



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)

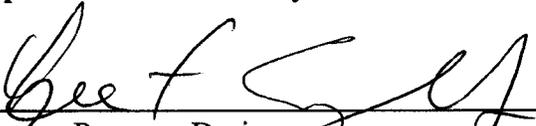
Organization Title: Unit Aviation Manager

Position Number: F2018 Series and Grade: GS-455/462-09

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 primary duties are directed toward supporting the unit Fire Management Organization in conducting aerial fire suppression and fire use activities. The primary line of work is fire and aviation management. **The position requires prior firefighting experience and is clearly in an established career path.**

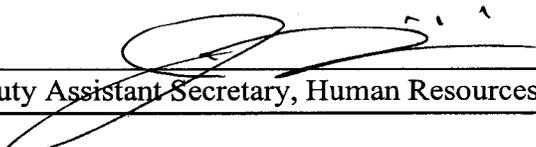
  
Bureau Program Designee

2/26/01  
Date

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

9/07/2001  
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 01/03/2001 Approval is by DOI Secretary's Designee:

  
Deputy Assistant Secretary, Human Resources

10/12/01  
Date

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

1. Agency Position No.  
**F2018**

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment	3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other	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 <input type="checkbox"/> Employment and		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	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"/> 2-Noncritical <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special	13. Competitive Level Code  14. Agency Use

15. Classified/Graded	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	Range/Forestry Technician (Fire)	GS	0455/0462	09		
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR	c. Third Subdivision
a. First Subdivision BUREAU OF LAND MANAGEMENT	d. Fourth Subdivision
b. Second 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)	

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 misleading statements may constitute violations of such statutes or their implementing regulations.

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

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position Range/Forestry Tech Series, GS-455/462, Dec 91 TS-111. GEG Aid & Tech Work in the Bio Sciences, GS-400 Dec 91 TS-111. Transportation Clerk & Assistance Series GS-2102 Mar 93 TS-46
Typed Name and Title of Official Taking Action LARRY HAMILTON Director, Office of Fire & Aviation	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.
Signature:  Date: 11/03/01	

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

**Department of the Interior, FLERT Specialist Donna Burch**

This PD has been approved as follows under 5 USC 8336(c) and 8412(d)

Firefighter       Law Enforcement  
 Primary       Secondary/Administrative       Sec/Supvy

Approved Date: 10/12/01

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

## UNIT AVIATION MANAGER

### INTRODUCTION

This position is located in a BLM Field Office/District Fire and Aviation Management organization or an Interagency Zone organization. The incumbent is responsible for all phases of the Field Office/District/Zone aviation program including operations, management, administration, safety, training and program evaluation.

The incumbent provides advice and guidance to the local Field Office Manager, Program Leaders and project leaders to ensure aviation safety and cost-effectiveness in meeting a variety of Bureau goals and objectives.

The majority of the employee's duties are directed toward supporting the unit Fire Management organization in conducting aerial fire suppression and fire use activities. Prior experience and training in wildland firefighting and the use of aircraft in fire suppression is required to carry out the duties and responsibilities of this position.

This position description may be used for a "stand-alone" Unit Aviation Manager. However, the position is often fulfilled collaterally by the unit Fire Management Officer, Aircraft/Airbase Manager or Logistics Coordinator. Complexity of BLM aviation programs varies from one unit to another, depending on the magnitude and diversity of aircraft use. The attached Program/Position Complexity Matrix may be used to determine the complexity involved and appropriate position designation for a given BLM unit.

### MAJOR DUTIES

Note: A "stand-alone" Unit Aviation Manager of a complex aviation program may have supervisory responsibility with a staff of Airbase Managers, Aircraft Managers and/or Pilots.

25 -Develops, manages and evaluates the Aviation Management Program to support natural resource management goals, policies and objectives at the unit or zone level. Develops, updates and implements the Unit Aviation Management Plan. This plan standardizes aviation procedures, procurement, training, accident prevention measures and aviation management systems for the local unit; maintains adherence to state, Bureau and national aviation policy.

5 -Provides interpretation, guidance and recommendations to the Field Office Manager and staff concerning Bureau and Departmental aviation policy and regulations. Serves as liaison between the State Aviation Manager and local program leaders and aviation users. Receives/prepares, reviews and disseminates aviation policy statements, instruction memoranda, safety bulletins, manuals and handbooks.

5 -Inspects, evaluates and monitors aviation facilities and operations within the unit/zone to ensure that state, Bureau and Departmental regulations and requirements are being met. Conducts internal aviation reviews, Fire Readiness Reviews and periodic site visits and inspections.

5 -Performs aviation needs analyses with local resource program managers and integrates aviation requirements in developing PAWP/AWP input. Plans, implements and monitors the unit aviation budget. Provides technical and fiscal input to Fire Management Plans and Resource Management Plans.

15 -Develops and/or implements aviation safety policy and guidance for the Field Office Manager and staff. Provides proactive direction and leadership for the field aviation accident prevention program. Prepares, updates and disseminates the unit Aviation Incident/Accident Response Guide for use at all unit airbases and dispatch offices. Provides guidance on the use of aircraft during Search and Rescue activities.

10 -Functions as the unit focal point for submission and review of aviation incident/hazard reports (SAFECOM); provides appropriate follow-up to ensure unsafe conditions and operations are rectified. Works alone or with State Aviation Manager to recommend corrective action to Field Office Manager, project leaders and aircraft users.

5 -Responsible for the completion of Special Use Aviation Safety Plans for special use flights/projects conducted within the unit. Provides expertise in hazard identification/mitigation and the operational planning of BLM aviation activities on or near Military Training Routes or within Special Use Airspace. Responsible for deconflicting airspace for BLM aviation activities within the unit.

