



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: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this Standard PD and must use the Standard PD Number

Classification Title: Assistant Fire Management Officer

Organization Title: _____

Standard Position Number: DOI123 Series and Grade: GS-0401-07/09

RECOMMENDATION FOR COVERAGE: Secondary/Administrative Firefighter coverage is recommended under both CSRS and FERS.

The incumbent serves in a key fire management position as an Assistant Fire Management Officer (AFMO). The AFMO assists the Fire Management Officer (FMO) in planning, developing, implementing, coordinating, and evaluating an integrated fire management program to achieve resource management objectives. Where aviation assets are utilized, the AFMO may also be responsible for the aviation management program. In the absence of the immediate supervisor, the incumbent serves as the FMO. **This is an administrative position in an organization having a firefighting mission, and is clearly in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.**

ALAN SIZEMORE, Human Resources Specialist, DOI

05-28-2010
Date

TIMOTHY MURPHY, Deputy Assistant Director (NIFC)

6-3-10
Date

TOM NICHOLS, Chief, Division of Fire and Aviation, NPS

6/2/10
Date

LYLE CARILLE, Chief, Branch of Wildland Fire Management, BIA

6/4/10
Date

BRIAN MCMANUS, Chief, Branch of Fire Management, FWS

6/3/2010
Date

MICHAEL GILLMORE, Supervisory Program Analyst, DOI

6/7/10
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

6/9/10
Date

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

1. Agency Position No.
DOI123

6. OPM Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code

14. Agency Use

2. Reason for Submission
 Redescription Reestablishment
 New Other
 Explanation *(Show any positions replaced)*
 Replaces DOI023

3. Service
 Hdqtrs Field

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act
 Exempt Nonexempt

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

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

11. Position Is
 Supervisory Managerial Neither

12. Sensitivity
 1-Non-Sensitive 2-Noncritical Sensitive 3-Critical 4-Special Sensitive

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Assistant Fire Management Officer	GS	0401	09	RE	5/18/10
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment
Department of the Interior

a. First Subdivision
BIA BLM FWS NPS

b. Second Subdivision

c. Third Subdivision

d. Fourth 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

Signature _____ Date _____

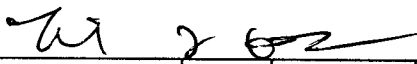
b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

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
Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 September 2005

Typed Name and Title of Official Taking Action
LINDA F. ERWIN, DOI HR
Human Resources Specialist

Signature  Date 5/18/10

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


23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>								
b. Supervisor								
c. Classifier								
24. Remarks		Department of the Interior, FLERT Specialist This FD has been approved as follows under 5 USC 9335(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy Approval Date: June 9, 2010						

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

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT		
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
IIa. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. DOI123 Assistant Fire Management Officer	SCHEDULE GS	SERIES 0401	GRADE 07
<input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			


CERTIFICATIONS

<p>5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.</p> <p>_____ (Signature of Supervisor)</p> <p>_____ (Date)</p> <p>TITLE _____</p>	<p>5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p> <p style="text-align: center;"> Linda F. Erwin, DOI HR</p> <p style="text-align: center;">_____ (Official Exercising Classification Authority)</p> <p>TITLE HR Specialist</p> <p style="text-align: right;">5/18/10 _____ (Date)</p>
--	---

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

The basic functions within which the incumbent works are described in the attached full performance level GS-09 position description. However, the incumbent is assigned to this position at a developmental level. Helshe will perform the day-to-day assignments with considerable independence in planning/carrying out the work. Additional guidance/review will be provided for the more complex assignments (e.g., those without established precedents).

The supervisor reviews completed work for adequacy, accuracy, adherence to instructions, interpretation of guidelines, judgment used, effectiveness in completing assignments, and for developmental progress towards performing the full range of duties at the level described in the position description.

Department of the Interior, FLERT Specialist 
 This PD has been approved as follows under 5 USC 5338(c) and 5412(J)
 Firefighter _____ Law Enforcement _____
 _____ Primary Secondary/Administrative _____ Sec/Supvy _____
 Approval Date June 9, 2010

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor _____
Date

INTRODUCTION:

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as an Assistant Fire Management Officer (AFMO). This position is located in a unit with a moderate fire management program complexity level.

The AFMO assists the Fire Management Officer (FMO) in planning, developing, implementing, coordinating, and evaluating an integrated fire management program to achieve resource management objectives. Where aviation assets are utilized, the AFMO may also be responsible for the aviation management program. Maintains safety first as the foundation for all aspects of fire and aviation management.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This position requires a valid state driver's license.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free Workplace Program.

MAJOR DUTIES:

In the absence of the immediate supervisor, the incumbent serves as the FMO.

Program Management and Planning (25%)

The AFMO assists the Fire Management Officer (FMO) in directing a fire management program with a moderate complexity level. Analyzes current fire management plans and makes recommendations to meet changing conditions within the limits of current or anticipated funding

Assists in coordinating and directing the application of standards, methods, and guidelines for all fire and aviation management program elements. Provides advice and guidance in the implementation of policies and standards received from higher authorities.

