



**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: Secondary/Administrative (FF)

Bureau: Bureau of Indian Affairs

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

Organization Title: Assistant Regional Fire Management Officer F310-BIA

Position Number: F310 - BIA Series and Grade: GS-0401/0454/0460-11/12

**RECOMMENDATION FOR COVERAGE REVIEW:**

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

This position has administrative duties in an organization having a firefighting mission. The primary purpose of this BIA agency position is to serve as the assistant to the Regional Fire Management Officer. The position serves as one of the region's senior experts in fire and aviation management providing professional knowledge of resource and ecosystem management, and extensive knowledge and experience in all levels of fire suppression, prescribed fire and aviation management. **The position requires prior firefighting experience and is clearly in an established career path.**

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

10-29-00  
 Date

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

10/31/2000  
 Date

**APPROVAL :** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 07/25/2000 . Approval is by DOI Secretary's Designee:

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

11/06/00  
 Date

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

I. Agency Position No.

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
Explanation (Show any positions replaced)  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 <input type="checkbox"/> Employment and		9. Subject to IA Action <input 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 type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		13. Competitive Level Code		14. Agency Use	
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials	Date
a. U.S. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Wildland Fire Program Manager Rangeland Management Specialist		GS		0401		12			07-25-00
d. First Level Review		Forester		GS		0454		12			07-25-00
e. Recommended by Supervisor or Initiating Office		Wildland Fire Program Manager Range Conservationist Forester		GS		401 454 460		12			

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

17. Name of Employee (if vacant, specify)

Assistant Regional Fire Management Officer F310-BIA

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 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) STEPHEN A. HAGLUND CHIEF, BRANCH OF FIRE MANAGEMENT	
Signature	Date	Signature	Date
			3/30/00

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

22. Position Classification Standards Used in Classifying/Grading Position  
GS-401 General Biological Science Series; GS-460 Forestry Series; GS-454 Rangeland Management Series

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

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature 		Date JUL 25 2000	
23. Position Review		Department of Interior, FFLS Retirement Bonus Specialist	
Initials	Date	Initials	Date
n. Employee (optional)		This FPD has been approved as final under 5 U.S.C. 5324(a) and 51	
b. Supervisor		<input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Secondary Approval Date: 11/6/00	
c. Classifier			

24. Remarks: \*Positions in the Bureau of Indian Affairs are in the competitive service, unless occupied by an incumbent appointed under Schedule A 213.3112(a)(7). In such cases, the position is in the excepted service during the tenure of the excepted employee.

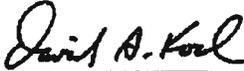
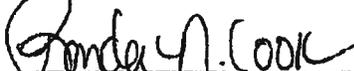
Reference standard position description from the Bureau of Land Management, #F2016. Full performance level: GS-12

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

POSITION CLASSIFICATION AMENDMENT

1 OFFICIAL HEADQUARTERS <b>Bureau of Indian Affairs</b>		2 NAME <b>Standard Position Description</b>	
3 ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION 11a <u>Department of the Interior</u> b <u>Bureau of Indian Affairs</u> c. <u>Office of Trust Responsibilities</u>		<input checked="" type="checkbox"/> AS HEREBY AMENDED d <u>Bureau of Indian Affairs – National Interagency Fire Center</u> e <u>Boise, Idaho</u>	
4 CBC TITLE AND BUREAU POSITION NO <b>Assistant Regional Fire Management Officer, F310-BIA</b>		SCHEDULE <b>GS</b>	SERIES <b>401/454/460</b>
		GRADE <b>11/12</b>	
<input checked="" type="checkbox"/> SAME AS PRESENT; AMENDED FOR: <input type="checkbox"/> CBC TITLE <input type="checkbox"/> POS NO <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input type="checkbox"/> GRADE <input checked="" type="checkbox"/> OTHER			

CERTIFICATION

5 I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		6 I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.	
 February 18 2009 Date		 February 18 2009 Date	
Signature of IMMEDIATE Supervisor		Signature of Official Exercising Classification Authority	
Name <u>David A Koch</u>		Name <u>Ronda N Cook</u>	
Title <u>Assistant Director for Training</u>		Title <u>Director, Center for Jobs &amp; Compensation &amp; Design</u>	

7 DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

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

Existing Language:

1. Knowledge Required by Position

Knowledge of Wildland Fire Management as gained by extensive experience as a Tribal or Agency Fire Management Officer or Operations or Prescribed Fire Specialist. In addition incumbent must have been previously qualified as an Incident Commander Type III and any Type II Command and General Staff position and as a Task Force Leader and as a Burn Boss Type II.

