



**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

Classification Title: Supervisory Forestry Technician (Fire)

Organization Title: Fire Helicopter Crew Supervisor

Position Number: F329BIA Series and Grade: GS-0462-07/08/09

RECOMMENDATION FOR COVERAGE: Primary/Rigorous Firefighter coverage is recommended under both CSRS and FERS. This is a standard position description.

The primary purpose of the position is to supervise a crew of helitack firefighters and to perform fire suppression duties including initial and extended attack, and fire support on wildland fire. Primary duties are directly connected with the control and extinguishment of fires and/or maintaining and using firefighter apparatus and equipment. The duties of this position are so rigorous that employment is limited to young and physically vigorous individuals who must meet established age and physical qualification requirements.

**WILLIAM
 SIZEMORE**

Digitally signed by WILLIAM SIZEMORE
 DN: c=US, o=U.S. Government, ou=Department
 of the Interior, ou=Office of the Secretary of the
 Interior, cn=WILLIAM SIZEMORE,
 0.9.2342.19200300.100.1.1=14001000976882
 Date: 2015.03.17 07:55:27 -06'00'

ALAN SIZEMORE, Human Resources Specialist, DOI

Date

A. Baldwin

AARON J. BALDWIN, Director, Branch of Wildland Fire Management, BIA

3/15/16
 Date

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

For Y. Johnson, Director, WLP
 Deputy Assistant Secretary, Human Capital and Diversity

3/18/2015
 Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F329BIA

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

New Standard Position Description

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive *See Item 24
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1-Non-Sensitive 3-Critical
 2-Noncritical Sensitive 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. Office of Personnel Management	Department of the Interior, FLERT Specialist					
b. Department, Agency or Establishment	Firefighter - Law Enforcement Primary - Secondary/Administrative					
c. Second Level Review	Approval Date					
d. First Level Review	Supervisory Forestry Technician (Fire)	GS	0462	09	aks	3/16/15
e. Recommended by Supervisor or Initiating Office	Supervisory Forestry Technician (Fire)	GS	0462	09		

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

Fire Helicopter Crew Supervisor

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

Bureau of Indian Affairs

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false 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)

AARON J. BALDWIN
Director, BIA Branch of Wildland Fire Management

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Forestry Technician Series, GS-0462, TS-111, Dec 1991; Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, Dec 1991, GSSG, HRCD-5, Jun 1998, Apr 1998

Typed Name and Title of Official Taking Action

ASHANTI K. SLOAN
Human Resources Specialist (Classification)

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

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

24. Remarks

FPL: GS-09. THIS IS A TESTING DESIGNATED POSITION.

*Position is competitive, except if filled by Indian Preference under Schedule A, 213.3112(a)(7)

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

POSITION DESCRIPTION (Please Read Instructions on the Back)

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 checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. F329BIA		
Explanation (Show any positions replaced) New Standard Position Description					7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.		
					10. Position Status <input checked="" type="checkbox"/> Competitive *See Item 24 <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) 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"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <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. Office of Personnel Management		Department of the Interior, FLEET Specialist			GS		0462 / 08		aks		3/16/15		
b. Department, Agency or Establishment		Firefighter - Law Enforcement			GS		0462 / 08		aks		3/16/15		
c. Second Level Review		Primary - Secondary/Administrative			GS		0462 / 08		aks		3/16/15		
d. First Level Review		Supervisory Forestry Technician (Fire)			GS		0462 / 08		aks		3/16/15		
e. Recommended by Supervisor or Initiating Office		Supervisory Forestry Technician (Fire)			GS		0462 / 08		aks		3/16/15		
16. Organizational Title of Position (if different from official title) Fire Helicopter Crew Supervisor					17. Name of Employee (if vacant, specify)								
18. Department, Agency, or Establishment Department of the Interior					c. Third Subdivision								
a. First Subdivision Bureau of Indian Affairs					d. Fourth Subdivision								
b. Second Subdivision					e. Fifth Subdivision								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that					this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false 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) AARON J. BALDWIN Director, BIA Branch of Wildland Fire Management								
Signature					Signature								
Date					Date 3/16/15								
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 Forestry Technician Series, GS-0462, TS-111, Dec 1991; Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, Dec 1991, GSSG, HRCD-5, Jun 1998, Apr 1998								
Typed Name and Title of Official Taking Action ASHANTI K. SLOAN Human Resources Specialist (Classification)					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 3/16/15								
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks FPL: GS-09. This is a Testing Designated Position. *Position is competitive, except if filled by Indian Preference under Schedule A, 213.3112(a)(7)													
25. Description of Major Duties and Responsibilities (See Attached)													

