



**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 Indian Affairs

Classification Title: Standard Position Description (Interdisciplinary)
Fire Program Manager/Rangeland Management Specialist/ Forester

Organization Title: Regional Fire Management Officer F312-BIA

Position Number: F312 - BIA Series and Grade: GS-0401/0454/0460-12/13

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

This position has administrative duties in an organization having a firefighting mission. The primary purpose of this BIA agency position is to serve as the Regional Fire Management Officer for the region's fire and aviation management programs, with significant responsibility for providing leadership, policy and guidance formulation, and the management and coordination of the programs. Serves as the region's expert in fuels management, wildfire and prescribed fire and aviation management providing professional knowledge of resource and ecosystem management and extensive knowledge and experience in all levels of fuels management fire suppression, prescribed fire, and aviation management. **The position requires prior firefighting experience and is clearly in an established career path.**

James L. Stires
 JAMES L. STIRES, Director, BIA Fire Program, NIFC

10-29-00
 Date

Marcia S. Scifres
 MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader

10/31/2000
 Date

APPROVAL : The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date of 07/20/2000** . Approval is by DOI Secretary's Designee:

Wendell K. Sutton
 Wendell K. Sutton, Deputy Assistant Secretary, Human Resources

11/6/00
 Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <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.			
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No					
Explanation (Show any positions replaced) Standard Position Description				10. Position Status <input checked="" type="checkbox"/> Competitive* <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input checked="" 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	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	Fire Program Manager	GS	0401	13		07-20-00
	Rangeland Management Specialist	GS	0454	13		07-20-00
d. First Level Review	Forester	GS	0460	13		07-20-00
e. Recommended by Supervisor or Initiating Office	Fire Program Manager Range Conservationist Forester	GS	401 454 460	13		

16. Organizational Title of Position (if different from official title)
REGIONAL FIRE MANAGEMENT OFFICER F312-BIA

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
DEPARTMENT OF THE INTERIOR

a. First Subdivision
BUREAU OF INDIAN AFFAIRS

b. Second Subdivision
OFFICE OF TRUST RESPONSIBILITIES

c. Third Subdivision
DIVISION OF FORESTRY

d. Fourth Subdivision
BRANCH OF FIRE MANAGEMENT

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)
STEPHENA HAGLUND
CHIEF, BRANCH OF FIRE MANAGEMENT

Signature _____ Date _____

Signature *Stephena Haglund* Date *3/28/00*

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-401 General Biological Science Series; GS-460 Forestry Series; GS-454 Rangeland Management Series

Typed Name and Title of Official Taking Action
Allison S. Beard
Personnel Management Specialist

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 *Allison S. Beard* Date *JUL 20 2000*

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

Department of Interior, FPMR Recruitment Team System #22
This position has been approved as follows under 5 USC 5305(c) and 5412(d):
 Primary Secondary/Supvy
Approval Date: *4/16/00*

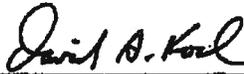
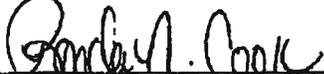
24. Remarks
*Positions in the Bureau of Indian Affairs are in the competitive service, unless occupied by an incumbent appointed under Schedule A 213.3112(a)(7). In such cases, the position is in the excepted service during the tenure of the excepted employee.
Reference standard position description from Bureau of Land Management, #F2013. Full Performance Level: GS-13

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

POSITION CLASSIFICATION AMENDMENT

1 OFFICIAL HEADQUARTERS Bureau of Indian Affairs		2 NAME Standard Position Description	
3 ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION		<input checked="" type="checkbox"/> AS HEREBY AMENDED	
11a <u>Department of the Interior</u>		d <u>Bureau of Indian Affairs - National Interagency Fire Center</u>	
b <u>Bureau of Indian Affairs</u>		e <u>Boise, Idaho</u>	
c. <u>Office of Trust Responsibilities</u>			
4 CSC TITLE AND BUREAU POSITION NO Regional Fire Management Officer, F312-BIA		SCHEDULE GS	SERIES 401/454/460
		GRADE 12/13	
<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	<input checked="" type="checkbox"/> OTHER

CERTIFICATION

5 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		6 I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED	
	February 16 2009		February 16 2009
Signature of IMMEDIATE Supervisor	Date	Signature of Official Exercising Classification Authority	Date
Name David A Koch		Name Ronda N Cook	
Title Assistant Director, Branch of Fire Management		Title Director, Center for Jobs & Compensation & Design	

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

Based on an assessment conducted by fire management subject matter experts, the following change will be made to Knowledge Required by the Position. This change does not significantly affect any of the major job duties or the ability to perform them. This amendment replaces the DI-625 dated October 16, 2001.

