



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: Lead Forestry Technician (Fire)

Organization Title: Fire Helicopter Squad Leader

Position Number: F331BIA Series and Grade: GS-0462-05/06

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 serve as a squad leader on an exclusive use contracted helicopter suppression squad performing fire suppression duties including initial and extended attack, and fire support on wildland fires. Performs the loading and unloading of helicopters with firefighting personnel and equipment. 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,
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 Date: 2015.03.17 08:03:40 -06'00'

ALAN SIZEMORE, Human Resources Specialist, DOI

Date


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

3/16/15
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:


 Deputy Assistant Secretary, Human Capital and Diversity

3/18/2015
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F331BIA

2. Reason for Submission

Redescription New
 Reestablishment Other

3. Service

Hdqtrs Field

4. Employing Office Location

5. Duty Station

8. 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 Employment and Financial Disclosure Financial Interest

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive *Sec 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	W/101				
b. Department, Agency or Establishment	This PD has been approved as follows under 5 USC 8736(e) and 8412(d)					
	<input checked="" type="checkbox"/> Firefighter	Law Enforcement				
	<input checked="" type="checkbox"/> Primary	Secondary/Administrative	Sec/Supvy			
c. Second Level Review	Approval Date	March 18, 2015				
d. First Level Review	Lead Forestry Technician (Fire)	GS	0462	06	aks	3/16/15
e. Recommended by Supervisor or Initiating Office	Lead Forestry Technician (Fire)	GS	0462	06		

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

Fire Helicopter Squad Leader

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

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; GS Leader GEG, HRCD-5, Jun 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								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

FPL: GS-06. 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)

1. Agency Position No.
F331BIA

2. Reason for Submission

Redescription New
 Reestablishment Other

3. Service

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4. Employing Office Location

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8. OPM Certification No.

Explanation (Show any positions replaced)

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a. Office of Personnel Management	Department of the Interior, FLEET Specialist This PD has been approved as follows under 5 USC 8336(c) and 34	GS	0462	05	aks	3/16/15
b. Department, Agency or Establishment	<input checked="" type="checkbox"/> Firefighter <input checked="" type="checkbox"/> Primary Law Enforcement Secondary/Administrative					
c. Second Level Review	Approval Date: March 12, 2015					
d. First Level Review	Lead Forestry Technician (Fire)	GS	0462	05	aks	3/16/15
e. Recommended by Supervisor or Initiating Office	Lead Forestry Technician (Fire)	GS	0462	05		

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

Fire Helicopter Squad Leader

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
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Signature

Date

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

24. Remarks

FPL: GS-06. 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)

F331 – BIA - Statement of Differences, GS-0462-05

This is a trainee level position for the purpose of training the incumbent for higher level duties. This position is identical to Position Number F331-BIA with the following exceptions:

The full performance level for this position is GS-06. When filled at the next lower level (i.e., GS-05) 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 – Non-Exempt

**STANDARDIZED POSITION DESCRIPTION NUMBER: F331-BIA
BUREAU OF INDIAN AFFAIRS
FIRE MANAGEMENT PROGRAM**

**CLASSIFICATION TITLE: LEAD FORESTRY TECHNICIAN (FIRE)
SERIES AND GRADE: GS-0462-5/6
ORGANIZATIONAL TITLE: FIRE HELICOPTER SQUAD LEADER**

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 a squad leader on an exclusive use contracted helicopter suppression squad within a BIA agency. Serves as a working leader of three or more squad members. These squads are part of a rapidly deployed helicopter squad for initial attack wildland fires, support large fires, support fire use and other resource projects.

The National Wildfire Coordinating Group (NWCG) incident management qualifications specified in the Interagency Helicopter Operations Guide (IHOG) and Bureau of Indian Affairs (BIA) Blue Book must be used in conjunction with this position description. The primary line of work of this position is fire suppression; prior wildland firefighting and helicopter experience is required.

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

Fire Suppression – 50%

Performs and leads three or more squad members in initial attack and extended attack wildland suppression operations which includes direct/indirect fireline construction, hotspotting, backfiring/burnout, water delivery systems and application, tree and brush felling and removal, blackline and mop-up operations, gridding and patrol. Distributes and controls work assignments among employees; assures timely accomplishment of assigned tasks; maintains work notes and records; makes reports on work accomplishments; ensures that the work is carried out safely; reports on performance problems and issues.

Serves as Type 5 Incident Commander during initial attack of wildland fires. Analyzes fire behavior, determines fire cause, determines suppression tactics, directs squad members, communicates with dispatch, completes fire reports. May serve in other fireline and helicopter management positions per red card qualifications.

Inventories, services and maintains firefighting tools and equipment, support vehicles and helicopter support equipment. Monitors and records pilot flight and duty time, aircraft flight time, fuel truck activity, squad member time etc.

May be certified as Helitorch module member, Plastic Sphere Dispenser operator and other specialty positions per qualifications.

Instruction – 5%

Instructs squad members in specific tasks and techniques and conducts on-the-job training. Trains by demonstrating skills in use of hand and power tools, hoses, chemicals, and hydraulic systems. Observes, corrects, and evaluates squad skills. Explains fire behavior characteristics, safety regulations, and work procedures.

