



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

Classification Title: Forestry Aid

Organization Title: Wildland Firefighter

Standard Position Number: FDI0202 Series and Grade: GS-0462-02

RECOMMENDATION FOR COVERAGE: Primary/Rigorous Firefighter coverage is recommended under both CSRS and FERS

The position is located on a wildland fire module or crew within the fire management organization. The purpose of the position is to perform wildland fire suppression/management/control functions and serve as a firefighter on an engine, helitack, prescribed fire, wildland fire module, or on a hand 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: 2019.02.15 09:43:39 -07'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

19 February 2019

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

Date

2/19/19

Date

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

2/19/19

Date

LEON W. BEN, JR., Director, Branch of Wildland Fire Management, BIA

2/19/19

Date

CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS

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: 2019.02.21 15:28:13 -05'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
FDI0202

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# DOI102		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	Forestry Aid	GS	0462	2	rl	02/13/2019
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)
Wildland Firefighter

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. **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
Flysheet for Forestry Technician, GS-0462, TS-111 Dec 1991, Aid & Technical Work in the Biological Sciences Series, GS-0400, TS-111 Dec. 1991.

Typed Name and Title of Official Taking Action
**Rena Lockwood,
Classification Program Manager**

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	RENAE LOCKWOOD	Digitally signed by RENAE LOCKWOOD Date: 2019.02.13 07:57:05 -05'00'	Date	02/13/2019
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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.

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.

**Forestry Aid
Wildland Firefighter
GS-0462-02**

LEGACY SPD#: DOI102

I. INTRODUCTION

This is a standard wildland fire management position description intended for use in the Department of Interior (DOI). The position is located on a wildland fire module or crew within the fire management organization. The purpose of the position is to perform wildland fire suppression/management/control functions and serve as a firefighter on an engine, helitack, prescribed fire, wildland fire module, or on a hand crew. This position is at the full performance level.

Other wildland fire related duties may involve fire prevention, patrol, detection, or prescribed burning. The incumbent will also be involved with the maintenance and repair of firefighting tools, equipment and facilities, and will receive firefighting training.

II. MAJOR DUTIES

Primary Duties (80%)

Serves as a member of a module/crew assigned to suppress the full range of wildland fires. Performs assignments as a wildland firefighter in developing a working knowledge of safety rules, basic fire behavior, fire suppression and fuels management techniques, practices and terminology. The work may consist of fireline construction, the use of pumps and engines, and hose lays using appropriate nozzles and adjustments resulting in the effective use of water and additives. Searches out and extinguishes burning materials by moving dirt, applying water by hose or backpack pump, etc.

Chops brush, fells small trees, and moves dirt to construct fireline using various hand tools such as axes, shovels, Pulaskis, and McLeods.

As directed, patrols fireline to locate and extinguish embers, flare-ups, and hotspot fires that may threaten developed firelines.

As directed, cleans, and stores fire tools and equipment.

Participates in fire and safety training in the techniques, practices, and methods of fire suppression and in the safe, efficient operation and use of tools, equipment and vehicles used in fireline activities. Participates in module/crew proficiency checks and drills. Participates in safety sessions and fire critiques. Ensures own and others' welfare and safety in all aspects of the assignments.

When this position is used in helitack operations, the qualification requirements specified in the current Interagency Standards for Fire and Fire Aviation Operations (Redbook) must be met prior to entrance into this position.

The employee may be assigned fire and aviation duties working around aircraft such as helicopters. When this position description is used in hotshot operations, the qualification requirements specified in the current Standards for Interagency Hotshot Crew Operations must be met prior to entrance into this position.

Miscellaneous (20%)

May perform project work such as fuel inventory and hazard fuel reduction.

May perform project work such as road and trail maintenance, habitat manipulation, and miscellaneous equipment and facilities maintenance.

OTHER SIGNIFICANT FACTS

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.

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

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

May require a valid state driver's license to operate light vehicles and 4X4's.

