



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: Forestry Technician (Fire)
 Organization Title: Assistant Fire Helicopter Crew Supervisor
 Position Number: F330BLA Series and Grade: GS-0462-06/07/08

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 lead a crew of helitack firefighters and to perform fire suppression duties including initial and extended attack, and fire support on wildland fires. In the absence of the Crew Supervisor, the incumbent assumes full responsibility for management of helicopter operations, and supervision of the crew. 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 07:59:52 -06'00'

ALAN SIZEMORE, Human Resources Specialist, DOI _____ Date _____

ALB

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:

For V. Johnson, Director, WAT
 Deputy Assistant Secretary, Human Capital and Diversity

3/18/2015
 Date

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. F330BIA	
Explanation (Show any positions replaced) New Standard Position Description				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" 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 type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" 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					
b. Department, Agency or Establishment	Firefighter Law Enforcement					
c. Second Level Review	Primary Secondary/Administrative			Sec/Supvy		
d. First Level Review	Forestry Technician (Fire)	GS	0462	08	aks	3/16/15
e. Recommended by Supervisor or Initiating Office	Supervisory Forestry Technician (Fire)	GS	0462	08		
18. Organizational Title of Position (if different from official title) Assistant Fire Helicopter Crew Supervisor		17. Name of Employee (if vacant, specify)				

16. 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	
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	Initials	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier								

24. Remarks
FPL: GS-08. 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.
F330BIA

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	6. OPM Certification No
Explanation (Show any positions replaced) New Standard Position Description		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Disclosure	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" 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>This PD has been approved as follows under 5 USC 8336(c) and 8412(d)</i>					
b. Department, Agency or Establishment	<input checked="" type="checkbox"/> Firefighter Law Enforcement <input checked="" type="checkbox"/> Primary Secondary/Administrative Sec/Supvy					
c. Second Level Review	Approval Date March 10, 2015					
d. First Level Review	Forestry Technician (Fire)	GS	0462	07	aks	3/10/15
e. Recommended by Supervisor or Initiating Office	Supervisory Forestry Technician (Fire)	GS	0462	07		

16. Organizational Title of Position (if different from official title)
Assistant 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: *A. Baldwin* Date: **3/10/15**

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

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.

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

Signature: *Ashanti K Sloan* Date: **3/10/15**

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

24. Remarks
FPL: GS-08. 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)

F330-BIA - Statement of Differences, GS-0462-07

This is a trainee level position for the purpose of training the incumbent for higher level duties. This position is identical to Position Number F330-BIA with the following exceptions:

The full performance level for this position is GS-08. When filled at the next lower level (i.e., GS-07) 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

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
F330BIA

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	6 OPM Certification No
Explanation (Show any positions replaced) New Standard Position Description		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" 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
		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 type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" 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
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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	This PD has been approved as follows under 5 USC 8336(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative					
c. Second Level Review	Approval Date					
d. First Level Review	Forestry Technician (Fire)	GS	0462	06	aks	3/16/15
e. Recommended by Supervisor or Initiating Office	Supervisory Forestry Technician (Fire)	GS	0462	06		

16. Organizational Title of Position (if different from official title)
Assistant 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
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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
Typed Name and Title of Official Taking Action ASHANTI K. SLOAN Human Resources Specialist (Classification)	
Signature	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.
Date 3/16/15	

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

24. Remarks
FPL: GS-08. 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)

**STANDARDIZED POSITION DESCRIPTION NUMBER: F330-BIA
BUREAU OF INDIAN AFFAIRS
FIRE MANAGEMENT PROGRAM**

**CLASSIFICATION TITLE: FORESTRY TECHNICIAN (FIRE)
SERIES AND GRADE: GS-0462-6/7/8
ORGANIZATIONAL TITLE: ASSISTANT 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 Assistant to the Fire Helicopter Crew Supervisor with an exclusive use contracted suppression helicopter on a BIA unit. The Assistant assumes full management of the helicopter program in the Supervisor's absence; as such, he/she has position requirements very similar to the Crew Supervisor. The incumbent supervises a crew of firefighters established to provide rapid Initial attack of wildland fires, large fire support, fire use projects and other resource management projects. 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. Large crews (16 -20 crewmembers) may have two Assistant Supervisors.

II. MAJOR DUTIES

Supervision – 25%

In the absence of the Crew Supervisor, the Assistant assumes full responsibility for the day-to-day management of helicopter operations and supervision of the crew. This occurs whenever the Crew Supervisor is on days off or otherwise unavailable (approx. 40% of time).

The incumbent provides leadership planning, scheduling/delegation of tasks and priority setting to accomplish a wide variety of Bureau and interagency goals. Assigns, monitors and evaluates subordinate work. Verifies and authorizes crewmember time reports. Supervises 4-15 seasonal and/or career-seasonal employees. Crewmembers range in grade from GS-02 to GS-06.