Instructs and directs technicians in wildfire fighting and fire program support operations. Makes work assignments; schedules personnel; provides instructions or training; monitors work in progress; insures equipment and materials are available; resolves problems encountered; and reports to the supervisor about the work, personnel, and problems encountered.

May be required to supervise the squad in the absence of the supervisor.

May serve as an instructor for a variety of fire and aviation related training courses at the local, regional and inter-agency levels.

Helicopter Operations – 40%

Performs the loading/unloading of helicopters with firefighting personnel and equipment. Ensures that load manifests and load calculations are accurate to meet helicopter weight limitations and safety guidelines. Gives oral briefings to pilots, passengers and other personnel outlining general mission parameters/conditions and safety considerations. Prepares external helicopter loads, water buckets, and rigging; performs ground and hover hook-ups to the helicopter.

Constructs helicopter landing areas from natural openings and vegetation to required safety specifications. When serving as Helispot Manager, provides wind indicators, fire extinguishers, landing area markers, fueling areas, helicopter marshalling, personnel and cargo organization, pilot and passenger briefings. Communicates with pilots through radio and/or hand signals.

May serve as aerial observer in the helicopter providing fire detection, fire locating, fire size-up, directing ground forces to the fire, ordering additional resources and communicating with fire dispatch on mission status.

Additional Duties – 5%

May research fire literature and provide applicable information for fire management programs. Implements fire effects monitoring system by establishing and monitoring index plots in a variety of fuel/vegetation types, and training others to do the same. Enters and trains others in entry of data into computer analysis programs.

May assist resource professionals in field survey efforts such as archeology, vegetation surveys, resource inventories and data analysis. May assist in identification of grasses, herbs, shrubs, and trees. Assists in the data collection for fuels projects.

May use computer models to store, update, and analyze fire behavior and other monitoring data.

May assist in all risk operations as trained and qualified. May perform hazard fuel reduction projects, which entail thinning and cutting vegetation through mechanical means, e.g., chainsaw, etc.

May perform project work and lead other workers in the same type of work which may include, cleaning outdoor recreational facilities; mowing grass and trimming shrubs; and performing trail maintenance and building maintenance duties, etc.

III. FACTORS

Factor 1: Knowledge Required by the Position

Knowledge of strategies, tactics, and suppression methods used in containment and control of wildfires and wildland fires in order to relay assignments to squad members, accurately evaluate rapidly changing fire circumstances, determine when/if additional forces may be needed, or determine when circumstances warrant withdrawal of the squad to safe location.

Knowledge of fire behavior including causes of fire, influence of temperature, humidity, wind, topography, slope and fuel moisture conditions, and fuels in order to know where to attack the fire, build fire line and where to be positioned to manage a wildland fire.

Detailed knowledge of the methods and procedures associated with wildland fire suppression and management to resolve a full range of irregular or problem situations when suppressing wildland fires.

Knowledge of Bureau and Departmental policy, procedures and guidelines concerning helicopter operations, helicopter accessories and equipment, helicopter capabilities and limitations. Specific knowledge of the policy and procedures contained in the Interagency Helicopter Operations Guide (IHOG) including qualification requirements specified in the Interagency Standards for Fire and Fire Aviation Operations (Redbook).

Knowledge of air operations, helicopter capabilities and limitations, helicopter contracts, load balance and capacity, load calculating, and manifesting of personnel and equipment to effectively conduct helicopter suppression and resource missions. Knowledge of work procedures and practices in working with helicopters and aircraft. Ability to use helicopter accessory equipment such as helitorch, Premo Mark III plastic sphere dispensers, medivac equipment, long line/remote hooks, and infrared detection equipment used in wildland fire

management, prescribed burns and other resource management projects.

Knowledge of tactical methods and techniques for use of water and additives in controlling and mopping-up fires in order to efficiently and effectively accomplish operations where water is in short supply.

Skill in the use of hand tools such as pulaski, shovel, and McLeod: and power tools including chainsaw and portable pumps to build fireline and control wildland fire and to perform other non-fire related duties engaged in firefighting or preparation for such assignments.

Knowledge of fire terminology to communicate with other squad members.

Knowledge of fire behavior at the S-290 (Intermediate Fire Behavior) level. Knowledge of fire behavior prediction methods. Knowledge of wildland fire management planning, strategies, and tactics.

Ability to lead a fire suppression squad and to provide on-the-job training in proper and safe techniques, applications, methods, procedures and principles. This ability is used to effectively deal with the wide variety of conditions and situations encountered during wildfire suppression actions, prescribed burning, and project work.

Knowledge of general range/forestry technician work in order to personally perform and lead others in the performance of a variety of work in such areas as hazard tree removal, hazard fuel reduction, prescribed burning, recreation, wildlife and watershed, as well as facility, vehicle, and equipment maintenance and upkeep.

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.

Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of operational and administrative reporting requirements and procedures.

Knowledge and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Knowledge of the structure and function of the Department of the Interior and the Department of Agriculture – U.S. Forest Service sufficient to determine interaction on an interagency basis.

