



**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 (Firefighter)

Bureau: Bureau of Indian Affairs – Standard Position Description

Classification Title: Supervisory Forestry Technician

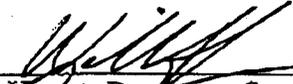
Organization Title: \_\_\_\_\_

Position Number: FF001 Series and Grade: GS-0462-07/08/09

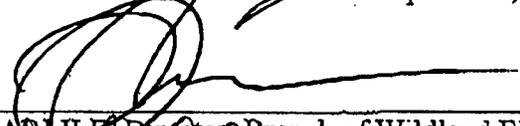
**RECOMMENDATION FOR COVERAGE:** Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

This position has been previously covered as Primary/Rigorous from June 22, 1998 to August 2, 2010. Previous coverage has not been affected by this change. Secondary/Administrative Firefighter coverage will be retroactive to August 3, 2010.

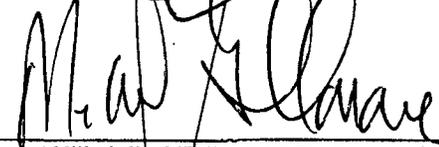
The primary purpose of the position is to perform and direct others in providing fast initial attack and large fire support on wildland fires and other incident via helicopter. The primary work of this position is aviation and fire management. Position requires knowledge of complex wildland firefighting techniques, fire equipment, fire behavior, fuel models and the Incident Command System. **This is an administrative position in an organization having a firefighting mission, and is clearly in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.**

  
ALAN SIZEMORE, Human Resources Specialist, DOI

8/12/2010  
Date

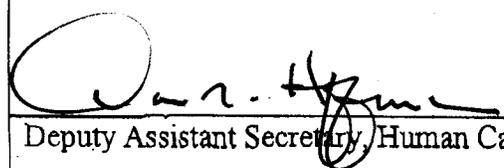
*For*   
LYLE CARLISLE, Director, Branch of Wildland Fire Management, BIA

8/10/2010  
Date

  
MICHAEL GILLMORE, Supervisory Program Analyst, DOI

8/19/10  
Date

**APPROVAL:** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to August 3, 2010. Approval is by DOI Secretary's Designee:

  
Deputy Assistant Secretary, Human Capital and Diversity

8/24/10  
Date

*for*

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

1. Agency Position No.

FF 001

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 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 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) 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							
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	Supervisory Forestry Technician	GS	0462	09											06-19-98
e. Recommended by Supervisor or Initiating Office	Supervisory Forestry Technician	GS	462	09											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)									

18. Department, Agency, or Establishment <b>DEPARTMENT OF THE INTERIOR</b>		c. Third Subdivision <b>DIVISION OF FORESTRY</b>	
a. First Subdivision <b>BUREAU OF INDIAN AFFAIRS</b>		d. Fourth Subdivision <b>BRANCH OF FIRE MANAGEMENT</b>	
b. Second Subdivision <b>OFFICE OF TRUST RESPONSIBILITIES</b>		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>STEPHEN A. HAGLUND</b> <b>CHIEF, BRANCH OF FIRE MANAGEMENT-NIFC</b>		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) <b>Lenard N Stull</b> <b>Actg. Chief Forester</b>	
Signature	Date	Signature	Date
	1-20-98		4/12/98

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 <b>Range Technician Series GS-455 (TS-111)</b> <b>December 1991</b> <b>GS-400 Grade Level Guide for Aid and Technician Work in the Biological Sciences (TS-111, Dec 1991)</b> <b>General Schedule Supervisory Guide (Feb 1993)</b>	
Typed Name and Title of Official Taking Action <b>James E. Reed</b> <b>Personnel Officer</b>		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		
	6/22/98		

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

This position is for young and physically vigorous individuals and is subject to the maximum entry age restrictions.