Existing Language:

I Knowledge Required by Position

Knowledge of wildland fire management as gained by extensive experience as a Tribal or agency Fire Management Officer or Specialist or by having Regional or National fire staff experience. In addition, incumbent must have been previously qualified as an Incident Commander Type III and in a Type II General Staff position and a Task Force Leader and as a Burn Boss Type II

Amended Language:

I Knowledge Required by Position

Knowledge of wildland fire management as gained by extensive experience as a Tribal or agency Fire Management Officer or Specialist or by having Regional or National fire staff experience. In addition, incumbent must have been previously qualified as a Task Force Leader (TFLD) and any one of the following: Incident Commander Type 3 (ICT3) or, any Type 2 Command and General Staff Position or, Prescribed Fire Burn Boss Type 2 (RXB2)

DISTRIBUTION:

- Classification Copy
- Supervisor's Copy
- Employee's Copy
- OPF Copy

Department of the Interior, FLEET Specialist Toni Outh
 This PD has been approved as follows under 5 USC 6336(c) and 8412(d)
 Firefighter _____ Law Enforcement _____
 Primary _____ Secondary/Administrative _____ Sec/Supvy _____
 Approval Date November 6, 2009

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS BUREAU OF LAND MANAGEMENT	2. NAME OF INCUMBENT
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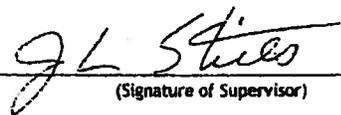
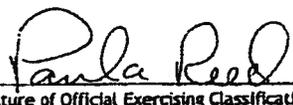
3. ORGANIZATIONAL LOCATION AS SHOWN ON CURRENT DESCRIPTION; AS HEREBY AMENDED

11 a. <u>DEPARTMENT OF THE INTERIOR</u>	d. <u>Bureau of Indian Affairs -National Interagency Fire Center</u>
b. <u>BUREAU OF INDIAN AFFAIRS</u>	e. <u>Boise, ID</u>
c. <u>OFFICE OF TRUST RESPONSIBILITIES</u>	

4. CSC TITLE AND BUREAU POSITION NO.	SCHEDULE	SERIES	GRADE
Regional Fire Management Officer, SPD No. F312-BIA	GS	401/455/460	13

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

CERTIFICATIONS

<p>5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.</p> <div style="text-align: center; margin-top: 20px;">  _____ (Signature of Supervisor) (Date) </div> <p>Title <u>CHIEF, BRANCH OF FIRE MANAGEMENT</u></p>	<p>6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p> <div style="text-align: center; margin-top: 20px;">  _____ (Signature of Official Exercising Classification Authority) (Date) </div> <p style="text-align: right; margin-right: 50px;">10-16-01</p> <p>Title <u>PERSONNEL MANAGEMENT SPECIALIST</u></p>
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. hired at the lower grade level, the incumbent must be or have been qualified as a Task Force Leader and Type 3 Incident Commander Trainee and Burn Boss 2 Trainee and have served on a Type I or Type II incident at the unit or above level or you have served on a Type I or Type II incident at the unit leader or above level or have served on a Geographic Area Multi-Agency Coordinating Group.

For promotion to the full performance level, individuals must meet all qualifications required by the Standard Position Description for BIA Regional Fire Management Officers. Full performance qualifications required are: Task Force and Type 3 Incident Commander and Burn Buss 2 and Type II Incident Command and General Staff or Geographic Area Multi-Agency Coordinating Group experience.

