



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

Organization Title: Intelligence Officer

Position Number: F203 Series and Grade: GS-0455/0462-05/06

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested. Target grade 07 was previously covered on 10/02/91.

The position has administrative duties in an organization having a firefighting mission. The primary purpose of the position to gather, consolidate and disseminate current fire status and related fire intelligence on an interagency basis. Position requires knowledge of fire behavior, fire weather, and fire control methods, tactics and procedures.

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

Samuel M. [Signature]
Bureau Program Designee

June 3, 2002
Date

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

07/24/2002
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:

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

7/30/02
Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
3. ORGANIZATIONAL LOCATION _ AS SHOWN ON CURRENT DESCRIPTION; _ AS HEREBY AMENDED			
11 a. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. Range/Forestry Technician #F203	SCHEDULE GS	SERIES 455/462	GRADE 05
_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., _ SERIES, <input checked="" type="checkbox"/> GRADE _ OTHER			

CERTIFICATIONS

<p>5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.</p> <p>_____ (Signature of Supervisor)</p> <p>_____ (Date)</p> <p>Title _____</p>	<p>6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p> <p style="text-align: center;"><i>Sandy Tripp</i> _____ (Signature of Official Exercising Classification Authority)</p> <p style="text-align: center;">5/28/02 _____ (Date)</p> <p>Title <u>Special Retirement/SPD Coordinator</u></p>
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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.

This represents restructuring of the target GS-07 position to the GS-05 .

This position is being restructured to the second lower grade indicated above to permit planned training and progression in the duties and responsibilities set forth in the attached full performance level position description.

Incumbent serves in a training capacity and may not be expected to perform the entire scope of duties as described. Assignments are given to prepare the incumbent to eventually acquire the knowledge expected at the full performance level. They will typically combine productive work with on-going training and instruction as appropriate and will relate to the objective of attaining full performance on the job. Incumbent will be given less responsibility at first and work will be more closely reviewed. The more difficult assignments may be screened by the supervisor so that a lesser degree of judgement is expected of the incumbent. Complexity of work may be increased by the supervisor and supervision received may gradually decrease as experience and competence are developed by the incumbent.

Performance will be evaluated with appropriate status of training in mind.

NOTE: At the discretion of management, incumbent may be non-competitively promoted to the established next higher level, provided: (1) target position is still properly classifiable to its present title, series, and grade at the time of the proposed promotion; (2) the incumbent is certified in writing to have advanced to and to be performing at the level appropriate to the higher grade; and (3) the incumbent meets all regulatory and qualification requirements for such promotion.

Department of the Interior, FLERT Specialist Jaye Lappin
 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 July 30, 2002

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION; <input type="checkbox"/> AS HEREBY AMENDED			
11 a. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. Range/Forestry Technician #F203	SCHEDULE GS	SERIES 455/462	GRADE 06
_ SAME AS PRESENT; AMENDED FOR: <input type="checkbox"/> CSC TITLE, <input type="checkbox"/> POS. NO., <input type="checkbox"/> SERIES, <input checked="" type="checkbox"/> GRADE <input type="checkbox"/> OTHER			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT. _____ (Signature of Supervisor)	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. <div style="text-align: right;">  _____ (Signature of Official Exercising Classification Authority) </div> <div style="text-align: right;"> 5/28/02 _____ (Date) </div>
Title _____	Title <u>Special Retirement/SPD Coordinator</u>

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 represents restructuring of the target GS-07 position to GS-06.

This position is being restructured to the next lower grade indicated above to permit planned training and progression in the duties and responsibilities set forth in the attached full performance level position description.

Incumbent serves in a training capacity and may not be expected to perform the entire scope of duties as described. Assignments are given to prepare the incumbent to eventually acquire the knowledge expected at the full performance level. They will typically combine productive work with on-going training and instruction as appropriate and will relate to the objective of attaining full performance on the job. Incumbent will be given less responsibility at first and work will be more closely reviewed. The more difficult assignments may be screened by the supervisor so that a lesser degree of judgement is expected of the incumbent. Complexity of work may be increased by the supervisor and supervision received may gradually decrease as experience and competence are developed by the incumbent.

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Department of the Interior, FLERT Specialist 
 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 July 30, 2002

F203

DI-405

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS Standard P.D. - Bureauwide 2. NAME OF INCUMBENT _____

3. ORGANIZATIONAL LOCATION AS SHOWN ON CURRENT DESCRIPTION: AS HEREBY AMENDED

11a. _____ d. _____

b. _____ e. _____

c. _____

4. CSC TITLE AND BUREAU POSITION NO. Ranger Forestry Technician (Intelligence Officer) F203

SCHEDULE	SERIES	GRADE
GS	455/462	07

SAME AS PRESENT; AMENDED FOR: CSC TITLE POS. NO. SCHEDULE SERIES GRADE

CERTIFICATIONS

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

(Signature of Supervisor) _____ (Date) _____

TITLE _____

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

Applies only to PD classified 11/21/90
Results in no change in classification of PD.

