



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: Air Tactical Group Supervisor

Position Number: F010 Series and Grade: GS-0455/0462-07

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position amendment. Special retirement coverage under both CSRS and FERS is requested. Target GS-0455/0462-08 position was previously covered on 03/19/01.

The position has administrative duties in an organization having a firefighting mission. The primary purpose of the position is to provide operation direction, technical support and assistance to aerial operations in coordination with ground personnel over wildland fire, urban interface fires and other assigned emergency incidents. Position requires knowledge of wildland fire suppression principles, practices and techniques, fire behavior, fire hazard and risk analysis, initial attack and large fire suppression activities.

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

Smith M. Murphy
Bureau Program Designee

May 2, 2002
Date

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

05/03/2002
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date of 02/15/01. Approval is by DOI Secretary's Designee:

[Signature]
Deputy Assistant Secretary, Human Resources & Workforce Diversity

6/4/02
Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS Elko, Nevada		2. NAME OF INCUMBENT	
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. _____		Department of the Interior, FLERT Specialist <i>Laye Larkin</i>	
b. _____		This PD has been approved as follows under 5 USC 8338(b) and 8412(d)	
c. _____		<input checked="" type="checkbox"/> Firefighter <input checked="" type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy	
4. CSC TITLE AND BUREAU POSITION NO. F010 Range Tech(Fire)(Air Tactical Group Supervisor)		SCHEDULE GS	SERIES 0455
		GRADE 07	
<input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
SEE BELOW	<i>Lucienne M. Carter</i>
_____ (Signature of Supervisor)	Lucienne M. Carter
_____ (Date)	03/25/02
TITLE _____	(Official Exercising Classification Authority)
	TITLE Personnel Mgmt Specialist

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

The basic functions within which the incumbent works are described in the attached GS-08 position description. However, the incumbent is assigned to this position at a developmental/advanced trainee level. He/she will perform the less difficult assignments with considerable independence in planning, selecting methods, and carrying out the work. The more difficult/complex work is performed under close guidance in terms of objectives, problem areas to be encountered, judgment being applied, and interpretation of regulations/guidelines.

The supervisor spot checks work in progress and reviews completed work for adequacy, accuracy, adherence to instructions, interpretation of guidelines, judgment used, and additional developmental needs.

FLSA: Nonexempt FPL: GS-08

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Joe N. Freeland, Fire Management Officer *[Signature]* 03/05/02

Name Signature and Title of Supervisor Date



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Category of Coverage: Secondary/Administrative (FF)

Bureau: Bureau of Land Management - Bureau Wide

Classification Title: Range/Forestry Technician (Fire)

Organization Title: Air Tactical Group Supervisor

Position Number: F010 Series and Grade: GS-455/462-08

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 incumbent provides operational direction, technical support, and assistance to aerial operations in coordination with ground personnel over wildland fire, urban interface fires and other assigned emergency incidents. **The position requires prior firefighting experience and is clearly in an established career path.**

Gee F. Smith
Bureau Program Designee

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 02/15/2001 Approval is by DOI Secretary's Designee:

Wesley K. Sutton
Deputy Assistant Secretary, Human Resources

3/19/2001
Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. F010		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by		Official Title of Position	
a. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office	
16. Organizational Title of Position <i>(if different from official title)</i> Air Tactical Group Supervisor		17. Name of Employee <i>(if vacant, specify)</i>		Pay Plan		Occupational Code		Grade	
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision		d. Fourth Subdivision		e. Fifth Subdivision		Signature of Employee <i>(optional)</i>	
a. First Subdivision Bureau of Land Management		b. Second Subdivision State Office		19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		20. Supervisory Certification. <i>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</i>		<i>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.</i>	
a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>		Signature		Date		Signature	
21. Classification/Job Grading Certification. <i>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.</i>		22. Position Classification Standards Used in Classifying/Grading Position Range Technician Series, GS-455 & Forestry Technician Series, GS-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 or the U.S. Office of Personnel Management.		Typed Name and Title of Official Taking Action Todd W. Ryan Position Classification Specialist		Signature  Date 2/15/01	
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>		b. Supervisor		c. Classifier		24. Remarks		Department of Interior, FF/LE Retirement Team Specialist This PD has been approved as follows under 5 USC 8336(e) and 5413(e) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Secondary/Supervisory Approval Date 3/19/01	
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

Range/Forestry Technician (Fire)
GS-455/462-8 Position Number F010
(Air Tactical Group Supervisor)

Introduction

The position is located in the Bureau of Land Management Field Office. The incumbent provides operational direction, technical support, and assistance to aerial operations in coordination with ground personnel over wildland fire, urban interface fires and other assigned emergency incidents.