Amended Language:

1. Knowledge Required by Position

Knowledge of Wildland Fire Management as gained by extensive experience as a Tribal or Agency Fire Management Officer or Operations or Prescribed Fire Specialist. In addition incumbent must have been previously qualified as a Task Force Leader (IFLD) and any one of the following: Incident Commander Type 3 (ICT3) or, any Type 2 Command and General Staff Position or, Prescribed Fire Burn Boss Type 2 (RXB2).

DISTRIBUTION:

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

Department of the Interior, FLEET Specialist Bruce  
 This PD has been approved as follows under 5 USC 8336(e) and 8412(d)  
 Firefighter     Law Enforcement  
 Primary     Secondary/Administrative     Sec/Supvy  
 Approval Date November 6, 2009



STANDARD POSITION DESCRIPTION  
BUREAU OF INDIAN AFFAIRS  
WILDLAND FIRE MANAGEMENT PROGRAM

NO. \_\_\_\_\_

- ( ) Wildland Fire Program Manager, GS-401-12
- ( ) Rangeland Management Specialist, GS-454-12
- ( ) Forester, GS-460-12

*ASSISTANT REGIONAL FIRE MANAGEMENT OFFICER*

**Introduction**

Serves as the Assistant to the Regional Fire Management Officer who is responsible for the Region's fire and aviation management programs, with significant responsibility for providing region wide leadership, policy and guidance formulation, and the management and coordination of the programs. The Fire Program consists of a diverse geographical area composed of a wide variety of climactic conditions, extremes in elevation, ground cover and fuel type.

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

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

**Major Duties**

Planning, Programming, and Budgeting (20%)

Assist the Regional Fire Management Officer in planning, programming and budgeting, including review and consolidation of Agency and Regional Fire Program Management Analyses for the fire and aviation management programs. Develops and ensures the execution of policies and plans which meet the objectives of the Region's fire and aviation management programs, and ensures the integration of fire management considerations into land management activities. Works with the Regional Fire Management Officer in providing guidance and direction for the development of fire management plans and budget formulation at Tribal/Agency levels to ensure economic feasibility and attainment of objectives. Directs, conducts and participates in analysis, interim and follow up evaluations of projects and activities to ensure Tribal fire and land management objectives are obtained and to identify better and more efficient methods and procedures for conducting project and program activities.

Technical Guidance and Direction (20%)

### **Assistant Regional Fire Management Officer, GS-401/454/460-12**

Assists the Regional Fire Management Officer in the role as advisor to the Regional Director and staff, and Agency superintendents and staff. Working with the Regional Fire Management Officer, is responsible for the development of Regional Director and staff, and Agency, Superintendents and staff. Working with fire management officer, is responsible for development of Regional manuals, directives, handbooks, information/instruction memoranda, workshops, etc., to provide fire management guidance and direction for the fire and aviation programs. Interprets national policy and direction and develops Regional guideline standards and specification for the use of automated fire and aviation information systems. Following guidance provided by the Regional Fire Management Officer, directs and conducts program and activity reviews tribal/agency offices, fire readiness/preparedness evaluations, fire critiques, post season reviews. Provides guidance and assistance to Tribe/Agency office in resolving complex and/or novel situations.

#### **Liaison (15%)**

Working with the Regional Fire Management Officer, establishes and maintains cooperative relations with Tribes, local and State governmental groups and other Federal agencies in fire planning, budgeting and program implementation. Develops cooperative agreements to increase the efficiency and effectiveness of the fire management programs. Monitors state and local legislation for impacts on the Region's fire and aviation programs. Assists in developing, may be proposing, and/or critiquing proposed Federal, State, and local legislation and regulations. Maybe required to represent the Regional Director at interagency fire meetings.