Department of Interior, FF/LE Retirement Team Specialist

This PD has been approved as follows under SUSC 8336(c) and 8417(d):

Firefighter  Law Enforcement

Primary  Secondary/Administrative  Secondary/Supvy

Approval Date: August 3, 2010

24. Remarks

FPL: GS-9

HC: \_\_\_\_\_

BUS: 8888

OCM: 03

**\*POSITION IS COMPETITIVE, EXCEPT IF FILLED BY INDIAN PREFERENCE UNDER SCHEDULE A213.9112 (A) (7)**

01-625

### POSITION CLASSIFICATION AMENDMENT

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

- 11 a. DEPARTMENT OF THE INTERIOR
- b. BUREAU OF INDIAN AFFAIRS
- c. OFFICE OF TRUST RESPONSIBILITIES

d. Bureau of Indian Affairs - National Interagency Fire Center  
e. Boise, ID

4. CSC TITLE AND BUREAU POSITION NO. <u>Supervisory Forestry Technician, SPD No. FF001 BIA</u>	SCHEDULE <u>GS</u>	SERIES <u>462</u>	GRADE <u>7/8</u>
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SAME AS PRESENT; AMENDED FOR: CSC TITLE, POS. NO., SERIES, X GRADE, OTHER

#### CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.  <u>JL Stees</u> 10-16-01 (Signature of Supervisor) (Date) Title <u>CHIEF, BRANCH OF FIRE MANAGEMENT</u>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  <u>Paula Reed</u> 10-16-01 (Signature of Official Exercising Classification Authority) (Date) <u>Wilson S. Reed</u> 02-24-03 Title <u>PERSONNEL MANAGEMENT SPECIALIST</u>
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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 the target position to the GS-7/8.

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 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. There will be no conflict of the supervisor being a lower grade than the employees supervised.

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) the target position is still properly classifiable to its present title, series, and grade at the time of the proposed promotion; (2) the incumbent meets all regulatory and qualification requirements for such promotion; and (3) the incumbent is certified in writing to have advanced to and to be performing at the level appropriate to the higher grade.

Department of the Interior, FLERT Specialist [Signature]  
 This FD has been approved as follows under 5 USC 8336(c) and 8412(d)  
 Firefighter  Law Enforcement  
 Primary  Secondary/Administrative  Sec/Supvy  
 Approval Date August 3, 2010



## UNITED STATES DEPARTMENT OF THE INTERIOR

Office of the Secretary  
Office of Human Resources  
300 E. Mallard Drive, Suite 170  
Boise, ID 83706

August 2, 2010

Lyle Carlile, Director, Branch of Wildland Fire Management  
Bureau of Indian Affairs  
3833 S. Development Ave.  
Boise, ID 83705

Re: Position Description FF001, Supervisory Forestry Technician, GS-0462-07/08/09, BIA Bureau Wide

Dear Mr. Carlile:

This position received primary/rigorous firefighter retirement coverage under 5 U.S.C. § 8336(c), Civil Service Retirement System (CSRS) and 5 U.S.C. § 8412(d), Federal Employees Retirement System (FERS) coverage on March 04, 1999.

**Based on further review of this PD, we find it does not meet the definition of a primary/rigorous firefighter position under 5 C.F.R. § 831.902, 5 C.F.R. § 842.802.**

Under CSRS, primary firefighter means an employee, whose duties are primarily to perform work directly connected with the control and extinguishment of fires or the maintenance and use of firefighting apparatus and equipment. (See 5 U.S.C. 8331(21)). An employee whose primary duties are the performance of routine fire prevention inspection is excluded from this definition.

*Under FERS, firefighter* means an employee occupying a rigorous position, whose primary duties are to perform work directly connected with the control and extinguishment of fires, as provided in 5 U.S.C. 8401(14).

