



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: Fire Management Officer

Organization Title: _____

Position Number: F2022 Series and Grade: GS-0401-14

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. Serves as technical authority in fire management and air operations in a BLM state with a large and multi-dimensional fire management program. Operational components include fire suppression, fire preparedness, fire mitigation-education, hazardous fuels reduction, fire ecology, smoke management and fuels management. Exercises statewide responsibility for implementation of the National Fire Plan for a fire management program. Develops actions to reduce hazards to communities in the wildland-urban interface, and ensures land managers and fire personnel are prepared to carry out the plan. The position requires prior firefighting experience and is clearly in an established career path.

[Signature]
Bureau Program Designee

12/02/01
Date

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

12/11/2001
Date

APPROVAL The position described above, classified on 11/08/01, is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement. Approval is by DOI Secretary's Designee:

[Signature]
Deputy Assistant Secretary, Human Resources

12/17/01
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F2022

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location State Office	5. Duty Station	6. OPM Certification No.
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input checked="" type="checkbox"/> Employment and Financial Disclosure <input checked="" type="checkbox"/> 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 FPL 14

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Fire Management Officer	GS	401	14	FSF	11/08/01
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

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)

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

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

Signature _____ Date _____

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.

22. Position Classification Standards Used in Classifying/Grading Position

General Schedule Supervisory Guide, dated 3/81;
USOPM Classification Standard for Rangeland Management Series, GS-454, dated 9/93;
USOPM Classification Standard for Forestry, Part I, dated _____
USOPM Classification Series Definition, General Biological Science Series GS-401

23. **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.

24. **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

Frank S. Frymire, Personnel Management Specialist, WO-710

Signature *Frank S. Frymire* Date 11/08/01

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

24. Remarks

Department of the Interior, FLEET Specialist *A. Burch*

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

Firefighter Law Enforcement

Primary Secondary/Administrative Sec/Supvy

Approval Date *December 17, 2001*

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

STATE FIRE MANAGEMENT OFFICER GS-401-14

INTRODUCTION

In a staff position, serves as the technical authority in fire management and air operations in a Bureau of Land Management (BLM) state with a large and multi-dimensional fire management program (see evaluation statement for definition of “large” program), with possible full program and operational integration with other agency fire management at the highest level and throughout the fire organization. The operational components include fire suppression, fire preparedness, fire mitigation-education, hazardous fuels reduction, fire ecology, smoke management, and fuels management. The interagency environment within which the incumbent manages requires that the incumbent’s job not just be viewed in terms of statewide Bureau programs, but also with inclusion of shared and mutual responsibilities for other agency fire activities as permitted under interagency agreements; their issues become mutual issues. The incumbent must remain abreast of the latest scientific, technological advances in the fire sciences and be ready to apply them to the latest issues, both within the agency and interagency.

Prior on-the-line wildland firefighting experience is required for this position.

Major Duties

1. Exercises statewide responsibility for implementation of the National Fire Plan (NFP) for a large and multi-dimensional fire management program. Develops actions to reduce hazards to communities in the wildland-urban interface, and ensures land managers and fire personnel are prepared to carryout the plan. Assists the public in understanding wildland fire and the challenges they present where public lands intermingle with urban lands. 15%
2. In conjunction with and as a part of other wildland fire management agencies, manages and directs a large fire management program that includes fire mitigation – education, fire preparedness, fire suppression, and post suppression activities. Provides guidance to staff to develop, implement, and evaluate fire management policies and procedures to meet legislative mandates, regulations, and land use objectives as identified in Resource Management Plans and Fire Management Plans. Also provides guidance to develop a large fire rehabilitation program. Manages evaluations, fire critiques, pre- and post- season reviews. Works with the State Director and other top managers in the formulation and establishment of statewide natural resource management policies and programs. Functions as a technical authority on multiple programs in fire and aviation as they affect ecological relationships on public, state, private, and other federal wildland fire agencies. 15%

Formulates policies, plans, and programs necessary for the administration of large and multi-dimensional fire management and air operations, and serves as a member of the geographic area Wildfire Coordination Group and the Bureau’s National Fire Leadership Team.