#### **Prescribed Fire/Fuel Treatment (10%)**

Assists the Regional Fire Management Officer in formulating, developing and implementing policy and procedures related to prescribed fire and fuels treatment for the purpose of achieving defined resource and fire hazard reduction objectives. Ensures fuels treatment and hazard reduction plans consider alternatives, such as fire, chemical, mechanical and biological treatments. Determines air quality (smoke management) implications and provides guidelines for achieving compliance with State, Tribal, and Federal regulations. Proposes, coordinates and conducts training necessary to achieve prescribed fire and fuels treatment objectives.

#### **Fire Protection (10%)**

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

**Assistant Regional Fire Management Officer, GS-401/454/460-12**

**Fire and Aviation Safety Management (10%)**

Provides guidance, develops policy and reviews the effectiveness of safety standards in the fire and aviation programs. Participates in accident investigations to determine causes and preventive measures. Develops and prepares Regional Safety and Accident plans for aviation activities.

**Fire Trespass (5%)**

Assists the Regional Fire Management Officer in the implementation of established fire trespass policies and procedures. May coordinate settlement of major fire trespass cases. Using guidance provided by the Regional Fire Management Officer, may work with Tribal management and the solicitor's office to negotiate administrative and legal restitution for losses from fire trespass.

**Emergency Services (5%)**

Participates in the development of national and state emergency and disaster planning with the Federal Emergency Management Agency, and other governmental agencies. As requested or determined by the Regional Fire Management Officer, provides and coordinates Bureau personnel and equipment to support the accomplishment of emergency disaster services and search and rescue.

**Supervision (As applicable) (5%)**

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

**Administration:** Responsible for the administration of a variety of management programs such as safety, upward mobility, cost reductions, sick leave and overtime usage, EEO, suggestions, etc. Establishes goals for subordinate leaders that will accomplish management objectives. Establishes record keeping systems and monitors accomplishments against objectives. Initiates corrective action. Establishes policies, regulations, procedures, etc., to accomplish organizational objectives. Advises immediate supervisor of program accomplishments, issues and impacts of changes.

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

**Factors**

1. Knowledge Required by the Position

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

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

Knowledge and understanding of the use of prescribed fire to achieve ecosystem management objectives.

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

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

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

Knowledge of Wildland Fire Management as gained by extensive experience as a Tribal or Agency Fire Management Officer or Operations or Prescribed Fire Specialist. In addition incumbent must have been previously qualified as an Incident Commander Type III and in a Type II General staff position and as a Task Force Leader and as a Burn Boss Type II.

Working knowledge of Coordination Center Operations.

Working knowledge of fire aviation management principles and safety requirements.

2. Supervisory Controls

The Regional Fire Management Officer provides work assignments through broadly defined statements, goals and objectives. The incumbent has marked freedom from control and independently determines programs and actions within dollar allocations and cost targets, and resource objectives. The supervisor is informed of significant developments. Completed work is reviewed primarily for effectiveness in meeting program objectives and for conformance with Bureau policies.

3. Guidelines

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

4. Complexity

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

5. Scope and Effect

The purpose of the position is to function as a full assistant to the Regional Fire Management Officer, providing statewide management guidance and coordination to ensure the effectiveness of the fire and aviation management programs and to ensure these programs are integrated with all resource programs, objectives, and policies of the Region. May commit regional BIA and Tribal resources and

**Assistant Regional Fire Management Officer, GS-401/454/460-12**

other resources through the provisions contained in cooperative agreements and other exigencies. The work performed effects the Region's fire and aviation programs, other Bureau resource programs, other agency operations, operations of private companies and individual resource users. Work performed effects the adequacy of agency actions taken to protect human life, personal property and Tribal natural resources. Decisions may result in the expenditure of large sums of federal funds and affect employee and public safety.

6. Personal contacts

Contacts are with Tribal and Bureau fire and other resource management personnel as well as the Tribal, State and local government or other Federal agencies, with special interest groups, the news media and the Tribal public.

7. Purpose of Contacts

Contacts are for the purpose of exchanging information, coordinating work efforts and planning, identifying mutual issues, providing fire management advice and guidance, integrating operations, and negotiating issue solutions. Negotiates cooperative agreements with other entities. Contacts involve influencing or persuading other subject matter experts to adopt a particular course of action or to change direction in a particular resource activity due to a fire or aviation management consideration which may be in conflict with a proposed resource objective.

8. Physical Demands

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

9. Work Environment

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