



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 South Development Avenue
Boise, Idaho 83705-5354



October 4, 2012

Memorandum

To: All Regional Directors, All Regions
Office of Human Capital Management

From: Director, Branch of Wildland Fire Management

Subject: New Fire Management Position Descriptions

Attached are six new fire management position descriptions. These are standard position descriptions that can be used to fill like positions throughout the Bureau.

Four of these standard positions are applicable to Wildland Fire Modules. Wildland Fire Modules (WFM) is 7 to 10 person teams dedicated to planning, monitoring and managing fires. WFMs have expertise in the areas of fire monitoring, ignition, holding and suppression, prescribed fire preparation and implementation support, hazard fuels reduction, and fire effects monitoring. Like hotshot crews, they are national interagency resources that may be deployed anywhere in the United States for wildland fire operations or prescribed fire and hazard fuel reduction projects. The following are the new Wildland Fire Module position descriptions. These position descriptions may apply to other fire positions not associated with a Wildland Fire Module.

F-335-BIA	GS-0462-04/05	Wildland Fire Module Crewmember
F-334-BIA	GS-0462-06	Wildland Fire Module Lead Crewmember
F-333-BIA	GS-0462-07	Wildland Fire Module Assistant Leader
F-332-BIA	GS-0462-07/09	Wildland Fire Module Superintendent

Also attached is a new position description for an Operations Coordinator. This position generally is attached to an interagency Geographic Area Coordination Center (GACC) where they work for the Center Manager and function as a dispatcher of wildland firefighting resources. The Operations Coordinator is responsible for orchestrating the movement of aircraft, personnel and equipment throughout the country. They set priorities for resource movement; coordinate shared resources such as air tankers, lead planes, and smoke jumpers; implement Multi-Agency Coordination Group decisions; and provide fire information to local governments and media outlets.

F-323-BIA	GS-0462-10/11	Operations Coordinator
-----------	---------------	------------------------

Finally, a regional fire management position has been classified for use in some of our highest complexity fire management regions. This position provides technical, scientific and professional advice, information and other support to the Regional Director, Regional Branch Chiefs, Agency Superintendents, Tribal Program Managers, and a wide variety of Agency/Tribal staff regarding all aspects of the fire management program. Application of this position to a specific Region is complexity based and dependent on a number of factors such as staffing levels, budget size and scope, interagency coordination requirements, acreage and vegetation types.

F-322-BIA GS-0401-14 Regional Fire Management Officer

For additional information regarding the application of these position descriptions or for answers to other human resource management questions, contact Deborah Abeita, HR Specialist, at 505-563-5123 or Deborah.Abeita@bia.gov.