3. Directs a large budget for the state’s fire and aviation management program. Develops, analyzes, consolidates, implements and monitors the state’s fire and aviation budgets. Regulates severity requests and fire facility funding. Oversees the distribution of the

approved budget and tracks funds allocated for particular priorities. Resolves issues as priorities shift after initial budget allocation. 10%

4. Exercises responsibility for fire and aviation management safety. Reviews all fire activities for safe and responsible practices. Guides, directs, and requests fire safety review teams, and fire accident investigations. 5%
5. Ensures the state has sufficient resources to effectively suppress fires in the wildland-urban interface (WUI) areas, and to protect communities at risk. Develops WUI priorities to implement hazardous fuels treatment. Closely coordinates these activities with field office fire management officers, rural, local, state, tribal and other federal agencies. 15%

In coordination with other agencies, provides fire preparedness assistance funding for rural communities, volunteer fire departments, and state agencies. Enhances the fire protection capabilities of rural fire departments through training, equipment purchase and mitigation - education work on a cost-shared basis.

6. Interprets and expands on national directives in establishing state level guidance. Collaborates with the field and other state office staffs to implement national and state program guidance. Initiates and oversees the development of state fire and aviation management program directives, handbooks, information/instruction memoranda, and workshops to provide state level technical guidance and direction. Applies the latest technology in the development of fire and aviation plans, and the support of fire activities.

Directs the development and establishment of statewide coordination plans, standards, and technical guides for:

- **Suppression/Fuels program management** – including fire control plans, preparedness and suppression activities, fire trespass coordination, fuels management (including prescribed burning); smoke management; and, review of land use plans and hazardous fuels reduction plans.
- **Logistics operations** – including oversight for coordination centers, fire fighting resources.
- **Air operations** – including aircraft operating procedures, air operations safety and training programs, and aircraft contract administration. 15%

7. Provides consultation and authoritative expert guidance to ensure the state's fire and aviation program is integrated with other BLM programs. Works with management and professional staff to ensure integration of fire into other resource management programs and to achieve and maintain a healthy vegetative community across the landscape. These efforts directly affect sensitive species population levels. Facilitates the transfer of fire technology through effective liaison with research communities, and other state and national, federal offices. Provides guidance and direction on various state-of-the-art methods in accomplishing vegetation changes to restore the ecosystem to desired conditions. 3%

8. Negotiates cooperative fire agreements with various fire agencies within the state, such as natural resource protective organizations, state forestry officials, and other federal agencies (e.g., USFS, USFWS, BIA, NPS). Such agreements may provide for fire protection on federal and state lands, exchange of protection, and cooperative fuels management. 3%
9. Conducts program and fire readiness reviews. Travels to field offices within the state and other states to evaluate readiness and compliance with policies, objectives and standards, statewide effectiveness of operations. Institutes or recommends changes in operating procedures or programs to increase effectiveness of operations, to provide technical assistance in the solution of specific problems, or to correct practices in violation of established regulations or procedures. 5%
10. Works with research personnel in the development and trial of new methods and approaches for fire management activities including fire suppression. Participates in related research in such as fire behavior, fire retardants, fuels, and weather. Reviews the effectiveness of suppression activities on wildland fires. Directs administrative studies designed to analyze results of efforts and to develop more effective methods of combating wildland fires under different conditions, including new equipment development and testing. 2%
11. Identifies and develops fire management program training needs. Directs training efforts with other state and federal agencies. Promotes, develops and participates in national interagency workshops, meetings and seminars. 2%
12. Oversees development, implementation, and review of fire cost recovery and fire trespass procedures and investigations. Works closely in case development with management, the DOI Solicitor, and the US Attorney's Office and gives expert testimony, when needed. May direct and guide cost recovery of other agencies' billings. 3%
13. Represents the State Director on national, state, tribal and regional fire and aviation coordination groups, committees and councils. Coordinates fire and aviation programs among other BLM state offices, federal agencies and state and local offices. Participates in national interagency projects. Represents the Bureau on national committees as assigned by the Washington Office. Interprets national policy and direction and gives guidance for use of fire systems. Represents BLM on the state Multi-Agency Coordinating Group (MAC). Establishes priorities for state and national fire management resources within the state. 4%
14. Provides guidance and oversight to management and staff on fuels treatment and hazard reduction plans. Assists in formulation, development, and implementation of policy and procedures related to prescribed fire, hazardous fuel reduction and smoke management to achieve resource and fire hazard reduction objectives. Advises on complex and controversial fires, fuels and smoke management ecological problems, influencing long and short-term resource management activities. Organizes and directs the technical expertise provided in areas of fire ecology, prescribed burning, hazardous fuel reduction programs, and smoke management. Works closely with the state's air quality boards to provide input and guidance into the state's smoke management program. 3%

Factor 1, Knowledge Required by the Position – Level 1-8 – 1550 Points

Mastery of professional natural resource and land management principles, practices, and concepts sufficient to serve as the technical authority for the full range of duties involved in the development and review of a large fire management and air operations program within a State.

