relative to ecosystem management, presuppression program, and aviation management. Monitors program to insure that planned workloads are completed within assigned cost targets in accordance with State and Washington Office objectives. Makes budget adjustments as appropriate. The incumbent is responsible for ensuring that fire funds are spent in accordance with Bureau policies and regulations.

2. Technical Guidance and Direction 15

Serves as the District's senior professional fire management advisor to the District Manager and staff. Reviews, analyzes, interprets and disseminates existing and new policy originating from the Department, Bureau, and/or State Office to District fire personnel. Ensures District activities are in conformance with the latest policy directives. Where policy is lacking, develops or oversees the development of District-wide standards.

Establishes fire control standards for contractors, as applicable. Works with cooperators to develop mutual procedures to ensure effective and efficient interagency operations. Recommends changes in organization, equipment, and operational techniques to best meet those needs.

Reviews District programs and procedures to evaluate their compliance with policies and regulations, and to determine their overall effectiveness in meeting objectives. Initiates changes as needed.

3. Liaison (5)

Develops, implements and facilitates cooperative agreements and relations with private citizens and with Federal, State, county, city or local agencies. Coordinates or assists in fire emergencies.

Serves as the District Manager's authorized representative in negotiations regarding fire policy and procedures in support of interagency agreements. Monitors fire control actions of cooperators for conformance with established agreements and initiates corrective actions as needed.

4. Prescribed Fire/Fuels Treatment (10)

Provides leadership and coordination of the fuels management/prescribed fire program. Responsible for the development and implementation of prescribed fire/fuels projects. Reviews project proposals to insure that Bureau and State laws, regulations, and policies are incorporated into proposed projects. Assures that all environmental and resource concerns are considered in prescribed fire operations. Acts as reviewing official and recommends approval on all prescribed fire projects.

Serves as the District's professional specialist in the areas of prescribed fire, fire behavior, fuels management, fire effects and rehabilitation practices. Stays abreast of current research in these areas and disseminates appropriate information to other District personnel. Recommends improvements, which may involve changes in current operating techniques and practices.

5. Fire Protection. 15

Organizes and oversees a District fire protection program that includes fire prevention, presuppression, suppression, and post suppression activities. Implements and adapts fire

protection policies and procedures to meet legal, regulatory, and land use objectives. Determines whether proposed activities are economically feasible. Proposes, coordinates, and conducts training necessary to achieve fire protection program goals. Directs, conducts, and performs in fire suppression efforts, and/or assumes management leadership in the evaluation of the effectiveness of the suppression efforts.

6. Fire and Aviation Safety Management. (10)

Implements and reviews the effectiveness of safety standards in District fire and aviation programs. Participates in accident investigations to determine causes and preventive measures. Develops and prepares District Safety and Accident Prevention plans for aviation activities.

7. Fire Trespass. (5)

Implements established fire trespass policies and procedures. Coordinates settlement of fire trespass cases. Works with management and the State Office to negotiate administrative and legal restitution for losses resulting from fire trespass.

8. Emergency Services. (5)

Participates as necessary in local emergency and disaster planning with the Federal Emergency Management Agency, and other governmental agencies. As requested or determined by Disaster and Emergency plans and Bureau policy and direction, provides and coordinates Bureau personnel and equipment to support the accomplishment of emergency disaster services and search and rescue.

9. Aviation Management (As applicable). (10)

Oversees implementation of aircraft operating procedures, air operations, safety and aviation training programs within the District. Provides direct oversight of contract, call-when-needed and agency owned aircraft used in the District fire and resource management programs.