(Signature of Official Exercising Classification Authority) Mary L. Haugland (Date) 3/23/92

TITLE Classification & Wage 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. 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 7/27/91, number 1:910-980-402
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 firefighter 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 §31.908.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F203

2. Reason for Submission <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other <i>Explanation (Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hours <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPI# Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Exclude Personal Financial Statement <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 Excepted (Specify in Remarks) 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 Sensitive <input type="checkbox"/> 2-Intermediate 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	Range/Forestry Technician*	GS	455/462	07	JJ	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Issuing Office	Range/Forestry Technician*	GS	455/462	07	mlh	05-25-90

16. Organizational Title of Position (if different from official title)
Intelligence Officer

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)

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: (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

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.

Range/Forestry Technician, GS-455/462-7
Intelligence Officer
Position No. F203

INTRODUCTION

This position is located in a BLM fire suppression organization normally within a support organization servicing a wide area. The position is responsible for gathering, consolidating and disseminating current fire status and related fire intelligence information on an interagency basis for the unit.

It has been determined that prior wildfire firefighting experience is required to satisfactorily carry out the duties of the position.

DUTIES

Receives Daily Fire Situation Reports from other offices and consolidates reports into a unit report. Transmits copies of final report to other offices for their information.

Obtains updated fire intelligence and writes fire update reports on fire activity to keep the fire staff up-to-date.

Notifies management when events of extreme importance occur such as: loss of life, threat to or loss of dwellings, a major blow-up or fire storm, non-fire emergency involving extensive property loss or loss of life.

Conducts fire briefings when directed. Briefing covers fire activity throughout the unit's area and for other geographical areas of importance. Gives fire behavior forecasts and resource reports indicating crews, equipment, aircraft and supplies committed to fire activity.

Plots or supervises the plotting of location of fires on maps.

Compiles and maintains statistical data or supervises the work.

Operates various communications equipment. Inputs or supervises the input of information into fire computer systems for use in computerized reports.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of fire control methods, tactics, and procedures gained through assignments in fire suppression, presuppression and prevention activities. Prior wildfire line firefighting experience is required.

Ability to interpret specific situations into factual presentations based upon a fire suppression background.

Knowledge of wildland fire dispatching regulations, guidelines, methods and procedures.

Knowledge of fire behavior, fire weather, and BLM fire information systems.

Knowledge of other Federal, State and local wildfire organizations and firefighting practices.

Ability to communicate orally and in writing is required. Must have the ability to present briefings to higher level management representatives in emergency situations.

Knowledge of BLM public information policies and procedures and ability to communicate with BLM managers, representatives of the news media, and other BLM publics.

Ability to operate common fire dispatch equipment.

Ability to interpret quadrangle and topographic maps and to plot legal descriptions on maps.

Factor 2, Supervisory Controls

Works under the general supervision of the supervisor. The supervisor assigns most work through a general work assignment. The employee plans, coordinates, and carries out work assignments on own initiative in accordance with office policies, procedures, and precedent reports/briefings. Employee informs supervisor of problems encountered which may impact when specific information may be available.

Factor 3, Guidelines

Guidelines include Interagency National Mobilization Guides, BLM and Forest Service fire manuals and directives, office policies and procedures, unit dispatch guide, and established policies and procedures. Although guidelines are available, the guidelines do not always fit the specific situations encountered and the employee must make slight deviations based upon previous firefighting and dispatch experience and training.

Factor 4, Complexity

The complexity of the work varies with a wide range of variables which include: current fire situation (complex or single or multiple fires), size of fire (acreage, class, project or campaign), fire status (uncontrolled, contained, controlled, estimated containment or control), fire organization, resources committed (manpower, aircraft, equipment and supplies), value-at-risk (short or long range, watershed, dwellings, loss or threat to life), fire behavior (major blow-up or fire storm, one and five day fire behavior prediction), and other factors. Much of the information available imparted in news briefings and reports is highly technical and must be adapted to meet the level of the intended audience. The employee must use tact and diplomacy in communications with the news media and BLM publics.

Factor 5, Scope and Effect

The purpose of the position is to plan, coordinate, assemble, and disseminate fire information on a planned basis. Timely and accurate distribution of fire intelligence information influences decisions of top level fire suppression personnel, etc. and can result in substantial savings of large amounts of public funds and confine major fires to a minimum.

Factor 6, Personal Contacts

Personal contacts occur with coworkers, other members of the suppression organization at all levels within BLM, BLM managers and supervisors, and other wildfire agency representatives. Some contacts occur with the news media and BLM publics. Contacts are brief, limited in scope, and in controlled circumstances.

Factor 7, Purpose of Contacts

The personal contacts are for the purpose of giving and exchanging information regarding emergency situations and to advise on the work efforts of fire suppression crews.

Factor 8, Physical Demands

The work is sedentary in nature but requires periods of intense concentration, working at top speed, with extreme pressure to collect accurate and timely information and assemble the data into reports to meet deadlines.

Factor 9, Work Environment

The work is performed in an office setting.