Primary duties are those duties of a position that—

- (1)(I) are paramount influence or weight; that is, constitute the basic reasons for the existence of the position;
- (II) occupy a substantial portion of the individual's working time over a typical work cycle, and
- (III) are assigned on a regular and recurring basis.
- (2) Duties that are of an emergency, incidental, or temporary nature cannot be considered "primary" even if they meet the substantial portion of time criterion. In general, if an employee spends an average of at least 50 percent of his or her time performing a duty or group of duties, they are his or her primary duties. 5 U.S.C. § 8336(c) and 5 U.S.C. § 8412(d), and 5 C.F.R. § 831.902 and 5 C.F.R. § 842.802

The **Major Duties** of the PD state that this position is the manager of an Exclusive Use helicopter and is a specialist in helicopter operations. The incumbent supervises a crew of helicopter crew members that is established to provide fast initial attack and large fire support on wildland fires and other incidents via helicopter. The position manages permanent and temporary helibases, administers the helicopter contract and plans and directs helicopter operations in support of wildland and prescribed fire, emergency incidents, and resource management projects. The primary work of this position is aviation and fire management. Prior wildland fire fighting experience is a requirement of the position.

The majority of the duties within this PD predominantly involve secondary type duties. The incumbent is fully qualified and approved as the contracting Officer's Representative (COR) on the exclusive use contract

for the helicopter assigned to the base – 10%. The incumbent plans, coordinates, and directs helicopter support to execute a wide variety of reservation-wide resource management projects requiring multi-functional participation to complete – 15%. The incumbent is responsible for helicopter safety and compliance with applicable policies and procedures – 10%. The incumbent exercises the full range of supervisory duties for a work force which varies from a minimum of four to a maximum of fifteen employees, sometimes including one or more assistant helicopter managers – 15%. Provides leadership, allocates resources, and implements activities to accomplish Bureau of Indian Affairs Equal Opportunity and Civil Rights goals, policies and objectives – 5%. Develops and implements an aviation training program for the reservation to comply with policy and standards and, if requested, participates in regional courses and workshops that instruct helicopter operations – 15%. Assists supervisor in current and out-year planning of the helicopter budget which includes supplies, equipment training, and personnel necessary for the safe and efficient implementation of helicopter operations – 10%. Provides leadership and oversight as required to ensure operations comply with safety laws, policies and guidelines – 5%. After reviewing these major duties it is clear that secondary duties make up 85% of the incumbent position.

The **Knowledge Factors** requires that the position provides technical operations expertise on wild and prescribed fires. The incumbent must have fire and fuels management knowledge to monitor fuel conditions and perform preburn/pre-attack plans. The incumbent must have a thorough knowledge and previous experience in complex wildland firefighting techniques, fire equipment, fire behavior, fuel models, and the Incident Command System.

**Therefore, based on the definition of a primary/rigorous firefighter, we are rescinding primary/rigorous coverage of PD FF001. Coverage of this position ends effective the date of this letter. However, the position is eligible for secondary/administrative coverage .**

There is no basis for withholding the higher retirement contributions from occupants of this non-approved PD. Therefore, the records of all occupants must be reviewed and the retirement code corrected, as appropriate. 5 C.F.R. § 831.907 and 5 C.F.R. § 842.805.

You are responsible for notifying each employee whose rights or interests are affected by this decision.

Notification to the employee **must** be accomplished within 30 days of your receipt of this decision; **must** be duly dated; a copy **must** be entered as a permanent record on the right side of the employee's official personnel folder; and a copy provided to the Firefighter and Law Enforcement Officer Retirement Team.

You may use the attached statement of understanding for this purpose. The time limit for an employee to request consideration is 35 days from the date of your notification to the affected employee(s). Please note that the request must be postmarked within 35 calendar days of your notification.

Service performed under this PD may be considered on an individual basis initiated by a written request from the employee. If an employee plans to submit additional evidence which is unavailable at the time, he/she should not delay the request, but should include a statement that additional evidence will be submitted under a separate cover. The copy of the employee notification from you and the request for consideration from the employee should be addressed to:

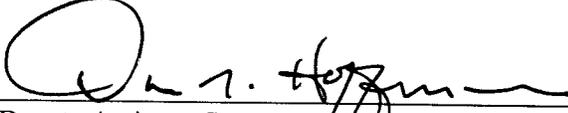
Department of the Interior  
Office of the Secretary, SOAR  
300 E. Mallard Drive, Suite 170  
Boise, ID 83706-6648  
(208) 334-1556  
Fax (208) 334-1558

Evidence of actual requirements and duties performed should be included if they are different than those reflected in the official PD. An applicant who requests service credit for FF/LEO 5 U.S.C. § 8336(c) or 5 U.S.C. § 8412(d)

bears the burden of providing entitlement by a preponderance of the evidence and must provide all pertinent information regarding actual duties performed with his/her claim.