POSITION CLASSIFICATION AMENDMENT

POSITION NUMBER	FULL PERFORMANCE LEVEL GS-13
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ORGANIZATIONAL LOCATION

Department of the Interior
Bureau of Indian Affairs

TITLE: Fire Program Manager Rangeland Management Specialist Forester F312-BIA	FLSA STATUS <input checked="" type="checkbox"/> EX <input type="checkbox"/> NON-EX	COMP. LEVEL:
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This represents restructuring of the target position to GS12.

This position is being restructured to the lower grade(s) 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.

CERTIFICATIONS

<p>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>I certify that the changes reflected are proper and the position as hereby amended is properly classified.</p> <p><i>Elson S. Bead</i> JUL 20 2000 _____ Signature of Official Exercising Date Class. Auth.</p> <p>Title <u>Personnel Management Specialist</u></p>
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STANDARD POSITION DESCRIPTION
BUREAU OF INDIAN AFFAIRS
WILDLAND FIRE MANAGEMENT PROGRAM

NO. _____

- () Fire Program Manager, GS-401-13
- () **Rangeland Management Specialist, GS-454-13**
- () Forester, GS-460-13

REGIONAL FIRE MANAGEMENT OFFICER

Introduction

Serves as the Regional Fire Management Officer for the Region's fire and aviation management programs, with significant responsibility for providing leadership, policy and guidance formulation, and the management and coordination of the programs. The Fire Program consists of a diverse geographical area composed of a wide variety of climatic conditions, extremes in elevation, ground cover and fuel type. Incumbent has overall management and program control over a program with significant resources (multimillion dollar level of annual expenditures). The region served by this position is classified as medium/high complexity. The make-up of the Tribes and agencies served by this position are mostly moderate and high complexity units and require more than two Regional support staff in addition to the Regional FMO.

Serves as the Region's senior expert in fuels management, wildfire and prescribed fire and aviation management, providing professional knowledge of resource and ecosystem management, and extensive knowledge and experience in all levels of fuels management fire suppression, prescribed fire, and aviation management.

Prior firefighting experience as gained by substantial service as a wildland firefighter is a **MANDATORY PREREQUISITE** for incumbents of this position.

Major Duties

Planning, Programming and Budgeting (20% of the time)

Responsible for oversight and consolidation of the Region's planning, programming and budgeting including FMPA for the fire and aviation management programs. Develops and ensures the execution of policies and plans which meet the objectives of Tribes and ensures the integration of fire management considerations into Tribal land management objectives. Provides guidance and direction for the development of fire management plans and budget formulation, (FMPA) at Agency levels to ensure economic feasibility and attainment of Tribal objectives. Directs, conducts and participates in analysis, interim and follow up evaluations of projects and activities to ensure fire and land management objectives are obtained and to identify better and more efficient methods and procedures for conducting project and program activities.

Regional Fire Management Officer, GS-401/454/460-13

Technical Guidance and Direction (20 % of the time)

Serves as the Region's senior professional fire management advisor to the Regional Director and staff, and Agency Superintendents and staff. Responsible for the development of Regional Office manual directives, handbooks, information/instruction memoranda, workshops, etc., to provide fire management guidance and direction for the fire and aviation programs. Interprets national policy and direction and develops Regional guidelines, standards and specification for the use of automated fire and aviation systems. Directs and conducts program and activity reviews of Agency offices, fire readiness/preparedness evaluations, fire critiques, post season reviews. Provides guidance and assistance to agency offices in resolving complex, and /or novel situations.

Liaison (15% of the time)

Establishes and maintains cooperative relations with Tribe and Tribal groups, local and State governmental groups and other Federal agencies in fire planning, budgeting and program implementation. Develops cooperative agreements to increase the efficiency and effectiveness of the fire management programs. Monitors Tribal resolutions for impacts on the Region's fire and aviation programs. Assists in developing, proposing and/or critiquing proposed Federal, State, and local legislation and regulations. Represents the Regional Director at interagency fire meetings and on Multi-Agency Coordinating groups (MAC).

Prescribed Fire/Fuels Treatment (10% of the time)

Formulates, develops and implements policy and procedures related to prescribed fire and fuels treatment for the purpose of achieving defined resource and fire hazard reduction objectives. Ensures fuels treatment and hazard reduction plans consider alternatives, such as fire, chemical, mechanical and biological processes. Determines air quality (smoke management) implications and provides guidelines for achieving compliance with Tribal, State and Federal regulations. Proposes, coordinates and conducts training necessary to qualify bureau and Tribal staffs to achieve prescribed fire and fuels treatment objectives.