10. Supervision (As applicable). (10)

a. Work Direction. Through subordinates, plans, organizes, directs, coordinates, and controls activities pertaining to the accomplishment of assigned functional responsibilities. Such tasks include defining broad objectives and specific goals; establishing, evaluating, and adjusting long range schedules, objectives, and goals in relation to workload, personnel required, and priority; making work assignments and setting priorities; reviewing work products for adequacy and accuracy, policy and regulatory compliance and application. Maintains management-employee communications, keeping employees informed as to regulatory requirements, policy, procedures and the interpretation thereof. Devises and maintains record keeping systems to provide required information for production reporting, evaluation, control of costs, etc. Coordinates with other organization supervisors on work related problems, technical problems not covered by precedents or established policies. Makes organizational, equipment,

etc., changes to increase productivity.

b. Administration. Responsible for the administration of a variety of management programs such as safety, upward mobility, cost reductions, sick leave and overtime usage, EEO, suggestions, etc. Establishes goals for subordinates that will accomplish management objectives. Establishes record keeping systems and monitors accomplishments against objectives. Initiates corrective action. Implements and adapts policies, regulations, procedures, etc., to accomplish organizational objectives. Advises immediate supervisor of program accomplishment, issues, and impact of changes.

c. Personnel Management. Performs personnel management tasks such as making selections/recommendations for subordinate positions; participating in position and pay management programs; establishing performance standards and evaluating performance; maintaining discipline; hearing and resolving complaints and grievances; consulting with specialists on training needs, and deciding on training issues; taking disciplinary actions; approving sick and annual leave; and approving personnel actions initiated by subordinates. Develops internal programs, plans and procedures to ensure subordinates adhere to personnel management requirements.

Performs other duties as assigned.

FACTORS

Factor 1 - Knowledge Required by the Position

- A wide range of professional knowledge of ecology and rangeland management principles, practices and concepts sufficient to serve as the primary authority for all duties involved in the development and review of the District fire and aviation programs.

- Comprehensive and practical knowledge of fire ecology, fire behavior, fire control, fire planning, fire prevention, fire investigation, prescribed fire management, fire monitoring and studies, smoke management techniques, and aviation management activities sufficient to form consultative, program development, and oversight services for these programs.

- Comprehensive knowledge and understanding of the principles and practices of ecosystem management sufficient to incorporate techniques and objectives of fire, aviation, and other related activities into specific Area/District resource plans and programs.

- Comprehensive knowledge and understanding of developments in fire management and aviation operations sufficient to provide oversight and develop plans, standards, and technical guides to achieve long-term ecosystem management objectives and operational safety.

- Comprehensive knowledge of agency policies, procedures, and regulatory requirements applicable to the use and protection of natural resources.

- A fundamental knowledge of related fields of science including soils, ecology, hydrology, geology, and economics.

- Ability to comment on technical reports, environmental assessments, letters and memos, including protests and congressional investigations and inquiries. Ability to write clearly and concisely at a level understood by the layman and at a level appropriate for professionals in other agencies and universities. Ability to make public presentations and professionally deal with controversial issues.

- Extensive and diverse wildland fire fighting experience and training, such as that demonstrated by functioning as a Type III Incident Commander or Suppression Crew Leader. Working knowledge of dispatch operations, fire aviation operations, and fire equipment.

Experience gained as a District Fire Control Officer or Area FMO or Chief Dispatcher. Experience as a Division Supervisor or Unit Leader.

- Knowledge, skills, and abilities in the areas of facilitation, problem-solving, team building, leadership, motivation, innovation, coaching, and counseling.

Factor 2 - Supervisory Controls

- The supervisor gives work assignments in the form of District objectives, goals, and priorities. Supervisor and incumbent confer on the development of general objectives, projects, and deadlines.

- Independently accomplishes assignments within the constraints of Bureau policy and regulations. Has considerable latitude to independently plan and carry out assigned programs and responsibilities. Provides independent advice on technical questions and interpretations of policies and guidelines in the assigned areas of responsibility and is considered the District authority in these subject areas. Keeps the supervisor informed of controversial issues and proposed compromises. Technical assistance, if required, is available from the State Office, NIFC, and the Washington Office.

- Completed work is reviewed for compliance with overall District objectives.