If you have questions regarding the individual claim process, please call Michael Gillmore at (208) 334-1552. Questions regarding the PD may be addressed to Alan Sizemore at (208) 334-1556.

A copy of this letter must be attached to this PD and provided to the supervisor and any incumbent(s) of the position.

  
for Deputy Assistant Secretary  
Human Capital and Diversity

8/02/10  
Date

Attachments: Position Description FF001  
Statement of Understanding

cc: Susan Messerly



**U.S. DEPARTMENT OF THE INTERIOR**  
**Certification of Position Approval for Retirement**  
**Under**  
**5 USC 8336(c) and 8412(d)**

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Primary – Rigorous (FF)

Bureau: Bureau of Indian Affairs – Standard Position Description

Classification Title: Supervisory Forestry Technician

Organization Title: \_\_\_\_\_

Position Number: FF001 Series and Grade: GS-0462-07/08/09

**RECOMMENDATION FOR COVERAGE REVIEW:**

Primary-Rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested. Target grade GS-09 was approved on 03/04/99.

The primary purpose of the position is to perform and direct others in providing fast initial attack and large fire support on wildland fires and other incidents via helicopter. Position requires knowledge of complex wildland firefighting techniques fire equipment, fire behavior fuel models and the Incident Command System.

**The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet established physical qualification requirements.**

*James L. Stires*  
Bureau Program Designee, James L. Stires, Director - BIA Fire Program

1-22-03  
Date

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

03/24/2003  
Date

**APPROVAL:** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement and retroactive to the classification date of 06/19/98. Approval is by DOI Secretary's Designee:

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

5/1/03  
Date



**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: Primary (Rigorous) -Firefighter  
 Bureau: Bureau of Indian Affairs, Standard Position Description  
 Classification Title: Supervisory Forestry Technician  
 Organization Title: \_\_\_\_\_  
 Position Number: FF001 Series and Grade: GS-0462-09

RECOMMENDATION FOR COVERAGE REVIEW: Primary (rigorous) coverage is recommended for this position. Special retirement coverage is requested for both CSRS and FERS.

The subject position is helicopter operations specialist supervising a helicopter crew responsible for fast initial attack and fire support on wildland fires via helicopter. This position description performs substantially similar work as BLM standard position description F166, Supervisory Range Technician GS-0455-09, approved for Primary (rigorous) coverage by DOI on May 31, 1996. Work requires the position to meet the Bureau's firefighter physical fitness standards at the arduous level.

Matthew D. Wagers  
 BIA Special Retirement Analyst, Matthew D. Wagers

01/08/99  
 Date

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

01/22/99  
 Date

Stephen A. Haglund  
 Director, BIA Fire Program, NIFC, Stephen A. Haglund

1/22/99  
 Date

Lester K. Rosenkrance  
 Director, Office of Fire and Aviation (BLM), Lester K. Rosenkrance

1/28/99  
 Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date, June 19, 1998. Approval is by DOI Secretary's Designee:

Mari Barr  
 Mari Barr, Secretary's Designee

3/4/99  
 Date

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

1. Agency Position No.

FF 001

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 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 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												
d. First Level Review		Supervisory Forestry Technician				GS		0462		09	DB	06-19-98
e. Recommended by Supervisor or Initiating Office		Supervisory Forestry Technician				GS		462		09	JAG	
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				c. Third Subdivision DIVISION OF FORESTRY			
a. First Subdivision BUREAU OF INDIAN AFFAIRS				d. Fourth Subdivision BRANCH OF FIRE MANAGEMENT			
b. Second Subdivision OFFICE OF TRUST RESPONSIBILITIES				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 STEPHEN A. HAGLUND CHIEF, BRANCH OF FIRE MANAGEMENT-NIFC		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Lenard N Stull Actg. Chief Forester	
Signature	Date	Signature	Date
	1-20-98		4/12/98