Gives advice, counsel and instruction to employees on both work and administrative matters. Identifies and provides for employee training needs. Creates an environment which respects, appreciates and accepts the contributions and perspectives of all employees. Supports and implements EEO and Civil Rights policies, requirements and objectives.

Provides contracted pilots, mechanics and drivers with mission information, objectives, requirements and parameters.

Contract Administration – 5%

The incumbent is designated Project Inspector (PI) performing day-to-day administrative duties as delegated by the Contracting Officer's Representative (COR). Serves as liaison between the contractor, the local Fire Staff and the COR in ensuring that all contract requirements are being met and resolving conflict at the lowest level. Evaluates contractor performance and provides input for contract specifications or modification. May serve as COR when assigned to Call-When-Needed helicopters.

Monitors, verifies and documents aircraft use, completes day flight invoices and prepares cost summaries on a daily or project basis. Helicopter contracts annually expend in excess of \$150,000 in programmed funds.

Completes Contract Daily Dairy to document contract equipment and personnel assigned, daily activities and any contractual non-compliance or problems.

Completes records and reports of aircraft use, pilot flight and duty time, turbine engine power checks. Reviews aircraft logbook entries to ensure that appropriate aircraft maintenance is performed and documented.

Safety – 10%

Responsible for ensuring that all Bureau, Department, Federal Aviation Administration (FAA), National Transportation Safety Board (NTSB), Occupational Safety and Health Administration (OSHA) regulations and policy are strictly enforced for helicopter, suppression and project activities. Ensures that subordinates and contractors utilize required standard safety procedures and equipment in all operations.

Provide safety briefings to crewmembers, passengers, incident personnel, management, interagency cooperators and the public. Provides formal and on-the-job safety training. Ensures that all personnel are trained and qualified for their assigned activities.

Identifies aerial and ground hazards; briefs crewmembers, pilots and drivers. Conducts risk analysis and implements risk mitigation measures. Completes SAFECOM reports for hazards, unsafe acts, maintenance deficiency, airspace conflict, event or circumstance which affects or could affect the safety of aircraft operations.

Develops Aviation Special Use Safety Plans for specific special use flights or projects. This includes preparing Aerial Hazard Maps, organizational needs, analyzing airspace, briefing pilots and all participants.

Helicopter Operations – 10%

Provides technical expertise during helicopter operations: helitack, recon, survey, search and rescue, bucket/tank, external load, aerial ignition, seeding, etc. Ensures that procedures and equipment used are within Bureau, Department, FAA, NTSB regulations and approved agency and interagency operations guidebooks.

Uses FM aircraft radios and Global Positioning Systems (GPS) to accomplish flight following coordination of resources, navigation and mapping, locating fires or other points on the ground.

Plans and directs helicopter operations to meet fire management or other resource objectives.

Instructs training courses to crewmembers, other Bureau employees, interagency employees and cooperators in helicopter safety, proper loading/unloading of personnel and cargo, external load/longline operations, bucket/tank operations.

Responsible for acquisition, inventory, monitoring and maintenance of helicopter support vehicles, equipment and accessories, aerial ignition equipment, personal protective equipment, etc.

May be certified to function as helitorch manager, helitorch module member, Plastic Sphere Dispenser operator, etc. May serve as Helibase Manager, Helicopter Coordinator, or Air Support Group Supervisor per qualifications.

Fire Suppression – 50%

Leads 3-10 firefighters in initial and extended attack/large fire support wildland fire line operations; often the first and/or only resource assigned. Provides aerial and ground fire assessment, development of control strategy and tactics, implements assignments to include personnel and equipment, directing helicopter water drops and support missions, communicating with fire dispatch offices and other resources ordering of additional suppression resources. Coordinates work efforts with multiple suppression resources such as crews, heavy equipment, fire engines or 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. Participates on prescribed burns per qualifications. May serve on Incident Management per qualifications. May serve on Incident Management Team per qualifications.

III. FACTORS

Factor 1: Knowledge Required by the Position

Knowledge of and experience in fire suppression strategy, tactics, fire behavior, fuel models, fire weather, Incident Command System, firefighting tools and equipment to safely lead and execute fire line suppression operations.

Knowledge of Bureau, Department, Federal Aviation Administration (FAA) and other agency aviation policy, operational guidelines and safe practices as they relate to fire suppression, fire use and resource helicopter activities, including qualification requirements specified in the Interagency Standards for Fire and Fire Aviation Operations (Redbook).

Technical knowledge of various helicopter model capabilities, limitations, flight characteristics, aerodynamics and mountain flying techniques to safely and efficiently coordinate helicopter operations for remote fire missions and non-fire projects.

Technical knowledge of helicopter accessory equipment capabilities and use to safely and efficiently conduct suppression, fire use and resource helicopter missions. Equipment excludes: cargo nets, swivels, short and long lines, remote hook; water bucket, tanks, diptanks, Helltorch, Premo MK III plastic sphere dispenser, medevac equipment, aircraft extrication tools, fire extinguishers, FM radios, GPS receivers, etc.

