



**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 (Firefighter)

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

Classification Title: Wildland Fire Operations Specialist

Organization Title: \_\_\_\_\_

Standard Position Number: FDI0231 Series and Grade: GS-0401-09

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

The incumbent serves in a key fire management position in a field fire management organization as a Wildland Fire Operations Specialist. The incumbent plans, develops, implements, coordinates, and evaluates an integrated wildland fire management program to achieve resource management objectives. Applies accepted risk management processes to make fire management decisions which reflect values at risk. **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.**

**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: 2018.10.23 11:30:08 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date  
10/24/18

JOHN F. RUHS, Assistant Director, Fire and Aviation, BLM

WILLIAM (BILL) KAAGE, Chief, Division of Fire and Aviation, NPS

Date  
10/24/18

JAMES JACKSON, Director, Branch of Wildland Fire Management (Acting), BIA

Date  
10.24.18

CHRIS WILCOX, Chief, Branch of Fire Management, FWS

Date  
10/24/18

**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:

**AYANNA SEARS**

Digitally signed by AYANNA SEARS

Date: 2018.10.30 13:51:04 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date

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

1. Agency Position No.  
FDI0231

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other		3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced) New DOI Fire Standard PD Replaces legacy SPD# DOI131		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input 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 <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input 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						
b. Department, Agency or Establishment	Wildland Fire Operations Specialist	GS	0401	9	rl	10/22/2018
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	c. Third Subdivision
a. First Subdivision BIA BLM NPS FWS	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)
Signature _____ Date _____	Signature _____ Date _____

21. <b>Classification/Job Grading Certification.</b> 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. Typed Name and Title of Official Taking Action Rena Lockwood, Classification Program Manager	22. Position Classification Standards Used in Classifying/Grading Position Job Family Standard for Professional Work in the Natural Resources Management and Biological Sciences Group, 0400, Sept. 2005.  <b>Information for Employees.</b> 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 RENAE LOCKWOOD Digitally signed by: RENAE LOCKWOOD Date: 2018.10.22 10:30:55 -04'00'	Date 10/22/2018

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

24. Remarks  
This position is at the full performance level. Code 4/Supervisory.

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

## Instructions for Completing Optional Form 8

### POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- \*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- \*2. Check one.
  - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
  - "New" means the position has not previously existed.
  - "Reestablishment" means the position previously existed, but had been cancelled.
  - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
  - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- \*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- \*5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- \*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether identical additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
  - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
  - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- \*15. Enter classification/job grading action.
  - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
  - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
  - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- \*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- \*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- \*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- \*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Wildland Fire Operations Specialist  
GS-0401-09**

**Legacy SPD#: DOI131**

**I. INTRODUCTION**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The employee serves in a key fire management position in a field fire management organization as a Wildland Fire Operations Specialist. This position is at the full performance level.

The employee plans, develops, implements, coordinates, and evaluates an integrated wildland fire management program to achieve resource management objectives. Applies accepted risk management processes to make fire management decisions which reflect values at risk.

This is an administrative position in an organization having a firefighting mission, and is 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 employees of this position.

**II. MAJOR DUTIES**

**Program Management (45%)**

At the direction of the Assistant Fire Management Officer (AFMO) or Fire Management Officer (FMO) the employee assists in planning and directing fire management program activities. Analyzes current fire management plans and makes recommendations to meet changing conditions within the limits of current or anticipated funding. 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.

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.

Provides advice in the development and implementation of interagency fire prevention plans, programs and training.

Identifies research needs based on lands and fire management plan objectives. Applies technology and accepted scientific principles to meet lands and fire management plan objectives.

Briefs internal and external managers on issues related to wildland fire, prescribed fire, and fire program activities. Develops and coordinates plans of action with interagency cooperators.

Coordinates program activities with federal, state, tribal, and local government entities/agencies. Provides input into the development of and implements grants and agreements.

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

Reviews and provides input into preparedness and operating plans used in the management of wildland fires. Implements cooperative agreements. Facilitates positive public relations. Develops alternative wildland fire strategies, considering values to be protected and selecting the appropriate alternative.

Conducts field reconnaissance of proposed prescribed burn units. Prepares and implements prescribed burn plans to meet management objectives. Performs post-burn evaluation and completes documentation.

Reviews and evaluates fuels management plans 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.

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

### **Operations (35%)**

Provides oversight, coordinates, and initiates all fire management activities based on firefighter and public safety, cost effectiveness, and values to be protected consistent with resource objectives. Utilizes the full range of strategic and tactical options as described in an approved Fire Management Plan.

Assigns missions to ground and aviation wildland fire suppression resources. Makes efficient and effective use of multiple types of interagency wildland fire suppression resources with varying capabilities. Ensures common communications for interagency resources. Monitors weather and fire behavior, and communicates changes to strategy and tactics. Transfers command to an upper level Incident Management Team as necessary.

Provides protection for life, property and resources. Selects strategies and tactics to ensure safe operations for assigned resources. Recognizes potential hazardous situations and provides operational briefings. Initiates contacts with federal, state, and/or local law enforcement personnel as necessary to close roads, evacuate structures, and deal with the public.