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 Technician Series GS-455 (TS-111) December 1991 GS-400 Grade Level Guide for Aid and Technician Work in the Biological Sciences (TS-111, Dec 1991) General Schedule Supervisory Guide (Feb 1993)	
Typed Name and Title of Official Taking Action James E. Reed Personnel Officer		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		
	6/22/98		

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										
24. Remarks FPL: <u>GS-9</u> HC: _____ BUS: <u>8888</u> OCM: <u>03</u> Department of Interior, FPL/R Retirement Team Specialist This PD has been approved as follows under 5USC 8336(c) and 8412(d): <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Secondary/Supvy Approval Date: <u>March 04, 1999</u>										

**\*POSITION IS COMPETITIVE, EXCEPT IF FILLED BY INDIAN PREFERENCE UNDER SCHEDULE A213.0112 (A) (7)**

01-625

### POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS BUREAU OF LAND MANAGEMENT	2. NAME OF INCUMBENT
3. ORGANIZATIONAL LOCATION AS SHOWN ON CURRENT DESCRIPTION; AS HEREBY AMENDED	
11 a. DEPARTMENT OF THE INTERIOR b. BUREAU OF INDIAN AFFAIRS c. OFFICE OF TRUST RESPONSIBILITIES	d. Bureau of Indian Affairs - National Interagency Fire Center e. Boise, ID

4. CSC TITLE AND BUREAU POSITION NO.	SCHEDULE	SERIES	GRADE
Supervisory Forestry Technician, SPD No. FF001 BIA	GS	462	7/8

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

#### CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.  <i>JL Stiles</i> 10-16-01 <small>(Signature of Supervisor) (Date)</small> Title CHIEF, BRANCH OF FIRE MANAGEMENT	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  <i>Paula Reed</i> 10-16-01 <small>(Signature of Official Exercising Classification Authority) (Date)</small> <i>Heuson S. Reed</i> 02-24-03 Title PERSONNEL MANAGEMENT SPECIALIST
---	---

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 the target position to the GS-7/8.

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 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. There will be no conflict of the supervisor being a lower grade than the employees supervised.

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) the target position is still properly classifiable to its present title, series, and grade at the time of the proposed promotion; (2) the incumbent meets all regulatory and qualification requirements for such promotion; and (3) the incumbent is certified in writing to have advanced to and to be performing at the level appropriate to the higher grade.

Department of the Interior, FLERT Specialist *Joye Lappin*  
 This FD has been approved as follows under 5 USC 8306(c) and 8412(d)  
 Firefighter  Law Enforcement  
 Primary  Secondary/Administrative  Sec/Supvy  
 Approval Date *May 1, 2003*

SUPERVISORY FORESTRY TECHNICIAN GS-462-9  
(Fire Helicopter Crew Supervisor)

## INTRODUCTION

The Bureau of Indian Affairs mission is to enhance the quality of life, to promote economic opportunity and to carry out the responsibility to protect and improve the trust assets of American Indians, Indian tribes, and Alaska Natives. We will accomplish this through the delivery of quality services, maintaining government to government relationships within the spirit of Indian self-determination.

This position is the manager of an Exclusive Use helicopter and is a specialist in helicopter operations. The incumbent supervises a crew of helicopter crew members that is established to provide fast initial attack and large fire support on wildland fires and other incidents via helicopter. The position manages permanent and temporary helibases, administers the helicopter contract and plans and directs helicopter operations in support of wildland and prescribed fire, emergency incidents, and resource management projects. The primary work of this position is aviation and fire management. Prior wildland fire fighting experience is a requirement of the position.