This position's primary purpose is to serve as an Air Tactical Group Supervisor directing and coordinating tactical, logistical and other fixed and/or rotor wing aircraft such as air tankers, lead planes, large helicopters, smokejumper aircraft, helitack aircraft, law enforcement, press, and civil aircraft with ground based personnel and management. The position provides for overall efficiency, effectiveness and safety of aerial and ground incident personnel or resources while airborne over an incident.

It has been determined that prior wildland firefighting experience and training is required to carry out the duties and responsibilities of this position.

Major Duties

1. Aerial Supervision (60%)

Serves as an Air Tactical Group Supervisor in government and contract aircraft. Provides oversight, supervision, direction to and is responsible for safety and coordination of all aerial resources assigned to incidents when they are in flight.

Responds in aircraft to wildland fires and other emergencies. During incidents provides leadership, information, and coordination with management and ground-based personnel regarding incident tactical aircraft operations, performance and safety.

Responsible for implementation of the air/ground team concept over incidents. Serves as airborne Incident Commander until qualified ground personnel assume responsibility. Develops strategies, applies tactics and makes recommendations in support of management/incident objectives. Coordinates strategy and tactics with management or Incident Commander. Determines and recommends resource needs while over incidents. Develops and coordinates recommendations for air-to-air and air-to-ground communication plans. Maintains communication with ground forces, assigned aircraft, and dispatching organizations. Recommends and defines boundaries of Temporary Flight Restriction as needed.

Evaluates fuel types, terrain, fire weather, current and expected fire behavior for effective aerial size up, suppression, and coordination with ground or management personnel.

Coordinates with fire managers identifying priorities, values at risk, ground and aerial restrictions on incident assignments.

Provides risk assessment and mitigates unacceptable safety risks for aerial and ground personnel.

Serves as Division/Group Supervisor, Type 3 Incident Command, and other fire management assignments as directed by the Fire Management Officer. Maintains wildland fire currency for arduous operational assignments.

2. Tactical Aviation Planning (10%)

Responsible for providing input to fire and aviation management specialists at the incident, field, and state office levels for current and future cost effective performance, utilization, mobilization and demobilization of aerial resources. Coordinates with incident, air attack base, state and field office fire and aviation management for scheduling, briefings, and debriefings of assigned flight crews. Assures flight crews receive a briefing on management objectives or Incident Action Plans prior to implementing operations.

3. Aerial Attack Program Management (10%)

Provides coordination, management, and assistance to the Fire Management Officer for all facets of aerial suppression operations at the field office level.

4. Liaison (10%)

Incumbent, coordinates with and adheres to Bureau of Land Management and other jurisdictional policies during complex wildfire and other incidents. Provides clarification and explanation to air and ground resources in support of these policies and regulations. Assists in resolution of conflicting operational and policy requirements.

5. Training (10%)

Trains interagency fire personnel in aircraft and retardant use, stressing cost, effectiveness and safety. Coordinates and conducts training for Air Tactical Group Supervisor Trainees to meet NWCG requirements.

Factors

Factor 1- Knowledge Required by the Position (Level 1-5, 750 points)

Knowledge of and experience in wildland fire suppression principles, practices and techniques, fire behavior, fire hazard and risk analysis, initial attack and large fire suppression activities.

Knowledge of the principles and practices of Crew Resource Management.

Knowledge of fixed and rotor wing aircraft capabilities and limitations.

Knowledge of the Incident Command System.

Knowledge of prioritization, positioning, separating, sequencing, and combined use of tactical aircraft for various emergency situations.

Knowledge of capabilities of various aerial applied retardants/suppressants and delivery systems.

Knowledge of Bureau, DOI, and interagency fire and aviation policy, guidelines and procedures as they pertain to aerial supervision, aerial fire fighting, retardant/suppressant application.

Knowledge of various Federal Aviation Administration airspace classifications and Title 14 of the Code of Federal Regulations (14 CFR) pertinent to aerial suppression/emergency operations.

Knowledge of aviation and ground navigation techniques, tools and instruments, various aircraft avionics, radio systems and required procedures.

Ability to communicate effectively using techniques and practices for aircraft to aircraft, aircraft to ground, and ground to ground radio transmissions. Ability to provide concise, timely and pertinent information by radio or aircraft intercom to appropriate air and ground personnel.

Ability to write clearly and concisely at a level that will be understood.

Knowledge of Interagency Geographic Area Coordination Centers and wildland fire dispatch procedures and systems.

Ability to maintain effective working relationships with supervisors, fire or aviation managers, dispatchers, contractors, and persons from other agencies.

Knowledge of cost-benefit ratios and the ability to assess these with the relationships to wildland fire strategy and tactics meeting management or incident objectives.