Fire Protection (10% of the time)

Organizes and oversees a fire protection program that includes fire prevention, presuppression, suppression, and post suppression activities. Develops, implements, and evaluates fire protection policies and procedures to meet legislative, regulatory, and Tribal land use objectives. Determines whether proposed activities are economically feasible. Proposes, coordinates and conducts training necessary to achieve fire protection program goals. Directs, conducts and performs in fire suppression efforts and/or assumes management leadership in the evaluation of the effectiveness of the suppression efforts.

Fire and Aviation Safety Management (10% of the time)

Regional Fire Management Officer, GS-401/454/460-13

Provides guidance, develops policy and reviews the effectiveness of safety standards in the fire and aviation programs. Participates in accident investigations to determine causes and preventive measures. Develops and prepares regional Safety and Accident plans for aviation activities. Ensures all Regional, Tribal and Bureau employees that participate in suppression, prescribed fire and fire management activity meet minimum qualifications for the position/job.

Fire Trespass (5% of the time)

Oversees implementation of established fire trespass policies and procedures. Coordinates settlement of major fire trespass cases. Works with management and the solicitor's office to negotiate administrative and legal restitution for losses resulting from fire trespass.

Emergency Services (5% of the time)

Participates in the development of national and State emergency and disaster planning with the Federal Emergency Management Agency and other governmental agencies. As requested or determined by Disaster and Emergency plans within Bureau policy and direction, provides and coordinates Bureau personnel and equipment to support the accomplishment of emergency disaster services and search and rescue.

Supervision as applicable. (5% of the time)

Work Direction

Through subordinates, plans, organizes, directs, coordinates and controls activities pertaining to the accomplishment of assigned functional responsibilities. Such tasks include defining broad objectives and specific goals; establishing, evaluating and adjusting long range schedules, objectives, and goals in relation to workload, personnel required and priority; making work assignments and setting priorities; reviewing work products for adequacy and accuracy, policy and regulatory compliance and application. Maintains management-employee communications, keeping employees informed as to regulatory requirements, policy, procedures, and the interpretation thereof. Devises and maintains recordkeeping systems to provide required information for production reporting, evaluation, control of costs, etc. Coordinates with other organization supervisors on work related problems, technical problems not covered by precedents or established policies. Makes organizational, equipment, etc., changes to increase productivity.

Administration

Responsible for the administration of a variety of management programs such as safety, upward mobility, cost reductions, sick leave and overtime usage, EEO, suggestions, etc. Establishes goals for subordinate leaders that will accomplish management objectives. Establishes record keeping systems and monitors accomplishments against objectives. Initiates corrective action. Establishes

Regional Fire Management Officer, GS-401/454/460-13

policies, regulations, procedures, etc., to accomplish organizational objectives. Advises immediate supervisor of program accomplishment, issues, and impact of changes.

Personnel Management

Performs personnel management tasks such as making selections/recommendations for subordinates positions; participating in position and pay management programs; establishing performance standards and evaluating performance; maintaining discipline; hearing and resolving complaints and grievances; consulting with specialist on training needs and deciding on training issues; taking disciplinary actions; approving sick and annual leave; and approving personnel actions initiated by subordinates. Develops internal programs, plans, and procedures to ensure subordinates adhere to personnel management requirements.

Performs other duties as assigned.

Factors

1. Knowledge Required by the Position

Mastery of professional knowledge of natural resource/forest and range management and ecology as they relate to fire and the interrelationship of fire and fire effects upon plant species and communities.

Thorough knowledge and understanding of wildland fire behavior, fire protection concepts and organizations, fire planning, fire suppression and aviation equipment for all levels of fire complexities gained through a combination of training and practical experience.

Knowledge and understanding of the use of prescribed fires to achieve ecosystem and natural resource management objectives, mitigate wildland/urban interface problems.

General knowledge and familiarity with principles and practices of mechanical fuel treatment implementation procedures.

Knowledge of laws, Department and Bureau manuals and directive systems, policies, regulations program planning, budgeting systems, administrative requirements and procedure applicable to fire, aviation and ecosystem management.