F329-BIA - Statement of Differences, GS-08

This is a trainee level position for the purpose of training the incumbent for higher level duties. This position is identical to Position Number F329-BIA with the following exceptions:

The full performance level for this position is GS-09. When filled at the next lower level (i.e., GS-08) the incumbent will function under closer supervisory controls than described at the full performance level. More detailed instructions for work assignments are given and there is a closer review of completed work for technical adequacy. The incumbent is expected to gradually assume more complex assignments as a result of on-the-job training and a carefully planned training program.

When the incumbent meets or exceeds the work performance requirements of this level, and otherwise satisfies qualifications and other administrative requirements, promotion action on a noncompetitive basis will be initiated by the supervisor.

FLSA - Exempt

POSITION DESCRIPTION (Please Read Instructions on the Back)

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 checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No F329BIA	
Explanation (Show any positions replaced) New Standard Position Description		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. OPM Certification No.	
		10. Position Status <input checked="" type="checkbox"/> Competitive *See Item 24 <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) 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 <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. Office of Personnel Management	Department of the Interior, FLERT Specialist <i>FLERT has been approved as follows under 5 USC 6338(c) and 6412(d)</i>					
b. Department, Agency or Establishment	<input checked="" type="checkbox"/> Firefighter Law Enforcement <input checked="" type="checkbox"/> Primary Secondary/Administrative Sec/Subwy					
c. Second Level Review	Approval Date March 10, 2015					
d. First Level Review	Supervisory Forestry Technician (Fire)	GS	0462	07	aks	3/16/15
e. Recommended by Supervisor or Initiating Office	Supervisory Forestry Technician (Fire)	GS	0462	07		

16. Organizational Title of Position (if different from official title)
Fire Helicopter Crew Supervisor

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

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
AARON J. BALDWIN
Director, BIA Branch of Wildland Fire Management

Signature: _____ Date: _____
Signature: *AJ Baldwin* Date: **3/16/15**

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.

Typed Name and Title of Official Taking Action
ASHANTI K. SLOAN
Human Resources Specialist (Classification)

Signature: *Ashanti K Sloan* Date: **3/16/15**

22. Position Classification Standards Used in Classifying/Grading Position
Forestry Technician Series, GS-0462, TS-111, Dec 1991; Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, Dec 1991, GSSG, HRCD-5, Jun 1998, Apr 1998

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.

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

24. Remarks
FPL: GS-09. This is a Testing Designated Position.
***Position is competitive, except if filled by Indian Preference under Schedule A, 213.3112(a)(7)**

**STANDARDIZED POSITION DESCRIPTION NUMBER: F329-BIA
BUREAU OF INDIAN AFFAIRS
FIRE MANAGEMENT PROGRAM**

**CLASSIFICATION TITLE: SUPERVISORY FORESTRY TECHNICIAN (FIRE)
SERIES AND GRADE: GS-0462-7/8/9
ORGANIZATIONAL TITLE: FIRE HELICOPTER CREW SUPERVISOR**

I. INTRODUCTION

The mission of the Bureau of Indian Affairs (BIA) is to enhance the quality of life, promote economic opportunity, and carry out the responsibility of protecting the trust assets of American Indians, Indian Tribes, and Alaska Natives. This is accomplished through the delivery of quality services, while maintaining government to government relationships within the spirit of Indian self-determination.

The mission of the Branch of Fire Management is:

1. To provide for safe and effective wildland fire protection on privately owned Indian forest and range lands held in trust by the United States of America through the use of modern and efficient Interagency fire management practices including appropriate fire suppression; a responsive and cost effective pre-suppression program based upon a cooperative approach to a common problem with other wildland fire protection agencies; a creative fire prevention program focusing on hazard abatement through the application of a fuels treatment program; and the implementation of tribal control of the program under Indian Self-Determination as requested by tribal government.
2. To provide safe and cost effective use of aviation resources on an interagency basis throughout all Bureau operations that comply with existing statutes, regulations and policies governing their use; implementation of modern technology in the Bureau's use of aviation assets; and to provide technical assistance to tribal governments, as requested, in the safe and effective use of tribal managed aviation resources and facilities.