Must possess interagency qualification as an Air Tactical Group Supervisor (ATGS), which requires prior wildland firefighting experience in order to carry out the duties and responsibilities of the position.

Factor 2- Supervisory Control

(Level 2-3, 275 points)

The supervisor gives work assignments in the form of district / field office objectives, goals and priorities. The supervisor and incumbent define project schedules and deadlines.

The incumbent accomplishes assignments within the constraints of Bureau policy and regulations. The supervisor reviews completed assignments for effectiveness in all areas of aerial supervision. At the field office level the position is supervised by the Fire Management Officer.

Incumbent accomplishes assignments with considerable latitude. Plans, coordinates and implements aerial suppression and aerial supervision on Incident assignments. Keeps supervisor and other fire and aviation management personnel informed of issues affecting aerial supervision.

Factor 3- Guidelines

(Level 3-3, 275 points)

Guidelines are BLM manuals, instruction memoranda, USDI Departmental Manuals (DMs), Federal Aviation Regulations (FARs), and interagency guides. Application of these guidelines include a wide range of procedures, requirements and concepts.

Guidelines do not always deal with unique or unusual situations confronted in aerial supervision. Incumbent uses experience, resourcefulness, judgement and creativity to meet intent of guidelines and regulations.

Factor 4- Complexity

(Level 4-2, 75 points)

Aerial Supervision assignment complexity factors involve supervising and directing aerial suppression aircraft and coordinating with ground personnel, dispatching organizations, and managers. Such supervision often requires quick decision making and the ability to clearly enunciate decisions, orders, recommendations and warnings. Decisions affect safety of flight involving several aircraft and personnel, safety of ground forces, and accomplishment of forest and rangeland fire suppression.

Application of Crew Resource Management practices and principles which requires analysis of teamwork, communications, assertiveness, stress, problem solving, situational awareness, task management, and attitudes to insure safe practices and procedures for air and ground personnel.

The incumbent must have the ability to incorporate the Crew Resource Management principles to modify aerial and ground suppression activities to safely and effectively accomplish tactical objectives. Increased complexity factors are routinely involving varying numbers and types of tactical aircraft supervised in coordination with numerous ground resources from various agencies.

The ability to work well with others in person or over radio transmissions, and to exercise diplomacy and tact with interagency personnel is essential to meet requirements of the assigned work.

Factor 5- Scope and Effect

(Level 5-3, 150 points)

The aerial supervision and leadership provided by the incumbent directly affects fire and aviation management at the incident, field, and state office level.

The purpose of the work is to direct and supervise air tactical operations, and develop safe and efficient attack strategies for ground firefighters to gain control of wildland fires. This airborne tactical operation directly impacts the preservation of natural resources, wildlife habitat and protection of public and private property.

Factor 6- Personal Contacts and Factor 7- Purpose of Contacts (Level 2B, 75 points)

Personal contacts are varied within the Bureau and on an interagency level. Intra- and Inter-agency contacts include Fire Management Officers, Aviation Managers, Incident Commanders, Supervisory Dispatchers, Coordinators, Air Attack Base Managers, Airtanker Pilots, Helicopter Pilots, Contractors, Contractor's representatives, Office of Aircraft Services representatives, Public Information Officers,

The incumbent is visible at air attack bases and while in flight, is often interviewed by media, and radio transmission are often monitored by scanners available to all persons in the United States.

Contacts are for the purpose of coordinating work efforts, providing fire and aviation managers with aircraft, suppression and aerial supervision suggestions, strategies and updates. Contacts involve operationally providing information, guidance, assistance, and applying a course of action for tactical aircraft flight crews.

Factor 8- Physical Demands (Level 8-2, 20 points)

The work requires long and irregular hours. Physical requirements for ground fire assignments are arduous including walking or hiking in mountainous or difficult terrain while carrying tools and equipment.

The physical ability to perform all tasks is required during sustained flights in cramped space, turbulent atmospheric conditions, high noise levels, while receiving or sending multiple radio transmissions and performing other tasks. This requirement is both physically and mentally demanding.

Other assignments are sedentary in nature.

Factor 9- Work Environment (Level 9-3, 50 points)

Work is performed in aircraft, offices, and remote field locations. Duty days are long and limited only by Bureau and other Federal agency safety regulations.

Ground fire assignment work is often performed at remote locations in mountainous or difficult terrain. Very high temperatures and smoke are common environmental factors.

Most of the in-flight work is performed en route, over, and returning from a wildland fire incident or other emergency. Risks and discomforts involved are those of air travel compounded by required flight in dense smoke, turbulent air, over mountainous terrain, and in high density air traffic (with and without radar control).