## MAJOR DUTIES

The incumbent is fully qualified and approved as the Contracting Officer's Representative (COR) on the exclusive use contract for the helicopter assigned to the base. As such, performs day-to-day contract administration and works directly with the Contracting Officer. Duties and responsibilities as COR include: enforcing helicopter contract provisions, proposing contract language changes to the Contracting Officer, issuing work orders and notices of non-compliance to the Contractor as necessary, and, when necessary, suspending operations for violations of safety regulations or contract compliance. Also, as COR, is responsible for providing documentation to the Contracting Officer regarding any claim filed by the Contractor and may be required to serve as a witness for the government in contract appeal hearings. - 10%

Plans, coordinates and directs helicopter support to execute a wide variety of reservation-wide resource management projects requiring multi-functional participation to complete. Is responsible for broad gauge, long term planning to comply with agency policies, procedures, and objectives, and to assess readiness to meet short-term project and emergency needs. - 15%

During initial attack, ongoing fires, other natural disasters, search and rescue, and other emergencies, serves in the capacity of helicopter manager, crew boss, helibase manager, or other positions as needed or assigned. Responses can occur on the reservation or off reservation on an interagency basis in support of other agency efforts. Is certified as a Helibase Manager and independently manages complex helicopter operations, utilizing different helicopter models with

varying capabilities. Provides pilots, crews, and dispatchers with detailed instructions on incident objectives, situations and tactics. Determines incident needs, orders personnel, equipment and supplies, and directs and monitors initial incident activities. - 10%

Performs as a helicopter specialist on the reservation providing technical expertise for fire suppression and resource management helicopter projects. Will be annually certified to operate, maintain, inspect and service a wide range of helicopter support accessory equipment. Much of the equipment is highly specialized and expensive. Independently evaluates new aviation accessories and equipment and makes written recommendations to regional and national aviation program personnel regarding use and modifications for improvement. - 5%

Responsible for helicopter safety and compliance with applicable policies and procedures. Ensures subordinates are trained and qualified to perform missions safely and efficiently. Ensures all flight-following policies and procedures are adhered to. Monitors and tracks flight and duty hours of pilots, mechanics, and fuel truck drivers to ensure that flight/duty hour limitations are not exceeded. Conducts preflight and post flight briefings with pilot and helitack crew. Ensures that turbine engine power checks are completed and results of checks are documented. Reviews aircraft log book entries to assure that appropriate aircraft maintenance is documented. - 10%

Exercises the full range of supervisory duties for a work force which varies from a minimum of four to a maximum of fifteen, sometimes including one or more assistant helicopter managers. Responsible for annually assisting in the recruitment of temporary employees. Plans work to be accomplished by subordinates, sets and adjusts short term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Develops performance standards and evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both work and administrative matters. Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved grievances to a higher level supervisor or manager. Initiates minor disciplinary measures such as letters of warning, caution, or admonishment and recommends other disciplinary actions. Initiates requests for vacancy announcements and recruitment notices for helitack personnel. Interviews candidates for positions in the unit and recommends appointments and reassignments to such positions. Identifies and provides for training needs. Finds ways to improve production or increase the quality of work directed. - 15%

Provides leadership, allocates resources, and implements activities to accomplish Bureau of Indian Affairs Equal Opportunity and Civil Rights goals, policies and objectives. Ensures communication is non-discriminatory and sensitive to all employees and publics. Creates a work environment which respects, appreciates and accepts the contribution and perspectives of all employees. - 5%

Develops and implements an aviation training program for the reservation to comply with policy and standards and, if requested, participates in regional courses and workshops that instruct helicopter operations. Conducts hands-on training through demonstration and on-the-job experience in the use of aircraft, hand and power tools, pumps, hoses, chemicals, rescue

equipment, helicopter equipment, manifesting, loading/unloading and embarking/disembarking from aircraft. Develops and implements a comprehensive physical training program to enhance the ability of crew members to perform required arduous fire fighting duties. - 15%