This is a standard wildland fire management position description intended for use in the Bureau of Indian Affairs. The incumbent serves as the manager of Exclusive User and Call-When-Needed (CWN) helicopters and is a specialist in helicopter operations. The incumbent supervises a crew of helitack personnel/firefighters 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, provides contract administration for, and plans and directs helicopter operations in support of, fire suppression, emergency incidents, and resource management projects. The primary line of work of this position is aviation and fire management. Incumbent must meet the requirements in the Interagency Helicopter Operations Guide (IHOG) and the Bureau of Indian Affairs (BIA) Blue Book.

The primary line of work of this position is fire and aviation management. Prior experience in wildland firefighting and helicopter management is a requirement of this position. Complexity of BIA fire helicopter programs varies from unit to unit, depending on management options identified in the local Fire Management Plan.

The National Wildfire Coordinating Group (NWCG) incident management qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to all grade levels of this position description in addition to BIA policy requirements.

II. MAJOR DUTIES

Helicopter Management - 10%

Plans, coordinates, and directs helicopter support to execute a wide variety of 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. 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 local unit or 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.

Contract Administration - 5%

Serves as the Contracting Officer's Representative (COR) for the helicopter service contract assigned. Performs day-to-day contract administration for contracts, which annually expend in excess of \$100,000.00 in programmed funds. When assigned to manage a Call-When-Needed (CWN) or on-call helicopter. The CWN contract expenditures range from several hundred to several hundred thousand dollars per assignment. Enforces helicopter contract provisions, proposes contract language changes to the Contracting Officer, issues work orders and issues notices of non-compliance to the contractor as necessary, and has full authority to suspend operations for violations of safety regulations or contract non-compliance. Is responsible for completing and maintaining reports and records for aircraft use. Completes daily flight invoices and contract daily diaries. Signs for receipt of services and recommends payment approval to the Contracting Officer on a daily basis. Provides documentation to the Contracting Officer regarding any claim filed by the Contractor. May be required to serve as a witness for the Government in contract appeal hearings.

Helicopter Operations - 4%

Serves as a Helicopter Specialist on the local unit providing technical expertise for helicopter projects and operations: helitack, recon, survey, search and rescue, bucket/tank, external load, aerial ignition, spraying, seeding, etc. Ensures that procedures and equipment used are within Bureau, Department, Federal Aviation Administration (FAA), National Transportation Safety Board (NTSB) regulations and approved agency and interagency operations guidebooks. Will be annually certified to operate, maintain, inspect, and service a wide range of helicopter accessory equipment such as the helitorch, Premo Mark III Plastic Sphere Dispensers, medevac equipment, longline/remote hooks, and infrared detection equipment. Equipment is very technical, highly specialized, and expensive. Independently evaluates new aviation accessories and equipment and makes recommendations regarding future use and modifications for improvement. Instructs training courses to crewmembers, other Bureau employees, Interagency employees and cooperators in helicopter crew safety, proper loading/unloading of personnel and cargo, external load/longline operations, bucket/tank operations.

Fire Suppression - 50%

Leads firefighters in initial and extended attack wildland fire line operations; often the first and/or only resource assigned. Provides aerial and ground fire assessment, development of control strategy and

tactics, deployment and assignment of personnel and equipment, directing helicopter water drops and support missions, communicating with fire dispatch offices and other resources ordering of additional suppression resources. Works in conjunction with other crews, heavy equipment, fire engines and other aircraft.

Supervises and participates in direct suppression of fire with hand tools, direct and indirect fire line construction, hot spotting, backfiring/burnout, aerial ignition operations, water delivery systems and applications, tree and brush felling and removal, back-line and mop-up operations, gridding and patrol. Completes fire line briefings, fire size-up, fire reports, fire personnel performance evaluations.

Serves as Type 4 Incident Commander (initial/extended attack), Helicopter Manager and may serve in other fire suppression positions per qualifications. May serve on prescribed burns, per qualifications. May serve on incident management, per qualifications. May serve on Incident Management Team, per qualifications.

Safety - 3%

Responsible for helicopter safety and compliance with applicable policies and procedures. Ensures subordinates are trained and qualified to perform helicopter missions or initial attack assignments safely and efficiently. Ensures all flight following policies and procedures are adhered to. Monitors and tracks flight and/or duty hours of pilots, mechanics, and fuel truck drivers to ensure that flight/duty hour limitations are not exceeded. Conducts pre-flight and post-flight briefings with pilot and helitack crew. Responsible for inspecting, maintaining and testing aviation fuel. Ensures that turbine engine power checks are completed, and results documented. Reviews aircraft logbook entries to verify that appropriate aircraft maintenance is documented.