Factor 3 - Guidelines

- Guidelines are in the form of regulations, manuals, instruction memoranda, and standards. The application of these guidelines embraces a wide range of concepts and procedures. Guidelines may be insufficient to deal with occasional unique or unusual situations. Interagency relationships require knowledge and use of agency guidelines

from cooperating agencies. Where interagency guidelines are inadequate, joint guidelines and procedures are developed.

- Uses experience and judgement in adapting techniques, methods or established practices to achieve completion of assigned programs and objectives.

Factor 4 - Complexity

- Responsibilities include a broad range of duties in fire management and aviation operations. Primary responsibility is to provide fire management expertise, guidance, program development and review, and coordination with Resource staff on resource management issues. The land area and the functional programs are characterized by the following or comparable situations: Local interagency level co-operative relationships and activities with other fire organizations and significant interdependence between cooperators; A prescribed fire program designed to achieve ecosystem management objectives; Fire impact affecting resource management issues; Limited urban interface issues; Program draws local public and media interest and moderate political sensitivity; Areas of intermingled Federal and non-Federal lands; Commercially valuable resources which provide support for a number of dependent communities and industries; Variables in terrain, elevation, climate, fuel types, ignition sources, and rates of spread which have a decided effect on plans, methods and procedures; A variety of fuels which may range from cheatgrass, rangeland grasses and other flash fuels to heavier types, such as brush, trees and logging slash; Extended periods with less than normal precipitation, periodic heavy concentration of lightning and high velocity winds. These dynamics result in a fire and aviation management program that must be responsive to rapid change, politics, public demands and the protection of sensitive natural resources through land management planning and cooperative fire fighting efforts.

- The incumbent must consider numerous resource values in decision making, including environmental, cultural resources, recreation, range, wildlife, watershed, wilderness study/scenic areas, and socio-economic concerns. Fire management decisions and activities are made under constraints which require the incumbent to occasionally adapt to individual situations.

Factor 5 - Scope and Effect

- The purpose of the position is to provide District management guidance and coordination to ensure the effectiveness of the fire and aviation management programs, and within the constraints of available resources, ensure that these programs are integrated with conventional resource programs and objectives of the District. Commits District resources and requests other resources through the provisions contained in cooperative agreements. The work performed affects the District's fire and aviation programs, other District resource programs, other agency operations, operations of private companies and individual resource users. Fire suppression decisions affect the adequacy of agency

actions taken to protect human life, personal property and natural resources. Decisions may result in the expenditure of large sums of federal funds and affect employee and public safety.

Factor 6 - Personal Contacts

- Contacts are with fire and other resource personnel and managers throughout the Bureau as well as with State and local government or other Federal agencies, with special interest groups and with the general public. During high profile fire emergencies, may serve as an interagency spokesperson to the media, explaining cooperative fire fighting efforts, methods and strategies.

Factor 7 - Purpose of Contacts

- Contacts are for the purpose of exchanging information, coordinating work efforts and planning, identifying mutual issues, providing fire management advice and guidance, integrating operations, and negotiating issue solutions. Negotiates cooperative agreements with other entities. Contacts involve influencing or persuading other subject matter experts to adopt a particular course of action or to change direction in a particular resource activity due to a fire or aviation management consideration which may be in conflict with a proposed resource objective.

Factor 8 - Physical Demands

- The work is normally sedentary. During the fire season, physical exertion is required in the form of long periods of standing, walking over rough, uneven or rocky surfaces and exposure to extreme heat, smoke and temperatures.

Factor 9 - Work Environment

- Work is normally performed in an office setting. During the fire season, field work may involve high risk exposure to potentially dangerous situations or stress. The above work environment involves regular and recurring exposure to moderate risks and discomforts which usually require protective equipment to be worn. A range of safety and other precautions are required. Exposure to risks such as wildfire, heat, smoke, falling rocks and trees, etc., are a regular part of the job during the fire season. Work may require frequent flying in small fixed-wing and rotary-wing aircraft. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.