Knowledge of related fields such as forestry, range, wildlife, botany, soils and water, cultural and historical resources in order to make informed fire operational decisions.

Oral and written communication skills sufficient to effectively interact with people at all levels, internal and external to the organization, including the public.

Ability to perform basic computer technology skills such as word processing, electronic mail, Internet use, and specialized fire information databases and programs.

Knowledge of the organization and the function of cooperative interagency fire organizations such as National Wildfire Coordinating Group (NWCG), National Interagency Coordination Center (NICC), Geographic Area Coordination Center (GACC), state, local, and tribal governments to facilitate fire operations in a multi-jurisdictional setting.

Factor 2: Supervisory Controls

The supervisor provides direction on the priorities, objectives, and/or deadline for types of work covered by precedent. New or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

The incumbent identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, and independently coordinates work efforts.

The incumbent exercises initiative in developing his/her own solution to common technical and procedural problems such as changes in priorities, need for extended field time, minor need for additional equipment or personnel, and other such comparable issues. The technician seeks administrative direction or decision from higher authority on the course to follow when encountering significant technical or procedural problems with the work, e.g., when project objectives appear to substantially exceed available equipment and staffing capacities or when technical issues new to the organization are encountered. In such instances the technician may be expected to develop proposals for resolving the problem.

Technical review of the incumbent's work during fire assignments is provided by a variety of supervisory personnel from the fires to which the incumbent's squad has been assigned.

Factor 3: Guidelines

Most guidelines are in the form of oral instructions and training prior to actual fire suppression activities. General guidelines can be found in the annually published BIA Blue Book and the Interagency Helicopter Operations Guide which provides detailed procedural guidance to supplement training already received. Only in complex or unique situations does the incumbent seek other written material or the supervisor's expertise.

Some guidelines are also contained in the, prescribed burning and hazard fuel reduction plan, emergency medical services plan, safety plan, the Fireline Handbook, Health and Safety Handbook, and other specific local guides pertinent to the local unit or specific to the type of work being performed.

Since every possible situation cannot be anticipated and covered in training, the employee must exercise independent judgment in selecting the appropriate methods, techniques, and procedures, especially in situations where the supervisor is not available for consultation. Guides such as safety regulations must be applied.

Factor 4: Complexity

The work involves performing a variety of fire management tasks and leading the work of other employees in fire management activities. The technician must consider personnel capabilities, priorities, weather, terrain, heavy fuel loads, multiple fires, extreme burning conditions, guidelines, and established procedures to determine the appropriate action. Must make frequent critical decisions under time pressures and emergency conditions concerning fire suppression methods and squad safety when choices are limited, and conditions are

hazardous.

Initial attack fire operations and local helicopter projects range from routine/simple to unprecedented/complex.

Assignments involving multiple aircraft, large helibases and complex helicopter projects may offer a challenge where routine methods and procedures are inadequate.

Factor 5: Scope and Effect

The work performed by the incumbent and assigned squad members contributes to the effectiveness of the firefighting organization, efficiency of helicopter projects, protection of resource values and overall attainment of Bureau and other agency goals. Decisions made during helicopter and fireline operations affect the safety and welfare of squad members, and the management and protection of valuable natural resources, government facilities, life and private property from destruction by natural or human caused incidents other fire resources and the public throughout various geographical locations.

Factor 6: Personal Contacts

Primary contacts are with the squad/crew and others in the fire organization. Frequently has contact with comparable Federal, State, and local government agency personnel. When assigned to large helibase operations, works with a wide spectrum of pilots, drivers and mechanics.

Factor 7: Purpose of Contacts

Contacts are made to exchange information, gather and clarify information, distribute and balance workload among squad members, resolve problems and answer technical questions, and report to supervisor on performance, progress, and training needs of squad members. Provides orientation, training, leadership, and coordination for the accomplishment of fire suppression activities with fire agencies.

Factor 8: Physical Demands

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. Operation 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

The work is primarily performed outdoors at remote locations, airstrips, helibases, unimproved helispots, fireline locations in forest and desert environments in steep terrain, sometimes at high elevation, where surfaces may be extremely uneven, rocky, or covered by vegetation. Temperatures commonly exceed 100 degrees F and fall below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor bivouac and eating situations under

an unpredictable set of circumstances. Incumbent is subject to frequent exposure to low-level flight, low flying and hovering aircraft. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the job requires that protective clothing be worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft.

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 level 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.

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: Firefighter Type 1 (FFT1)
- BIA Exclusive Use Position Qualification: Incident Commander Type 5 (ICT5)
- BIA Exclusive Use Position Qualification: Helicopter Crewmember (HECM)
- Additional Required Training: S-290, "Intermediate Fire Behavior"

POSITION DESCRIPTION ADDENDUM
MOTOR VEHICLE OPERATION – INDIAN AFFAIRS

Position Description Number: F331-BIA
Position Title: Lead Forestry Technician (Fire)
Pay Plan, Series & Grade: GS-0462-05/06

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: _____ F331BIA _____

[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.***