Supervision - 25%

Exercises the full range of supervisory duties for a work force which varies from a minimum of six to a maximum of fifteen personnel, including one or more assistant managers. Responsible for annually recruiting and hiring 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 requirements of work assignments based upon 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 complaints to a higher level supervisor or manager. Effects minor disciplinary measures such as letters of warning, caution, or admonishment, and recommends other official disciplinary actions. Initiates requests for vacancy announcements and recruitment notices. Interviews candidates for positions in the unit; recommends appointments, promotions, and reassignments to such positions. Identifies training needs and establishes Individual Development Plans (IDPs). Finds ways to improve production or increase the quality of work directed.

Provides leadership, allocates resources, and implements activities to accomplish BIA organization direction and Equal Opportunity and Civil Rights requirements, goals, policies, and objectives. Supports and participates in the Work Environment Continuous Improvement Process. Ensures all communication – written, oral, visual, signed – is nondiscriminatory and sensitive to all employees and publics. Creates a work environment which respects, appreciates, and accepts the contributions and perspectives of all employees.

Serves as course coordinator for fire courses and lead instructor for courses or workshops that instruct helitack, unit, and other cooperating agency personnel in aviation operations, wildland fire, and related

resource management subjects. Conducts hands on training through demonstration and on-the-job experiences in the use of aircraft, hand and power tools, pumps, hoses, chemicals, rescue equipment, helicopter equipment, manifesting, loading/unloading of personnel and cargo, and embarking/disembarking from aircraft.

Budget - 3%

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 the helicopter operation. May be responsible for independently administering the current year helitack budget. Submits requests for acquisition of supplies and materials through the agency procurement process. Tracks the issuance of Fire property and use.

III. FACTORS

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 judgment 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 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.

Expert knowledge and experience operating and maintaining helicopter accessory equipment such as the helitorch, Premo Mark III plastic sphere dispensers, medivac equipment, longline/remote hooks, and infrared detection equipment. A working knowledge of aircraft communication and navigation systems capabilities, and operation.

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 include pertinent Federal Aviation Regulations (e.g. parts 135, 133, and 137), general aviation safety and DOT regulations including the qualification requirements specified in the Interagency Standards for Fire and Fire Aviation Operations (Redbook).

Must have a thorough knowledge of land management policies, resource values, agency directives Departmental Manual 350-354 and related handbooks, BIA Blue Book and the Interagency Helicopter Operations Guide (IHOG). Thorough knowledge of current aviation safety practices and procedures. Knowledge and ability to develop and implement a base/project operational safety plan.

Knowledge of acceptable and unacceptable flight practices regarding pilot performance. Incumbent must be able to review and correctly interpret technical material, such as flight 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.

Factor 2: Supervisory Controls

The supervisor over 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 an Aviation Manager or unit Fire Program Manager.

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 judgment.

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

Policy guidelines include, but are not limited to, the Interagency Helicopter Operations Guide, Office of Aviation Services Contract Administration Handbook, aircraft flight manual, Interagency Helicopter Training Guide, Incident Command System Air Operations Standards, Federal Aviation Regulations, Bureau of Indian Affairs Directives, Health and Safety Code, Office of Aviation Services Contract for Helicopter Services, Department of Transportation Regulations, Office of Aviation Services Transportation of Hazardous Materials Handbook, and other written guides and work plans. The incumbent selects, interprets, and applies these guides frequently using initiative, judgment, 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 incident management. Special experience and training is needed which is not acquired in 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, aviation training and coordination activities on a unit level. 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 in a constantly changing atmosphere of conditions, priorities and helicopter 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 accomplish BIA objectives. The helicopter is a resource maintained primarily for fire suppression, however, the helicopter and crew regularly support resource management activities as well as National incident needs. The management of this resource affects the goals of the BIA for fire suppression and project work.

Factor 6: Personal Contacts

Contacts are primarily with crew, pilots, drivers, mechanics, Fire Management Officers, Contracting Officer's Representatives, Contracting Officers, Aviation Managers, Dispatchers, BIA and other Federal agency aviation operation specialists, other fire organization emergency resource personnel. Has contact with other Federal, State, Tribal and local fire and law enforcement protection agencies, media representatives, and the general public.

