



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: Supervisory Range/Forestry Technician

Organization Title: Helicopter Specialist/Helitack Crew Supervisor

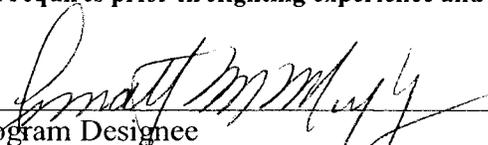
Position Number: F165 Series and Grade: GS-0455/0462-05

RECOMMENDATION FOR COVERAGE REVIEW:

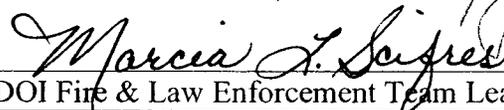
Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested. Target grade GS-07 was previously approved for coverage under CSRS 7/29/91 and FERS 10/2/91.

The position has administrative duties in an organization having a firefighting mission. The primary purpose of the position to serve as a helicopter specialist and supervisor of a helitack crew. Duties include suppression of fires either as a working supervisor in charge of ground forces, or as a helicopter specialist utilizing the helicopter in actual firefighting maneuvers. The position requires thorough knowledge of fire behavior, causes of fire, influence of wind, slope, topography, and fuel moisture on fire.

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

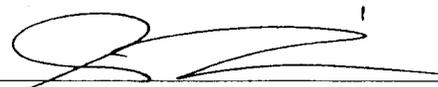

Bureau Program Designee

Sept 4, 2002
Date


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

09/20/2002
Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date 11/21/90. Approval is by DOI Secretary's Designee:

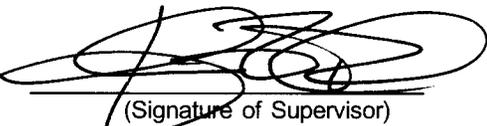

Deputy Assistant Secretary, Human Resources & Workforce Diversity

10/9/02
Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS Winnemucca, NV		2. NAME OF INCUMBENT	
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. <u>Department of The Interior</u>		d. <u>Winnemucca Field Office</u>	
b. <u>Bureau of Land Management</u>		e. <u>Office of Fire and Aviation</u>	
c. <u>Nevada State Office</u>			
4. CSC TITLE AND BUREAU POSITION NO. F165 Supervisory Range / Forestry Tech. (Helicopter Specialist/ Helitack Crew Supervisor)		SCHEDULE GS	SERIES 455/462
		GRADE 5	
<input 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.
 (Signature of Supervisor)	 Lucienne M. Carter
<u>6/20/02</u> (Date)	<u>07/29/02</u> (Date)
TITLE <u>Fire Management Officer</u>	TITLE <u>Human Resources Specialist</u>

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.

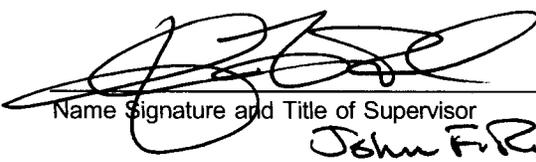
This position has the full performance position description attached. The incumbent of this position may be non-competitively promoted toward the full performance position description after satisfactorily completing higher graded duties and upon completion of time with-in grade and qualifactions requirements.

Knowledge of fire and aviation requirements, suppression tactics, methods and procedures, and skills in wildland and prescribed fire operations.

Working knowledge of fire behavior, hazards, and accepted safety pratics and procedures to prevent injury and loss of life.

The supervisor of the incumbent is responsible to provide the necessary guidance, preparation and coverage of those duties that cannot yet be assigned to the incumbent to assure not only effective work accomplishments, safety and security, but also the preparation of the incumbent for promotion to this position's full performance level.

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.