Works with the FMO in the development and implementation of fire prevention plans. Works with other agencies in the development and delivery of cooperative fire prevention programs and training.

Briefs decision makers. Coordinates plans of action with affected cooperators. Ensures information related to wildland fire, prescribed fire, and fire program components for internal and external audiences is accurate and timely.

Coordinates program activities with federal, state, tribal, and local government entities/agencies. Develops, implements and administers grants and agreements (e.g., Emergency Equipment Rental Agreements, mutual assistance, and Rural Fire Assistance).

Serves on various interagency committees, teams and work groups dealing with specific local, geographic, or national fire management issues.

Identifies research needs and applies new technology.

Assists in managing unit aviation programs or operations.

Assists with fire and aviation management planning. Planning involves interacting with all disciplines as well as officials from other federal, state, tribal, and local agencies and the public. Plans include short-range issues as well as long-range strategies.

Reviews preparedness actions and operating plans used in the management of wildland fires. Negotiates cooperative agreements and resolves difficult and controversial public relations problems. Develops alternative wildland fire strategies, considering values to be protected and selecting the appropriate alternative.

Reviews and evaluates fuels management and fire use plans and prescriptions to achieve specific ecosystem and resource management objectives. Identifies and evaluates the implications of the fuels management program on air quality standards, and provides operational guidance to mitigate potential impacts from smoke to sensitive areas.

Participates as a member of an interdisciplinary team in the development of land use plans.

Operations (40%)

Coordinates and initiates all fire management activities based on firefighter and public safety, cost effectiveness, and values to be protected consistent with resource objectives, by using the full range of strategic and tactical options otherwise known as Appropriate Management Response (AMR) as described in an approved Fire Management Plan (FMP).

Coordinates AMR on wildland fires. Initiates a Wildland Fire Implementation Plan (WFIP) for all wildland fires and ensures a Wildland Fire Situation Analysis (WFSA) is completed and retained for all fires that escape initial attack.

Coordinates operations with cooperating agencies on multi-jurisdictional wildland fires addressing risk to human safety and potential for damage to resources and improvements.

Monitors fire season severity predictions, fire behavior, and fire activity levels and takes appropriate actions to ensure safe, efficient and effective operations.

May serve as the unit aviation officer or subject matter expert.

Organizes, trains, equips, and directs a qualified work force to meet local, geographic area, or national level fire program management needs.

May serve as a Contracting Officer's Representative (COR) and may be responsible for the preparation of contract specifications and performance measures.

May manage national wildland fire support resources (e.g., Interagency Hotshot Crews, aviation assets, or other types of specialized modules).

Supervision and Safety (30%)

Provides technical and administrative supervision to the unit(s). Plans and directs overall work to be accomplished by subordinate supervisor(s), sets and adjusts priorities, and prepares schedules for completion of work. Assigns work to subordinate supervisor(s) based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of the employees. Finds ways to improve production or increase the quality of work directed. Negotiates and coordinates work projects with other unit managers and supervisors.

Develops performance standards and evaluates work performance of subordinates. Advises, counsels, or instructs employees on both work and administrative matters.

Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved complaints to higher level supervisor or manager.

Effects minor disciplinary measures such as warnings and reprimands and recommends other action in more serious cases.

Selects subordinate supervisor(s) and other unit employees. Effects appointments, promotions, and reassignments.

Identifies and provides for routine training needs and makes decisions on special, controversial, or costly training for subordinate employees.

Manages the environmental and workplace hazards of the wildland fire environment and provides leadership and direction to subordinates in the recognition and mitigation of these hazards following applicable laws, policies, and guidelines. Personal accountability and zero tolerance for unsafe acts are paramount.

Responsible for the on-the-job safety and health of all employees supervised. Ensures that a comprehensive job hazard analysis is conducted and a risk management process is implemented. Responsibilities include identifying and correcting safety and health hazards, instructing employees on safety requirements, reviewing and reporting loss incidents, implementing corrective measures for violations of the Occupational Safety and Health Act standards, directing the periodic inspection of all workplaces, managing work/rest ratio and length of assignment guidelines, developing and executing a comprehensive physical fitness training program, debriefing with incident management team personnel, and coordinating safe travel plans.

FACTORS:

1. Knowledge Required by the Position

(Level 1-6, 950 points)

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment.

Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Fundamental knowledge of related fields of science (e.g., wildlife management, botany, hydrology, geology, archeology).

Knowledge of the established principles, practices, and concepts of wildland fire management (e.g., fire effects, fire hazard and risk analysis, fuel and flammability assessment, smoke management, incident management, prescribed fire, and fire use) sufficient to perform recurring assignments.

Knowledge of laws, regulations, and agency policies and procedures applicable to the use and protection of natural and cultural resources.

