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

Bureau: of Land Management, Idaho Bureau-wide

Classification Title: Fire Management Officer

Organization Title:

Position Number: F2012 Series and Grade: GS-0401-11

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 been approved by DOI at the GS-12 level.

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

x [signature] 11/14/97
Bureau Program Designee Date

[signature] 11/13/97
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres Date

[signature] 11/13/97
Director, Office of Fire and Aviation (BLM), Lester K.Rosenkrance Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement as shown above. Approval is by DOI Secretary's Designee:

[signature] 25 Nov 97
Mari Barr, Secretary's Designee Date

DI-625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
BUREAU OF LAND MANAGEMENT, ISO	

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

BUREAUWIDE ASO SA

11a. DEPARTMENT OF THE INTERIOR
b. BUREAU OF LAND MANAGEMENT
c. IDAHO STATE OFFICE
d. UPPER SNAKE RIVER DISTRICTS
e. FIELD OPERATIONS SUPPORT TEAM

4. CSC TITLE AND BUREAU POSITION NO.	SCHEDULE	SERIES	GRADE
FIRE MANAGEMENT OFFICER (3F2012)	GS	401	11

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

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.

AUTHENTICATED:
for /s/ HOWARD HEDRICK 7-30-97
(Signature of Supervisor) (Date)

Title DISTRICT MANAGER

6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.

SA 10/6/03

8/4/97
(Signature of Official Exercising Classification Authority) (Date)

Title POSITION CLASSIFICATION SPECIALIST

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 position is part of the GS-401-12 performance position description.

At the GS-11 level:

The employee must possess a knowledge of the principles, concepts, and methodology of land surveying which has been supplemented by skill gained through job experience to permit independent performance of recurring assignments. The supervisor makes assignments by defining objectives, priorities, and deadlines, and assists the employee with unusual situations. The employee plans and carries out the successive steps and handles problems and deviation in the work assignment in accordance with instructions, policies, previous training, and accepted practices. Completed work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Judgement is used in interpreting and adapting the guidelines to specific problems.

Performs learned tasks under general supervision. For new assignments the incumbent receives specific guidance. At the GS-12 level the incumbent receives general supervision and general guidance and review of work.

Special Retirement Coverage:
Firefighter
Law Enforcement
Other Hazardous
Other Hazardous Supervisory
District: date approved 11/25/97
Field: date approved 11/25/97

U.S. DEPARTMENT OF THE INTERIOR

Certification of Approval for Special Retirement Coverage

✓	Under the Civil Service Retirement System (5 U.S.C. 8336(c))
✓	Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: of Land Management, Bureau

Classification Title: Fire Management Officer

Organization Title: District FMO

Series and Grade: GS-0401-12

Position Number: F2012

Category: Secondary/Administrative

RECOMMEND:

Marcia L. Scifres — 12/24/96
Bureau Special Retirement Coordinator — Date

[signature] — 2/13/97
Delegated Official — Date

APPROVAL:

The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated.

[signature] — 2/28/97
Secretary's Designee - Special Retirement Program — Date

DI 2001 (July 1994)

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

1. Agency Position No.: F 2012

2. Reason for Submission: [ ] Redescription [X] New [ ] Reestablishment [ ] 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: [ ] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [ ] Neither

12. Sensitivity: [ ] 1—Non-Sensitive [ ] 3—Critical Sensitive [ ] 2—Noncritical 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	Department of Interior, FF/LE Retirement Team Specialist [signature]					
b. Department, Agency or Establishment	This PD has been approved as follows under 5USC 8336(c) and 8412(d): ✓ Firefighter ___ Law Enforcement ___ Primary ✓ Secondary/Administrative ___ Secondary/Supvy					
c. Second Level Review	Approval Date February 28, 1997					
d. First Level Review	FIRE MANAGEMENT OFFICER	GS	401	12	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: MARK W. WHITESELL POSITION CLASSIFICATION SPECIALIST

Signature: Mark W. Whitesell

Date: 11-27-96

22. Position Classification Standards Used in Classifying/Grading Position: GS-401 General Biological Science 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										
c. Classifier										

24. Remarks

FPL: GS-12
HC:
BUS: 7777
OCM:

THIS IS A TESTING DESIGNATED POSITION

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

Fire Management Officer, GS-401-12

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 has a complex fire management program, characterized by complex variables such as heavily populated areas, rugged terrain, severe weather conditions, high value improvements, and competing resource values. The District Fire Management Activity Plan addresses a wide range of complex multiple resource management and environmental issues, including social-economic concerns resulting from heavy concentration of urban/sub-urban wild land interface, wilderness study/scenic areas, recreation, watershed, range, and cultural resources. It provides fire protection for large areas of public land and includes several contractual agreements with other agencies. The District also has a complex prescribed fire 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. The incumbent works under broad policy directives established by management and is responsible for interpretation and implementation of these policies and plans.

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 workloads planned 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. 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 10%

Develops, implements and facilitates cooperative agreements and relations with private citizens and with Federal, State, county, city and local agencies. Coordinates or assists in fire emergencies, which are characterized by high levels of urban interface, large numbers of cooperators, intermingled lands and protection jurisdictions and high resource and property values.

Serves as the District Manager's authorized representative in complex negotiations regarding fire policy and procedures in support of various 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. 10%

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 subordinate leaders 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. These require creative and innovative action due to the wide variety of physical, biological, and socioeconomic conditions which exist. Guidelines are often insufficient to deal with 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, resourcefulness, and judgement in devising new techniques, developing methods, or significantly departing from established practices in applying agency directives to achieve completion of assigned programs and objectives.

- Regularly encounters unusual, controversial, political, or highly sensitive resource matters. At these times the incumbent uses initiative and resourcefulness in interpreting and applying the guidelines. Substantial deviation from precedents is required to cope with unusual local and fast changing conditions.

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 a significant number of complex features, as typified by the following or comparable situations: A number of local interagency level cooperative relationships and activities with other fire organizations and significant interdependence between and among cooperators; A complex prescribed fire program designed to achieve ecosystem management objectives; Fire impact affecting complex resource management issues. Major urban interface issues; Program draws high public and media interest and political sensitivity; Extensive areas of intermingled Federal and non-Federal lands; Extensive commercially valuable resources which provide significant 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; Use of a large number and variety of firefighting equipment and fixed-wing and rotary-wing aircraft for differing District program applications. These dynamics result in a fire and aviation management program that must be responsive to rapid change, politics, public demands and the protection of highly 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 interpret or identify new techniques or methods to accommodate 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, to ensure these programs are integrated with all resource programs and objectives of the District and develop new/vastly improved techniques to the resolution of specific problems related to the fire management program. 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 Bureau resource programs, a wide range of 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.