5 -Prepares contract and rental aircraft requests and submits to State Aviation Manager. Advises program leaders/aviation users of technical, administrative and fiscal requirements concerning aircraft procurement. Coordinates with unit Contracting Officer to ensure proper specifications are applied when "end-product/job contracts" will require the use of aircraft.

10 -May serve as Project Inspector on contract aircraft assigned to the unit. Attends contract pre-work conferences. Monitors vendor, pilot and aircraft contract performance/compliance and mediates local problems. Requests contract modifications and extensions and completes contractor performance evaluations.

10 -Manages the unit aviation training program to meet Bureau and Department aviation training requirements and ensure that all unit employees managing, supervising or involved in aircraft operations are well trained and fully qualified. Coordinates or instructs aviation training sessions. Maintains unit personnel aviation training and qualification records.

5 -Responsible for annual completion of unit aviation statistical summary. Analyzes data to determine activities that need attention or emphasis. Serves as subject matter expert, as requested by the State Office, on state and national aviation management initiatives.

## **FACTORS**

### **Factor 1 - Knowledge Required by the Position**

-Knowledge of Bureau programs including fire management, law enforcement, wild horse & burro, range, wilderness, recreation, etc. to safely and cost-effectively support these programs with aviation assets.

-Knowledge of FAA, Department, Bureau and other agency aviation regulations, policy and manual requirements to establish local procedures, monitor compliance and coordinate a wide variety of unit aviation activities.

-Basic knowledge of various fixed-wing and rotor-wing aircraft capabilities, operating limitations and flight characteristics in order to obtain appropriate, safe and cost-effective aviation resources to meet a wide variety of natural resource program objectives.

-Knowledge of OAS and Bureau aviation contracting, procurement and payment system in order to request and administer contract and rental aircraft services properly and to ensure that payments are processed accurately and that external control requirements are met.

-Knowledge of Bureau and Department financial and budgeting policies and techniques for preparing aviation management budgets, aviation cost studies and analytical evaluations of the aviation program.

### **Factor 2 - Supervisory Controls**

-As a "stand alone" Aviation Manager or collateral duty assigned to an Aircraft/Airbase Manager or Logistics Coordinator, the position is supervised by the unit Fire Management Officer. As collateral duty of the unit Fire Management Officer, the position is supervised by the Field Office Manager or staff position.

-The supervisor provides broad program goals, general direction and priorities. The incumbent is considered expert in the field of aviation for the unit and exercises considerable independent judgement and innovative action to manage the unit aviation program. The employee relies more on guidance from the State Aviation Manager and technical specialists to solve aviation problems.

### **Factor 3 - Guidelines**

-Written guidelines are found in a multitude of manuals, handbooks, guides and policy memoranda of the Department, Bureau, other natural resource agencies and published regulations of the FAA, OMB and NTSB. Policies are general in nature, subject to interpretation, often contradictory and frequently do not address specific issues or problems that arise in the field.

-Aviation management is performed in an increasingly interagency arena where some agency guidelines are non-existent, are in conflict with each other or frequently change. Professional judgement and interpretation by the State Aviation Manager or other aviation specialists is often required.

### **Factor 4 - Complexity**

-The incumbent may be involved in multiple tasks and projects on a continual basis, especially if aviation management is a collateral duty. A myriad of administrative, regulatory, technical, physical and environmental restraints to aircraft use must be integrated to accommodate rapidly changing priorities of Bureau user programs without compromising safety, efficiency or fiscal responsibility.

-Factors that increase complexity are: high use aircraft activity spread over diverse programs; relative competence of unit personnel involved in aviation activities; the wide range of aviation program elements involved (safety, training, procurement, operations, technical compliance, administrative, etc.); impact of frequent policy changes; interagency aviation activities; contracting and procurement through non-BLM agency (OAS); impact of unplanned, emergency aviation operations.

### **Factor 5 - Scope and Effect**

-The incumbent provides aviation management leadership and expertise to effectively accomplish unit organizational goals. Performance directly contributes to the success of a wide range of natural resource programs and the safety of employees, contractors and the public.

-The incumbent's work has impact on the overall BLM statewide aviation program and relationships with interagency cooperators.

### **Factor 6 - Personal Contacts**

-The position has direct, daily contact with Aircraft Managers, Airbase Managers, Dispatchers, State Aviation Manager, unit Program Leaders/Supervisors, fire suppression crew leaders and counterparts in adjoining units. Interagency contacts with OAS, BIA, USFS, NPS, USFWS and state/county/city organizations.

-Additional contacts are made with pilots, drivers, mechanics, aircraft owners, Fixed Base Operators and various aviation related suppliers.

### **Factor 7 - Purpose of Contacts**

-Contacts are made to exchange information, coordinate activities, interpret policy, prepare plans or schedules, provide/receive technical guidance, evaluate performance, providing or developing training, fulfill aircraft contract administration requirements, performing facility and safety inspections, negotiating facility/land use agreements, conduct operational briefings, monitoring operations, performing incident management assignments.

### **Factor 8 - Physical Demands**

-Work is primarily sedentary, occasionally requiring travel by vehicle and foot to remote field locations to conduct site visits and inspections. During high fire activity or extended aviation projects the position demands long and variable work shifts and on-call status while away from work.

### **Factor 9 - Work Environment**

-Most work is performed in an office or meeting room setting; occasionally exposure to risk or discomfort is encountered while conducting visits to the field due to temperature extremes, rugged topography and remote living conditions.

-The incumbent may be exposed to low-level flight in rotary or fixed wing aircraft, noise, extreme temperatures and high-stress emergency situations.