When this position description is used in helitack or hotshot operations see qualification requirements stated above.

Performs other similar duties as assigned.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position (Level 1-2, 200 points)

Working knowledge of standard wildland fire management program requirements, suppression tactics, methods and procedures and skill in the use of wildland firefighting hand tools, pumps and hoses, and chainsaws sufficient to perform routinely assigned fire suppression and prescribed fire assignments and to maintain firefighting tools and equipment.

Working knowledge of fire behavior, hazards, and accepted fire safety practices and procedures to prevent injury and loss of life.

Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.

Must possess the ability to verbally communicate sufficiently to work as a member of a team.

Knowledge of agency and interagency fire qualifications, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

Factor 2 - Supervisory Controls

(Level 2-1, 25 points)

The supervisor or higher graded employee makes continuing, specific assignments detailing procedures to be followed. The supervisor or higher graded employee provides instruction for resolving problems. The work is closely controlled and the incumbent seldom works without a higher graded employee present. The supervisor insures that finished work is completed according to instructions.

Factor 3 - Guidelines

(Level 3-1, 25 points)

Procedures for doing the work have been established and a number of specific guidelines exist such as oral instructions, standing operating procedures, maps, equipment manuals, health and safety codes, fire line handbooks, field operations guides, and training prior to actual fuels management and fire suppression activities. The employee works in strict adherence to the guidelines, referring any deviations or questions to the supervisor or higher graded employee who is available while performing fire suppression activities.

Factor 4 - Complexity

(Level 4-1, 25 points)

Performs a variety of recurring clear-cut tasks in the suppression of wildland fires. Uses hand tools and other equipment. Specific tasks, use of tools and methods, and the sequence in which tasks are to be done are determined and directed closely by higher graded wildland firefighters. Actions taken by the module/crew vary dependent upon the fire terrain, intensity of fire, fuels availability, wind velocity, and values at risk.

Factor 5 - Scope and Effect

(Level 5-1, 25 points)

The purpose of the work is to receive training and perform simple, repetitive tasks under the direction of a module/crew leader or supervisor. The work performed as a module/crewmember facilitates the goals of the module/crew.

Factors 6 & 7 – Personal Contacts & Purpose of Contacts

(Level 1a, 30 points)

Contacts are primarily with other members of the module/crew, the module/crew leader/supervisor, and others in the wildland fire management organization. Contacts are made to exchange information about the immediate work situation in which module/crewmembers are to receive instructions and to clarify how the work is to be done. Meets and deals on day-to-day matters with co-workers.

Factor 8 - Physical Demands

(Level 8-3, 50 points)

Essential functions require arduous exertion for protracted periods of time such as, but not limited to, extensive running, walking, climbing, kneeling, stooping, pulling hoses, jumping and twisting.

Duties involve rigorous 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 activities requiring at least average agility and dexterity.

Duties include physically demanding activities during 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 9-3, 50 points)

The work is primarily performed in forest, range and desert environments in steep terrain where surfaces may be extremely uneven, rocky, covered with thick tangled vegetation, smoky conditions, etc. 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. Employee must adjust and cope with exposure to weather elements, dust and smoke, poor bivouac 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 work requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by fixed-wing or rotor-wing aircraft.

Evaluation Summary	Final Level	Points
Knowledge Required by the Position	1-2	200
Supervisory Controls	2-1	25
Guidelines	3-1	25
Complexity	4-1	25
Scope and Effect	4-1	25
Personal Contacts & Purpose of Contacts	1a	30
Physical Demands	8-3	50
Work Environment	9-3	50
Total Points:		430
Final Grade:		GS-02
Official Title: Forestry Aid	SPD#: FDI0202	
Standard(s) used to evaluate the position	Flysheet for Forestry Technician, GS-0462, TS-111 Dec 1991, Aid & Technical Work in the Biological Sciences Series, GS-0400, TS-111 Dec 1991	
Comments: Major duties account for 100% of time. This position is at the full performance level.		