Comprehensive knowledge of fire ecology, fire behavior, fire hazard and risk analysis, fuel volume and flammability assessment, smoke management techniques, meteorology and aircraft operating characteristics sufficient to perform consultative, program development, and oversight services for the state's resource management programs.

Extensive knowledge of the latest developments in the fire management and aircraft operations field to adapt or use these developments to achieve long term objectives of land management.

Comprehensive knowledge of agency policies, procedures, and regulatory requirements covering the use of land resources.

Factor 2, Supervisory Controls – Level 2-5 – 650 Points

The supervisor provides guidance primarily in the form of general policy directives and budget constraints.

The incumbent independently initiates projects or activities, formulates and executes new programs, approves technical deviations, and enforces policies and standards.

The incumbent's decisions and recommendations vitally affect work operations, are accepted as technically sound, and form the basis for important actions, including obligating funds and approving or disapproving projects, plans, and technical specifications.

The review of the work is primarily for conformance to statewide policies and administrative controls.

Factor 3, Guidelines – Level 3-5 – 650 Points

Guidelines are broadly stated agency regulations, policy statements, and Federal land management statutes. Many of the problems encountered are highly unusual, subject to intense controversy as to approach to be taken; or there is scant definitive and authoritative information available. The incumbent exercises a high degree of originality and creativity in developing new methods and techniques with which to create precedents in the fire management and air operations area and which frequently influence state and national agency standards or methodology.

Factor 4, Complexity – Level 4-5 – 325 Points

Assignments involve a broad range of duties in the fields of fire management and air operations. Primary responsibility is to provide technical guidance, program development and review, and coordination with resource uses for a large fire management/air operation program covering public lands within a State.

The land area and the functional programs are characterized by a significant number of complex features including:

- The land area is characterized by terrain that varies from gently rolling terrain to steep, rough, and mountainous areas, with an elevation range from below sea level to several thousand feet, and which includes wilderness or primitive areas;
- A large number of widely scattered, but extensive areas of federal and non-federal lands, many of which support nearly continuous fuel bodies capable of sustaining large and destructive wildfires;
- Extensive commercial land values which provide significant support for a number of dependent communities and industries;
- Extensive environmental concerns with disappearing and endangered animal and plant species and habitats, and corresponding protective legislation;
- Extreme variables involving geography, elevation, climate, ground cover, lightning occurrence, and rate of ignition and spread, which have a decided effect on plans, methods, procedures, and policies of all fire control activities;
- An average annual occurrence of about 300 fires of all classes of which more than 25 percent are caused by people;
- A wide variety of fuels ranging from cheat grass and other flash fuels to heavier types, such as brush and logging slash; and
- Extended periods with little or no precipitation, periodic heavy concentration of lightning and high velocity wind.

Factor 5, Scope and Effect – Level 5-5 --- 325 Points

The purpose of the work is to provide technical and program management expertise to ensure the adequacy and effectiveness of a large fire management and air operations program within a State and its integration with all resource programs, objectives, and policies.

The incumbent's work, through program design, field evaluations, and anticipatory actions on incipient fire/land management problems has a significant effect or influence in the development

and completion of state, and, at times, Bureau-wide land management policies, programs, and actions.

Factor 6, Personal Contact – Level 6-3 – 60 Points

Contacts are with other fire management professionals and other subject matter experts in lower level units, in state and agency headquarters and other federal agencies, with state and municipal officials, and with private landowners in timber, range and fire control protective associations.

Factor 7, Purpose of Contacts – Level 7-3 – 120 Points

Contacts are for the purpose of exchanging information, coordinating work efforts and plans, assessing adequacy of activities, providing technical advice and guidance, and resolving problems. Contacts also 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 technical fire management considerations that conflict with a proposed resource objective.

Factor 8, Physical Demands – Level 8-1 – 5 Points

The work is primarily sedentary. The job requires intermittent physical exertion such as walking over rough or rocky terrain while inspecting field operations, but it is not on a sustained or regular basis.

Factor 9, Work Environment – Level 9-1 – 5 Points

The work is usually performed in an office setting. Occasionally, some exposure to discomfort or risk is encountered on field trips such as extreme heat or cold, or exposure to fire situations.

Total Points -- 3690