Knowledge, skills and abilities in the areas of facilitation, problem-solving, team building, leadership, motivation, innovation, coaching and counseling.

Knowledge of wildland fire management as gained by extensive experience as a Tribal or agency Fire Management Officer or Specialist or by having Regional or National fire staff experience. In addition, incumbent must have been previously qualified as an Incident Commander Type III and in a Type II

Regional Fire Management Officer, GS-401/454/460-13

General Staff position and a Task Force Leader and as a Burn Boss Type II.

Working knowledge of Coordination Center Operations.

Working knowledge of wildland fire aviation management principles and safety requirements.

2. Supervisory Controls

Supervision is provided in terms of broad-term statements, goals, and objectives. The incumbent has marked freedom from control and independently determines programs and actions within dollar allocations and cost targets, and resource objectives. The supervisor is kept informed of significant developments. Completed work is reviewed primarily for effectiveness in meeting program objectives and for conformance to Bureau policies.

3. Guidelines

Guidelines are broadly stated Bureau manuals, directives, regulations, policy statements, and Federal Trust responsibility related statutes. Many of the issues encountered are unusual, subject to controversy on occasion as to the approach to be taken. A high degree of originality and creativity may be necessary when specific procedures and practices are developed. These may be precedent setting or novel in fire management and may influence tribal, regional and national agency standards or methodology.

4. Complexity

Assignments involve a broad range of duties in fire management and aviation operations. Primary responsibility is to provide fire management guidance, program development and review, and coordination of tribal and bureau resource staff on resource management issues. The tribal land area and the functional programs are characterized by a significant number of complex features, as typified by the following or comparable situations: a number of tribal, state and regional level cooperative relationships and activities with other fire organizations. Heavy dependence on prescribed fire and mechanical fuels treatments to achieve ecosystem management objectives. Fire impacts affecting complex tribal resource management issues. Major urban interface issues. Program draws high tribal interest and political sensitivity. A large number of widely scattered but extensive areas of intermingled Indian Trust and non-Indian Trust lands. Extensive commercially valuable resources which provide significant support for a number of dependent tribal communities and tribal industries. Extreme variables in terrain, elevation, climate, fuel types, ignition sources and rate of spread which have a decided effect on plans, methods, procedures, and policies. A wide variety of fuels ranging from cheatgrass, rangeland grasses and other flash fuels to heavier types, such as brush and logging slash. Extended periods with little or no precipitation, periodic heavy concentration of lightning and high velocity winds. A variety of fixed-wing and rotary-wing aircraft and a variety of differing applications.

Regional Fire Management Officer, GS-401/454/460-13

5. Scope and Effect

The purpose of the position is to provide region wide management guidance and coordination to ensure the effectiveness of the fire and aviation management programs and to ensure these programs are integrated with all tribal resource programs, objectives, and policies of the Bureau. Commits BIA and tribal resources and other resources through the provisions contained in cooperative agreements and other exigencies. The work performed affects and Region's fire and aviation programs, other Bureau resource programs, other agency operations, operations of private companies and individual resource users. Work performed affects the adequacy of agency actions taken to protect human life, personal tribal members property and tribal natural resources. Decision may result in the expenditure of large sums of federal funds and affect employee, tribal member and public safety.

6. Personal Contacts

Contacts are with tribal and bureau fire and other resource personnel and managers throughout the Bureau as well as the tribal, state and local government or other Federal agencies, with special interest groups, the news media and with the tribal public.

7. Purpose of Contacts

Contacts are for the purpose of exchanging information, coordinating work efforts and planning, identifying mutual issues, providing fire management advice and guidance, integrating operations, and negotiating issue solutions. Negotiates cooperative agreements with other entities. Contacts 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 a fire or aviation management consideration which may be in conflict with a proposed resource objective.

8. Physical Demands

The work is normally sedentary but often requires long hours of varied shifts during fire emergencies. Occasional field assignments may include long periods of standing or walking over rough terrain.

9. Work Environment

Most work is performed in an office setting. Field assignments include work at fire locations with exposure to smoke and inclement weather. Work may require frequent flying in small fixed-wing and rotary-wing aircraft. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.