Name Signature and Title of Supervisor John F. Roberts Department of the Interior, FLERT Specialist John F. Roberts 6/20/02
This has been approved as follows under 5 USC 8336(c) and 8412(d)
 Firefighter Law Enforcement
 Primary Secondary/Administrative Sec/Supvy
Approval Date October 9, 2002



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, NV

Classification Title: Supvy Range/Forestry Technician

Organization Title: Helicopter Specialist

Series and Grade: GS-455/462-06

Position Number: F165

Category: Secondary/Administrative

RECOMMEND:

Marcia L. Scipres
Bureau Special Retirement Coordinator

05/10/95
Date

[Signature]
Delegated Official

5/12/95
Date

APPROVAL:

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

[Signature]
Secretary's Designee - Special Retirement Program

5/25/95
Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS <u>Standard PD - Beaucairide</u>	2. NAME OF INCUMBENT
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3. ORGANIZATIONAL LOCATION AS SHOWN ON CURRENT DESCRIPTION; AS HEREBY AMENDED

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

4. CSC TITLE AND BUREAU POSITION NO. <u>Supervisory Range/Forestry Technician F165 (Helicopter Specialist/Helitack Crew Supervisor)</u>	SCHEDULE <u>65</u>	SERIES <u>455/ 462</u>	GRADE <u>07</u>
<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 type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT. <div style="text-align: center; font-size: 2em; opacity: 0.5;"> (Signature of Supervisor) _____ (Date) _____ TITLE _____ </div>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. Applies only to PD classified <u>11/21/90</u> Results in no change in classification of PD. <div style="text-align: center;"> <u>Mary L. Haugland</u> Mary L. Haugland (Signature of Official Exercising Classification Authority) <u>3/23/92</u> (Date) TITLE <u>Classification & Wage Specialist</u> </div>
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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. The following special retirement coverage information is added:

"This position is covered as a secondary position under the special retirement for law enforcement officers and firefighters (CSRS/FERS)."

References: CSRS coverage: OPM letter dated 7/29/91, number _____
 FERS coverage: DI letter dated 10/2/91, number _____

All secondary firefighter and law enforcement officer positions are subject to:

- The arduous physical requirements of the GS-455/462 or GS-1811 series and for firefighters the step test if the employee is also involved in basic/rigorous assignments
- The 7-1/2% special retirement deductions if the initial transfer and continuous service requirements have been met under the applicable regulations, otherwise employee not covered
- The previous experience requirements for line firefighting or criminal investigation work

Under FERS regulations employees in firefighter/law enforcement organizations may within six (6) months of entering the position or after any significant change in the position, formally and in writing seek a change in coverage determination under 5 USC 842.804(c).

Under CSRS regulations employees in firefighter/law enforcement organizations must within sixty (60) days of an agency notice regarding the coverage of their position request a reconsideration of the determination following the procedures in 5 USC 831.908.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F165

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)				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 Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <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	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Supervisory Range/Forestry Technician*	GS	455/462	07	<i>mlh</i>	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Supervisory Range/Forestry Technician*	GS	455/462	07	mlh	05-25-90

16. Organizational Title of Position (if different from official title)
Helicopter Specialist/Helitack Crew Supervisor

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

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

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

Signature of Employee (optional)

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)
L. BARKOW Ch Fire & Aviation

Signature _____ Date _____

Signature (signed) L. BARKOW Date JAN 18 1991

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
GS-455/462

Typed Name and Title of Official Taking Action
JULIET D. POWELL
Personnel Management Specialist

Signature *Juliet D Powell* Date 11/21/90

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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

Special Retirement Coverage:

Firefighter CSRS: date approved 7/29/91

Law Enforcement FEERS: date approved 10/22/91

Primary/Inferior Secondary/Administrative Secondary/Supervisory

Supervisory Range/Forestry Technician, GS-455/462-7
Helicopter Specialist/Helitack Crew Supervisor
Position No. F165

INTRODUCTION

This position is located within a BLM fire suppression organization. The purpose of this position is to serve as the helicopter specialist as well as supervisor of the helitack crew at the unit. Other duties include the suppression of fire either as a working supervisor in charge of ground forces, or as a helicopter specialist utilizing the helicopter in actual firefighting maneuvers.

The unit has assigned one or more helicopters and a crew of five or more people. This position differs from the helitack foreman position in that the employee spends an estimated 15-25% in direct fire suppression assignments due to the use of subordinate work leaders/alternate Incident Commanders which frees the employee to become more involved in the helicopter operations and the use of the helicopter by other entities.