Working knowledge of Federal helicopter contract provisions, specifications and administrative requirements to monitor compliance, resolve conflicts, complete flight invoices and related documentation. Knowledge of contract administrative chain-of-command. Ability to serve as aviation contract Project Inspector (PI) in the field.

Knowledge of supervision and Federal personnel policy to effectively lead a diverse workforce in fire and non-fire activities.

Knowledge of oral and written communication methods to conduct operational briefings, conduct formal and informal training, provide oral presentations, meet with the public, complete written plans, reports and documentation.

Factor 2: Supervisory Controls

Work is supervised by the Fire Helicopter Crew Supervisor. The supervisor assigns work in terms of specific objectives to be met in on-going or new projects or changing priorities. The supervisor reviews performance to ensure that program goals are met, over-all helicopter operations are effective and established policy and safety guidelines are not compromised.

Often, general instructions are given to the incumbent in preparation for the supervisor's impending absence. The incumbent completes routine work without detailed instructions.

In the Crew Supervisor's absence, the incumbent has full supervisory responsibility of the crew and must function independently in accordance with meeting the required experience and training outlined in the BIA Blue Book to serve in various capacities, relying on his/her own experience, expertise, and judgment.

Factor 3: Guidelines

A multitude of written guidelines are utilized: BIA Blue Book, Departmental Aviation Policy, Federal Aviation Regulations, Health and Safety Code, Interagency Incident Business Management Handbook, Interagency Helicopter Operations Guide, Interagency Aerial Ignition Guide, DOT regulations, aircraft flight manuals and logbooks, helicopter contracts, and other agency and interagency guidebooks specific to fire and non-fire aviation operations.

Aviation and fire policy and guidelines are constantly changing, in a state of revision or in conflict with other agency regulation. The incumbent must rapidly select, interpret and apply guidelines to field situations which are often emergency in nature, continually changing and lack precedent. Incumbent must recognize when guidance is non-existent or unknown; stop operations and seek advice of higher qualified individuals.

Factor 4: Complexity

Helicopter management in support of fire suppression and resource projects is highly specialized and unique; prior training and experience is needed which cannot be acquired in any other established position.

The position requires expertise in a wide range of divergent and unrelated disciplines: helicopter operations, procurement and contracting, fire suppression, supervision, weather and topographical assessment, relations with contractors and the public, formal and on-the-job, etc.

The incumbent must make decisions quickly during high risk, complex operations when conditions, supervisors and priorities are constantly changing. Incumbent must weigh economics, safety and efficiency simultaneously under time pressures and policy constraints.

Factor 5: Scope and Effect

~~This position provides rapid initial attack of wildfires and support of larger fires; efficiency prevents~~ many fires from becoming large, expensive campaigns. Effective helicopter management contributes directly to meeting various Bureau project objectives and ensuring the safety of employees and the public. Helicopter contracts typically expend in excess of \$150,000 annually.

Although primarily a local fire suppression resource, this crew regularly supports regional and national incidents and other resource management projects. Performs work for other agencies on a reimbursable basis.

Factor 6: Personal Contacts

Contacts are primarily with crew, pilots, drivers, mechanics, Fire Management Officers, Contracting Officer's Representative (COR), OAS Contracting Officer (CO), OAS Technical Specialists (COTR), Aviation Managers, and Dispatchers. Other contacts include local Resource Specialists, project leaders, incident supervisors, fire crew leaders, public and interagency counterparts.

Factor 7: Purpose of Contacts

Contacts are made with contractor personnel to coordinate/schedule missions, plan flights and projects, maintain logistics and contract compliance. Contacts are made with subordinates and other fire crews to make assignment, schedule work, evaluate performance and provide training. Contacts with CO, COR, COTR and Aviation Managers are to resolve contract problems, exchange information and clarify policy and procedures. Incumbent frequently contacts project leaders and incident supervisors to receive assignments, plan helicopter missions and coordinate activities.

Factor 8: Physical Demands

Work involves long and/or irregular shifts, long periods of time away from home, frequent physical exertion walking, lifting, carrying, throwing and the use of hand and power tools. Position requires firefighter physical qualifications at the arduous level. 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 hellspots, 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 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.

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.

As a condition of employment, the Incumbent is required to complete the NWCG training S-371, Helibase Manager as identified by the Hiring Official and specified in an Individual Development Plan. This training supports a short term goal of having the incumbent prepared to function as a Helibase Manager Type 2 (HEB2) trainee with a long term goal of becoming fully qualified as an HEB2 upon completion of the position taskbook.

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: Helicopter Manager (HMGB)
- Secondary Core Qualification: Incident Commander Type 4 (ICT4)

POSITION DESCRIPTION ADDENDUM
MOTOR VEHICLE OPERATION – INDIAN AFFAIRS

Position Description Number: F330-BIA
Position Title: Forestry Technician (Fire)
Pay Plan, Series & Grade: GS-0462-06/07/08

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: _____ F330BIA _____

[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.***