Assists supervisor in current and out-year planning of the helitack budget which includes supplies, equipment training, and personnel necessary for the safe and efficient implementation of helicopter operations. Responsible for performing fire related assignments and project work on the reservation such as fuel inventories, preattack planning, fuel preparation and fuel disposal. Is responsible for independently administering the current year helitack budget. Submits requests for acquisition of supplies and materials through the agency procurement process. Is responsible for tracking property issue and use. - 10%

Provides leadership and oversight as required to ensure operations comply with safety laws, policies and guidelines. - 5%

#### Factor 1. Knowledge Required by the Position

Expert knowledge and extensive experience in the planning and coordination of complex air operations at remote, isolated work locations. Thorough knowledge of capabilities and limitations of numerous helicopter models is needed to adapt helicopter capabilities to highly specialized individual projects. Incumbent must possess and utilize knowledge of current management practices, technical methods, and agency policies and procedures. The successful planning and execution of helicopter operations requires judgement based on independent analysis and evaluation of helicopter operations programs and projects. With other helicopter managers, develops interagency helicopter operations policy contained in the Interagency Helicopter Operations Guide (IHOG).

This position provides technical operations expertise on wild and prescribed fires. Incumbent must have fire and fuels management knowledge to monitor fuel conditions and perform preburn/preattack plans. Incumbent must have a thorough knowledge and previous experience in complex wildland firefighting techniques, fire equipment, fire behavior, fuel models, and the Incident Command System. Prior wildland firefighting experience is required by this position. Must have expert knowledge of complex air operations as they apply to wildland firefighting and the ability to identify and define fire related management issues.

Expert knowledge and experience operating and maintaining helicopter accessory equipment is required. A working knowledge of aircraft communication and navigation systems capabilities and operation is also required. Technical helicopter management knowledge and experience sufficient to supervise complex helicopter operations and be certified as a Helibase Manager under NWCG qualification standards.

Thorough knowledge of helicopter contract administration and contract provisions to effectively administer aircraft contracts, recommend contract language changes to the contracting officer and to complete related reports, records and payment documents. A working knowledge of current Federal and State helicopter regulations, policies, and procedures, which includes pertinent

Federal Aviation Regulations (i.e. Parts 133, 135 and 137), general aviation safety, and DOT regulations.

Must have a thorough knowledge of natural resource management concepts, land management policies, resource values, agency directives, the Federal airspace management system, Departmental Manual 350- 354 and related handbooks and IHOG. Thorough knowledge of current aviation safety practices and procedures. Knowledge and ability to develop and implement a local aviation safety plan.

Knowledge of acceptable and unacceptable flight practices to evaluate pilot performance. Working knowledge of safe mountain flying techniques, helicopter aerodynamics and flight characteristics. Incumbent must be able to review and correctly interpret technical material such as aircraft operations handbooks, aircraft logbooks, performance charts, and aeronautical literature.

Knowledge of program management, supervision, and personnel practices and regulations in order to carry out supervisory responsibilities.

Knowledge of teaching techniques including formalized classroom instruction and on the job training to plan and execute successful aviation and fire suppression training programs. Skill in written and verbal communications to prepare plans and reports, supervise effectively, and to meet and deal with the public and contractor personnel.

Knowledge of safety laws, policies and guidelines to include OSHA, applicable state safety regulations, departmental and agency policy guidelines and NWCG guidelines required to manage the environmental and work place hazards of the wildland fire environment. Knowledge of standard fire fighting safety guides such as the 10 standard fire fighting orders, 18 watch out situations and LACES. Practical working knowledge of first aid procedures.

The knowledge and ability to identify unsafe situations and acts and perform hazard/risk assessment and mitigation to develop helicopter use strategies and tactics that will accomplish project objectives without compromising safety.

## Factor 2, Supervisory Controls

The supervisor of this position assigns project work in terms of objectives with instructions on new projects or major changes. Helicopter related work project objectives and priorities may be assigned by the Agency Fire Management Officer or the Agency Aviation Officer.