Coordinates with dispatch office regarding current fire behavior and fire conditions, release of resources, and other logistical considerations.

Participates in development of: incident objectives and strategies and tactics, to provide for safe operations and cost effective incident management Conducts After Action Reviews and offers suggestions for improvement.

Responsible for ensuring that required documentation is completed and submitted. Initiates cost share agreements for payment of expenses associated with individual incidents.

Provides oversight and management for fire facilities within the zone/area. Assists in managing the budget for facility maintenance, supplies, and equipment. Requests long and short-term funding for wildland fire facility maintenance and improvements.

Coordinates wildland fire and aviation related training courses and may serve as an instructor at the local, regional and interagency levels. Identifies wildland fire training needs for unit personnel and submits training nominations.

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

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

May perform as a duty officer.

### **Supervision and Safety (20%)**

Exercises delegated supervisory authorities and responsibilities 20% of the time. These authorities exceed those typical of work leaders and include assigning and reviewing work daily, weekly, or monthly; assuring that production and accuracy requirements are met.

Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work, and approves leave. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Coordinates within the unit to ensure that timeliness, form, procedure, accuracy, quality and quantity standards are met. Evaluates work performance of subordinates. Effects minor disciplinary measures, such as verbal warnings and cautions. May certify time and attendance, and approve travel authorizations and vouchers.

Responsible for the on-the-job safety and health of all employees supervised. Provides leadership, allocates resources, and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives.

Ensures all communication - written, oral, visual, signed - is non-discriminatory and is sensitive to all employees and the public. Creates a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.

### **OTHER SIGNIFICANT FACTS**

The primary purpose of this position is to provide operational oversight and planning of wildland fire suppression activities, and specialized expertise in assigned zone/area.

This position is subject to the qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide.

Employee is subject to medical examination and must pass the work capacity test for arduous positions.

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

Must possess and maintain a valid state driver's license.

Performs similar duties as assigned.

### III. FACTOR LEVELS

#### Factor 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. Knowledge of related fields of science (e.g., wildlife management, botany, forestry, hydrology, geology).

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, and prescribed fire) 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 wildland fire safety practices and procedures.

In depth knowledge of incident management qualifications, training and standards.

Knowledge of capabilities, limitations, approved safety standards, and operating procedures of commonly used fire management resources.

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

Knowledge of acquisition policies and procedures.

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 to effectively interact with people at all levels, internal and external to the organization.

**Factor 2 - Supervisory Controls**

**(Level 2-3, 275 Points)**

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

In consultation with the supervisor, 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.

**Factor 3 - Guidelines**

**(Level 3-3, 275 Points)**

Guidelines include Department, Bureau, and interagency policies and procedures, regulations, plans, specialized fire information, and professional practices. Due to the complexity level of the fire management program, the employee 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 employee and the resolution incorporated into the appropriate plan.

**Factor 4 - Complexity**

**(Level 4-3, 150 Points)**

Primary responsibility is to provide professional advice, program development and review, and to plan, coordinate, and monitor the fire management program and operations using data from various sources.

The employee must consider a number of variables that may complicate the planning process on the diverse 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 employee to analyze the issues and develop a course of action to resolve problems.

**Factor 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 work has a direct effect on the safety of human life, the protection of resources and the protection of public lands and neighboring properties through the implementation of effective wildland fire suppression and prescribed fire programs. The nature of the work places personnel and equipment in hazardous situations. Decisions and actions by the employee are critical.

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

**Factors 6 & 7 - Personal Contacts & Purpose of Contacts**

**(Level 3b, 110 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.

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.

**Factor 8 - Physical Demands**

**(Level 8-2, 20 Points)**

Duties involve fieldwork requiring above average physical fitness and endurance. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on employee during fire activities.

**Factor 9 - Work Environment**

**(Level 9-2, 20 Points)**

Work is performed in both an office and field setting. The work performed in an office setting is primarily sedentary. The work performed outdoors is in forest, range and desert environments or in steep terrain where surfaces may be extremely uneven, rocky, or covered by vegetation. Temperatures commonly exceed 100 degrees F and fall below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery

noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor sleeping and eating situations under an unpredictable set of circumstances. Employee may be required to live in backcountry camps for extended periods of time. The hazardous nature of the job requires that protective clothing be worn (hard hat, gloves, boots, flame resistant clothing and other personal protective equipment). Work requires travel by light fixed-wing or rotor-wing aircraft. Employee will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.

<b>Evaluation Summary</b>	<b>Final Level</b>	<b>Points</b>
Knowledge Required by the Position	1-6	950
Supervisory Controls	2-3	275
Guidelines	3-3	275
Complexity	4-3	150
Scope and Effect	5-3	150
Personal Contacts & Purpose of Contacts	3b	110
Physical Demands	8-2	20
Work Environment	9-2	20
Total Points:		1950
Point Range:		1855-2100
<b>Final Grade:</b>		<b>GS-09</b>
<b>Official Title: Fire Management Specialist</b>		<b>SPD #: FDI0231</b>
Standard(s) used to evaluate the position: Job Family Standard for Professional Work in the Natural Resources Management and Biological Sciences Group, 0400, September 2005		
Comments: This position is at the full performance level.		