DUTIES

A. Helicopter Specialist (50-60%)

Serves as the helicopter specialist for the unit responsible for assisting management in planning the use for and procedures to follow in the use of the helicopter in fire suppression and other resource operations. Assists in presenting training to non-users on the use and capabilities of the equipment. Coordinates the use of the helicopter for other units during periods when the helicopter is not being utilized for fire suppression assignments or for paid standby.

Gathers data, computes travel time to various points, and makes advance plans for attack on future fires. Participates with higher levels and other supervisors in developing district and multiple-unit plans and projects. Prepares plans for construction and maintenance of helicopter landing areas, tools, equipment, and other projects.

Serves as the helicopter Contract Inspector responsible for enforcing contract provisions. Corrects problems with the use of the helicopter at the site, issues changes orders, grounds equipment, or takes other actions as necessary to ensure safe, efficient, and economical flights are made. Recommends changes in contract specifications.

Train helicopter pilots in Agency policies and procedures and provides pilot with basic information on fire behavior, firefighting methods, and fire organizations. Assumes technical responsibility for decisions regarding flight readiness of helicopter, helicopter loading, flight patterns, landings, and crew actions. Directs pilot to destinations and oversees non-firefighting uses such as aerial seeding applications, aerial herbicide applications, wild horse maneuvers, and photo missions. Maintains helicopter/pilot records and reports on usage.

As required, may serve as a crewmember in loading helicopter, making load calculations, preparing manifests, and serving as an aerial observer.

May serve as a heliport manager on project fires.

B. Firefighting (15-25%)

In the absence of the Assistant Helitack Crew Supervisor or on larger fires, accompanies crews to fires and serves as the Initial Attack Incident Commander. Determines probable cause of fire, protects origin, and completes fire reports.

Analyzes fire conditions and determines attack methods. Assigns engines/crew to specific firefighting operations commensurate with their training and experience. Operates or directs the operation of engines and oversees the use of pumps and hoses as well as a variety of specialized tools, equipment, and techniques while actively suppressing wild fires. Directs the use of a variety of specialized tools, equipment and techniques in actively suppressing fires. Scouts and locates lines. Directs line construction, back fire and burn out, hose layout and pumping, tree falling, mobile and stationary engine attack, and holding/patrol/mop-up operations.

Directs the use of the helicopter as a piece of firefighting equipment using water buckets and other special features.

Uses the helicopter as a lead plane in directing retardant drops.

Serves on project fires and prescription burns as assigned and as red-carded.

C. Planning and supervision (20-25%)

Serves as supervisor of the helitack crew. Exercises full range of supervisory duties for a work force of more than five people including one or two GS-6 Helitack Crew Leaders, and two or more crewmembers/squad leaders. Supervisory duties include the planning and scheduling of work schedules, accepting/rejecting work, directing work operations and reviewing work accomplished, keeping employees informed of personnel programs, informing employees of administrative regulations and procedures that apply to them, approving leave, evaluating performance, resolving minor grievances, keeping track of training and qualifications of crew and recommending additional training, and training or participating in the presentation of training of crewmembers.

D. As time permits, directs and/or participates with the crew in helicopter operations for other fire suppression related or resource projects. (5-15%)

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of specialized helicopters and helicopter equipment, capabilities and operating limitations, use, load limitations, safety procedures, and methods and procedures especially as they relate to fire suppression operations.

Knowledge of contract inspector methods and procedures, contract specifications, and record keeping procedures for aircraft contracts.

Knowledge of Federal Air Regulations and technical and administrative requirements of USDI, BLM, OAS, and FS regarding aviation operations, aircraft usage, pilot hours limitations, aircraft maintenance standards, duty and standby hours, and flight planning procedures.

Thorough knowledge of fire behavior, e.g., causes of fire, influence of wind, slope, topography, and fuel moisture on fire, and a knowledge of accepted fire suppression methods, techniques and procedures used in various types of fuels and under a variety of weather and terrain conditions. Prior line firefighting experience and training is required to satisfactorily carry out the duties of the position.

Skill in use of hand and power tools to build and/or train crewmembers to build fireline and control wildfire.

Ability to communicate effectively using standard radio equipment.