The incumbent plans and carries out recurring work without detailed instructions and plans, schedules, and completes inspections and reports. Incumbent often functions independently in the field, relying on his/her own experience, expertise, and judgement.

The supervisor reviews reports and checks work on the basis of meeting program objectives and on the effectiveness of overall helicopter operations. Completed work is reviewed for adherence to guidelines and established policy and safety objectives.

### Factor 3, Guidelines

Guidelines include, but are not limited to the Interagency Helicopter Operations Guide, Office of Aircraft Services Contract Administration Handbook, aircraft flight manual, Interagency Helicopter Training Guide, Incident Command System Air Operations Standards, Federal Aviation Regulations, Health and Safety Code, Office of Aircraft Services Contract for Helicopter Services, Department of Transportation Regulations, Office of Aircraft Services Transportation of Hazardous Materials Handbook, and other written guides and work plans. The incumbent selects, interprets and applies these guides, frequently using initiative, judgement and resourcefulness in solving unforeseen problems and resolving conflicts.

### Factor 4, Complexity

The management of a helicopter operation is a specialized and distinct kind of responsibility in fire suppression and fire management. Special experience and training is needed which is not acquired through any other established position. The duties assigned cover divergent and unrelated processes such as training, helicopter scheduling, weather knowledge, emergency procedures, billing, procurement, fire suppression, training and coordination of activities. Incumbent must be able to prioritize and delegate tasks and assigned projects. Incumbent must weigh economics, safety, and efficiency in arranging work and training schedules for the helicopter under constantly changing conditions, priorities and limitations. Incumbent must use initiative and experience to make decisions under time pressures and constraints, often without opportunity to consult with a supervisor or other technical advisor.

### Factor 5, Scope and Effect

The management of a helicopter by this position provides safe and effective availability of the helicopter and crew for rapid initial attack fire or other incident dispatches and for the movement of personnel and materials to fires and project work sites. This position provides leadership for a trained project work force to maintain a helicopter operation facility and work force to help meet reservation fire protection and resource management objectives. The helicopter is a reservation resource maintained primarily for fire suppression, however, the helicopter and crew support resource management activities as well as regional and national incident management needs. The management of this resource affects the goals of the reservation and regional dispatch zone.

### Factor 6, Personal Contacts

Contacts are primarily with crew, pilots, mechanics, local and Area Fire Management Officers, Contracting Officers, Aviation Managers, Dispatchers, and interagency aviation management specialists. Has contact with other Federal, State, and local fire and law enforcement protection agencies and media representatives.

#### Factor 7, Purpose of Contacts

Contacts are made to provide orientation and training to cooperating agencies, to exchange information about fire suppression, projects, aviation operations, contract administration, intermediate work situations, and to resolve operational differences. Contacts other crews to coordinate fire suppression activities. Contacts involve coordination of pilot and driver work schedules, maintenance schedules, equipment deficiencies and repairs. Contacts are also information networking opportunities to better implement the ICE and GNOMES systems. Contacts require frequent, independent coordination with various unit personnel to accomplish project objectives.

#### Factor 8, Physical Demands

The helicopter manager is required to meet the firefighter physical fitness qualifications at the level III, arduous level. The work frequently involves long shifts and complex decision making, and extended periods of time away from home.

#### Factor 9, Work Environment

The work is performed at remote locations, airstrips, helibases, unimproved helispots, and forest and range environments of extreme high and low temperatures, steep terrain, and uneven work surfaces. Due to mission requirements of low-level flight in mountainous terrain, firefighting, and incident support, the position is subjected to substantial hazards on a regular and recurring basis. The work involves exposure to potentially dangerous situations caused by uncontrolled wildfire, numerous aircraft being flown in close proximity and mountainous terrain. Errors could be catastrophic and result in serious injury or death. Other hazards include the handling of hazardous materials, carbon monoxide, dust and debris and the use of other mechanical or motorized equipment.