Knowledge of accepted wildland fire safety practices and procedures.

Knowledge of capabilities, limitations, approved safety standards, and operating procedures of commonly used fixed and rotary wing aircraft.

Knowledge of supervisory policies, procedures, and methods in order to manage a diverse workforce.

Knowledge of contracting procedures and ability to serve as a Contracting Officer's Representative (COR).

Ability to interact with individuals and special interest groups with diverse and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

Skill in oral and written communication sufficient to prepare reports, present training, and coordinate work efforts.

2. Supervisory Controls

(Level 2-3, 275 points)

The FMO gives work assignments in the form of unit objectives, goals, and priorities. The FMO and the incumbent confer on the development of general objectives, projects, and deadlines.

In consultation with the FMO, accomplishes assignments within the constraints of Bureau policy and regulations. Has considerable latitude to independently plan and carry out assigned programs and responsibilities. Provides independent advice on technical questions and interpretations of

policies and guidelines in the assigned areas of responsibility and is considered an authority in these subject areas. Keeps the supervisor informed of controversial issues and proposed compromises. Technical assistance, if required, is available.

Completed work is reviewed for compliance with the overall unit's objectives.

3. Guidelines

(Level 3-3, 275 points)

Guidelines include Department, Bureau, and multi-agency policies and procedures, regulations, plans, specialized fire information, and professional practices. Due to the moderate complexity level of the fire management program, the incumbent is required to select, adapt, and interpret existing methods, practices, and instructions or to generalize from several guidelines and techniques in carrying out the activities.

Fire planning is conducted in an interagency environment, with multiple stakeholders and cooperators. Since guidelines are issued at multiple levels by multiple organizations, conflicts must be resolved by the incumbent and the resolution incorporated into the appropriate plan.

4. Complexity

(Level 4-3, 150 points)

This position is located in a unit with a moderate fire management program complexity level. Primary responsibility is to provide technical guidance, program development and review, and to plan, coordinate, and monitor the fire management program and operations using data from various sources within the incumbent's area of responsibility.

The incumbent must consider a number of variables and features that may complicate the planning process on the varied land areas. The land areas and the functional programs are characterized by a number of complex features and may include: (1) terrain that varies from short grass prairies to forests, with varying elevation ranges; (2) large areas of unique ecosystems, some of which may be wilderness area, and may contain cultural resources; (3) habitat that supports numerous wildlife species; (4) land areas that may contain several threatened or endangered plants and animals; (5) variables involving geography, elevation, climate, ground cover, lightning occurrence, and rate of ignition and spread that have a decided effect on plans, methods, and procedures of all fire management activities; (6) a wide variety of fuels ranging from grasslands to forests, requiring different prescriptions for the use of fire as a tool; and (7) extended periods of drought, high winds, lightning and other factors.

The work involves many areas of uncertainty, and a number of technical, resource, administrative and socio-economic problems. This requires the incumbent to extend, modify, or adapt procedures to resolve problems.

5. Scope and Effect

(Level 5-3, 150 points)

The purpose of the work is to plan, develop, implement, coordinate, and evaluate an integrated fire management program to achieve resource management objectives.

The fire management program is extremely important to the ecosystem and the incumbent's actions have an effect on the local economy, recreational pursuits, and public safety.

The results of the work influences the effectiveness in meeting the agency land management objectives and goals.

6. Personal Contacts

(Level 6-3, 60 points)

Personal contacts are made with personnel at all levels of cooperating land management and fire protection agencies at the federal, state, tribal, and local level. Primary contacts are with fire management personnel, resource specialists and other unit coordinators. Other personal contacts are with environmental and conservation groups, news media, contractors, private landowners, political officials, and the general public.

7. Purpose of Contacts

(Level 7-B, 50 points)

Most contacts are to exchange information, provide fire management advice, coordinate work efforts, negotiate solutions to common problems, and to plan and develop cooperative endeavors with federal, state, tribal, or local officials.

8. Physical Demands

(Level 8-2, 20 points)

Normally the work is sedentary but often requires physical exertion while overseeing fire suppression activities including walking over rough, steep, uneven terrain in all types of weather. The incumbent is faced with emergency situations at all hours and must respond quickly. The position may require long shifts or multi-day assignments under primitive living conditions during emergencies. During the fire season, extended fire assignments away from the unit may be required under very stressful conditions.

9. Work Environment

(Level 9-2, 20 points)

Most work is performed in an office setting. Field work is sometimes performed in steep terrain where surfaces may be uneven, rocky, or covered with thick vegetation. Temperatures are frequently extreme, both from weather and fire conditions where the presence of smoke and/or dust conditions are frequently severe. The hazardous nature of fire suppression work requires that protective clothing (boots, hard hats, etc.) be worn during emergencies. The incumbent must exercise a variety of safety practices and precautions for their own and others' well being.

1950 points, GS-9 (1855-2100)