Ability to supervise others.

Must have a valid state drivers license and the ability to operate the assigned vehicles.

Factor 2, Supervisory Controls

The employee receives assignments from the supervisor in terms of what is to be done and the resources available to accomplish the assignments. The employee serves as a Crew supervisor/Incident Commander/Helicopter Specialist responsible for analyzing situations and determining methods and procedures to be used in carrying out the assignments within the established instructions, policies and previous training and within accepted fire suppression/helicopter operations practices. The employee plans the day-to-day operations necessary to carry out the recurring work without detailed instructions. Additional assistance is available on larger, more complex fire situations and in coordinating more involved projects. Dependent upon the project, work is reviewed in progress or upon completion in terms of meeting objectives in a safe and efficient manner within the established guidelines.

Factor 3, Guidelines

Procedures for performing the helicopter and helitack duties have been established, were included in training sessions, and, for some parts of the work, are available in printed materials (Helicopter Handbook, Interagency Helicopter Training Guide, Fireline Handbook, Safety Codes, aircraft contracts, BLM manuals, and equipment operation and maintenance guides). Due to the variety of situations that the helicopter operations and helitack usage involve, the employee must select and adapt procedures to meet the specific emergency or recurrent work situations encountered. The supervisor or other fire suppression personnel are available for assistance in situations where routine methods and procedures are insufficient. The employee recognizes the need for and recommends changes to operating guidelines and procedures.

Factor 4, Complexity

The work consists primarily of planning and carrying out a wide variety of helicopter operations and supervising a helitack crew in the suppression of wildfires. The helicopter usage and fire load for the unit increases the alternatives available in taking initial attack actions. Fires normally encountered by these employees vary in size, intensity, and potential scope based upon the fuels and fire environmental situations at the specific location. The employee on a recurrent basis coordinates a number of activities simultaneously (use of fire crewmembers on the line, and use of helicopter for other fire suppression activities such as water drops and lead

plane). The actions taken vary with the capabilities and number of crewmembers assigned, helicopter/pilot capabilities, fuel types, fire weather conditions, and the resource values concerned.

The work also consists of contract inspection of helicopters for various uses, primarily wildfire. Ensures safe and efficient use of helicopters within contract provisions. Negotiates change orders to solve day-to-day problems.

Factor 5, Scope and Effect

The purpose of the position is to plan and carry out helicopter operations for a variety of resource organizations and supervise a helitack crew in carrying out firefighting duties, often as an Incident Commander working with the crew, and to supervise and direct the use of aircraft in carrying out specific fire suppression activities. The work performed by the employee and by the crew supervised contributes to the effectiveness of the firefighting organization in suppressing wild fires and protecting resource values. The firefighting decisions made also affects the safety and welfare of the assigned crewmembers.

Factor 6, Personal Contacts

Personal contacts occur with the helicopter pilot and with other aircraft operators, firefighting personnel throughout the organization as well as other Federal, State, and public wildland firefighting organizations in the suppression of wild fires. Some contacts occur with other resource specialists in the carrying out of resource projects using the helicopter.

Factor 7, Purpose of Contacts

Contacts occur not only to obtain information, clarify assignments and report information but also to plan, coordinate and advise on firefighting efforts using a helicopter in suppression assignments. Some contacts may be necessary with the helicopter pilot/owner to correct deficiencies observed in carrying out the contract provisions. Employee also participates actively in firefighting critiques to resolve problems encountered in previous suppression actions and to improve procedures.

Factor 8, Physical Demands

Although this position is primarily of an administrative nature, the position does include duties which involve active physical work around helicopters and on the fireline requiring climbing, standing, stooping, bending, stretching, and exposure to uncomfortable positions. Low level flights and firefighting activities may result in an over exposure to smoke, burns, scratches, broken bones, and death. The employee must meet the established step test and arduous physical requirements for the position.

Factor 9, Work Environment

Much of the work is administrative, performed in an office environment. For an estimated 25% of the time, employee works under hazardous conditions at landing areas, on fire lines, or in low flying aircraft during fire or other emergency situations. The employee is exposed to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment is required in working with the helicopter and in carrying out firefighting assignments.