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, immediate work situations, and to resolve operational differences. Contacts other crews for the coordination of 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 Incident Command System (ICS) and National Interagency Incident Management Systems (NIIMS). 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 qualifications at the arduous level. Incumbent must annually pass the Work Capacity Test at the arduous level. The work frequently involves long shifts and complex decision making, and extended periods of time away from home. Arduous duties involve fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity. Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operations of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

The duties of this position require the incumbent to meet a physical fitness test for arduous positions. Incumbent must annually pass the Work Capacity Test at the arduous level.

Factor 9: Work Environment

Most work is performed at remote locations, airstrips, helibases, unimproved helispots, fire line locations, vehicles and temporary structures. Duties are accomplished in range and forest environments of high elevation, steep terrain, temperature extremes, dust, smoke, wind, thunderstorms and noise. Extended outdoor living and travel is required. Frequent exposure to low-flying aircraft, heavy equipment, uncontrolled wildfire and a sense of urgency. Errors could be catastrophic and result in serious injury or death.

IV. OTHER SIGNIFICANT FACTS:

The incumbent will be required to regularly operate a government owned or leased vehicle or equipment in the performance of his/her duties. The incumbent must possess a valid state driver's license and meet the requirements of the BIA Motor Vehicle Operation Policy.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-free Workplace Program. The employee is responsible for keeping oneself drug-free, for demonstrating knowledge of DOI and BIA Drug Testing policy and procedures. Must be aware and alert to the symptoms and signs of drug abuse and change in behavior; reports appearances of unusual action to responsible official. Encourages peer discussion groups and outreach to available resources; as appropriate, suggests to the supervisor improvements in the workplace to enhance a drug-free environment, indicating willingness to help bring about positive change.

This position is for physically vigorous individuals and requires successful completion of an arduous pack test and medical examination.

The Bureau of Indian Affairs has determined that the duties of this position are not suitable for telework under any circumstances.

This position requires frequent travel.

As a condition of employment, the Incumbent is required to obtain certification as a Contracting Officer Representative (COR) as identified by the Hiring Official and specified in an Individual Development Plan.

SELECTIVE FACTOR:

Incumbent must have held or currently hold all of the following National Wildfire Coordinating Group (NWCG) incident management qualifications and training requirements to be considered eligible for this position:

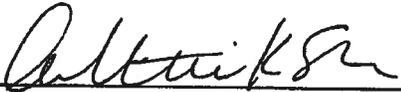
- Primary Core Qualification: Helibase Manager Type 2 (HEB2)
- Secondary Core Qualification: Incident Commander Type 4 (ICT4)
- BIA Exclusive Use Position Qualification: Helicopter Manager (HMGB)

POSITION DESCRIPTION ADDENDUM
MOTOR VEHICLE OPERATION – INDIAN AFFAIRS

Position Description Number: F329-BIA
Position Title: Supervisory Forestry Technician (Fire)
Pay Plan, Series & Grade: GS-0462-07/08/09

The incumbent of this position will: *(Place an "X" next to the appropriate category)*

- Regularly*** operate government vehicles or equipment to perform the duties of the position.
 Occasionally operate a motor vehicle, but not on a regular basis.
 Not be required to operate a motor vehicle.



NIFC BIA Representative

12/8/14
Date

*Employees occupying positions with the requirement to regularly operate a vehicle must successfully complete the web-based National Safety Council Defensive Driving Course every three (3) years.

All positions are subject to the Indian Affairs Motor Vehicle Operation Policy. Incumbents must be in compliance with all policy requirements depending upon position motor vehicle status.

**POSITION DESCRIPTION ADDENDUM
TELEWORK POLICY – INDIAN AFFAIRS**

Position Description Number: _____ F329BIA _____

[Place an "X" next to appropriate category]

For positions suitable for telework, use the following language:

_____ The Bureau of Indian Affairs has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

For positions not suitable for core or situational telework, use the most appropriate of the following two options:

_____ The Bureau of Indian Affairs has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

X

_____ The Bureau of Indian Affairs has determined that the duties of this position are not suitable for telework under any circumstances.

For positions that MANDATE telework, use the following language:

_____ The Bureau of Indian Affairs has determined that telework is required for this position and thus a condition of employment. The selectee is expected to telework _____ days a week. Selectees must be eligible to telework under the 2010 Telework Act.

- *To be used for all Standard Position Descriptions.*