



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: Fire Management Specialist

Organization Title: Assistant Fire Management Officer

Standard Position Number: FDI0224 Series and Grade: GS-0401-11

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

This position serves as an Assistant Fire Management Officer (AFMO) on a unit. This position serves as a technical expert in fire and aviation management, providing a comprehensive knowledge of resource and ecosystem management, fire suppression, prescribed fire, and aviation management. The employee must remain abreast of the latest scientific, technological advances in the fire sciences and be ready to apply them to the latest issues, both within the bureau and in interagency workgroups. **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
Date: 2020.06.15 11:29:53 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI Date

GRANT BEEBE Digitally signed by GRANT BEEBE
Date: 2020.06.15 15:35:18 -06'00'

GRANT BEEBE, Assistant Director, Fire and Aviation, BLM Date

WILLIAM KAAGE Digitally signed by WILLIAM KAAGE
Date: 2020.06.16 10:32:13 -06'00'

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

JOSHUA SIMMONS Digitally signed by JOSHUA SIMMONS
Date: 2020.06.16 11:16:44 -06'00'

JOSHUA SIMMONS, Branch Chief of Wildland Fire Management (Acting), BIA Date

CHRISTOPHER WILCOX Digitally signed by CHRISTOPHER WILCOX
Date: 2020.06.16 12:33:59 -06'00'

CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS 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:

AYANNA SEARS Digitally signed by AYANNA SEARS
Date: 2020.06.17 08:17:50 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
FDI0224

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced) New DOI SPD, replaces legacy SPD# DOI124		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	
		10. Position Status <input 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"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive	
				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				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	Fire Management Specialist	GS	401	11	rl	06/04/2020
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)
Assistant Fire Management Officer

17. Name of Employee (if vacant, specify)

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

a. First Subdivision
FWS BIA BLM 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

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
JFS for Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 Sept. 2005

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
Rena Lockwood Classification Program Manager

Signature _____ Date _____

RENAE LOCKWOOD Digitally signed by RENAE LOCKWOOD Date: 2020.06.04 14:27:47 -06'00' **06/04/2020**

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

24. Remarks

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.

**Fire Management Specialist
Assistant Fire Management Officer
GS-0401-11**

LEGACY SPD#: DOI124

I. INTRODUCTION

This position serves as an Assistant Fire Management Officer (AFMO) on a unit. The incumbent serves as a technical expert in fire and aviation management, providing a comprehensive knowledge of resource and ecosystem management, fire suppression, prescribed fire, and aviation management. The employee must remain abreast of the latest scientific, technological advances in the fire sciences and be ready to apply them to the latest issues, both within the bureau and in interagency workgroups. This position is at the full performance level.

II. MAJOR DUTIES

Planning and Program Management (40%)

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

As assigned, completes discrete phases of fire and aviation management plans. 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 and provides input into preparedness and operating plans used in the management of wildland fires. Develops alternative wildland fire strategies, considering values to be protected and selecting the appropriate alternative.

As assigned reviews and provides recommendations for modifications to cooperative agreements.

As directed, ensures that the fuels management program is consistent with ecosystem management principles and land use plans and is applied on a landscape basis. Provides recommendations for the prioritization of fire hazard reduction and fuels management projects. Reviews and evaluates fuels management and other fire management plans to ensure plan components meet specific ecosystem and resource management objectives.

May identify and evaluate 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.

Coordinates and directs fire management staff on the implementation of fire and aviation management policies, standards, methods, and guidelines. Provides advice and guidance on the same to the unit agency administrator.

Develops and oversees the implementation of interagency fire prevention plans.

Applies technology and accepted scientific principles to meet land and fire management plan objectives.

Briefs internal and external managers on issues related to wildfire, 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. May provide input into the development and implementation of grants and agreements.

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

Coordinates with other agencies, cooperators, and stakeholders to develop interagency fuels treatment strategies. Represents the organization in multi- agency fuels management activities as required.

Operations (40%)

Coordinates and initiates fire management activities based on firefighter and public safety, cost effectiveness, and values at risk, by using the full range of strategic and tactical options available in an approved Fire Management Plan (FMP).

Initiates a management response to wildfires and ensures decision support documentation is completed and retained for fires that escape initial attack.

Coordinates operations with cooperating agencies on multi-jurisdictional wildfires 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.

Implements and administers fuels management activities to ensure targets are achieved, management objectives are met, and mitigation measures are adequate. Directs others in the monitoring of fire behavior, evaluation of fire effects, ensures potential problems are identified and takes appropriate action.

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

May participate on fire management program, preparedness, wildfire and prescribed fire review teams.

Supervision and Safety (20%)

Exercises delegated supervisory authorities and responsibilities 20% of duty 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, 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 timeliness, form, procedure, accuracy, quality and quantity standards are met. Engages or participates in the hiring process for subordinate employees. Evaluates work performance of subordinates, setting standards, monitoring, and final evaluating of subordinate performance. Effects minor disciplinary measures, such as verbal warnings, cautions, and reprimands. 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, and 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

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 incumbents of this position.

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

This position requires a valid state driver's license.

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

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

(Level 1-7, 1250 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).

Comprehensive knowledge of the 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 program development and oversight for the fire and aviation management programs.

Comprehensive 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.

Comprehensive knowledge of the latest technological advances in fire management sufficient to evaluate their applicability to specific situations.

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.

Factor 2 – Supervisory Controls

(Level 2-4, 450 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.

Factor 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 number of interdependent and cascading variables in the fire program, the guidelines can only be provided as models. This requires that the incumbent use seasoned judgment when interpreting the guidelines as well as for adaptation specific to their zone of responsibility. Fire planning is conducted in an interagency environment, and at multiple organizational levels. Conflicts must be resolved and the solution incorporated into the plan.

Factor 4 – Complexity

(Level 4-4, 225 Points)

Primary responsibilities encompass multiple program areas with varied and diverse objectives affecting the ecological relationships of landscapes in a unit. Contributors to the position complexity include multiple, and sometimes conflicting, resource program objectives; checkered land ownership/management patterns; urban intermix; multiple agreements and cooperators; fluctuating weather patterns and conditions; varied types of landscapes; national, state, and local social and political factors; and budget, equipment, and personnel availability restraints.

Many contributing factors have elements that change, some frequently, which require the incumbent to interpret and manage the effects of those changes on the programs, and may require modification of standard practices and methods to address current problems or issues.

New and previously unknown aspects (e.g., social or political) require the incumbent to perform intensive analysis, recognize possible new directions or approaches, and adapt existing techniques.

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 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.

Factors 6 & 7 – Personal Contacts & Purpose of Contacts

(Level 3c, 180 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. Sometimes the contacts are made to influence or persuade other subject matter experts to adopt a course of action or change program direction, resolve disputes, or to obtain compliance with objectives.

Factor 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.

Factor 9 – Work Environment

(Level 9-2, 20 Points)

Although work is generally performed in an office setting. Field work involves exposure to temperature extremes, both from weather and fire conditions where falling trees and the presence of smoke and/or dust conditions are create hazardous conditions. The nature of fire suppression work requires that protective clothing (boots, hard hats, etc.) be worn during fire assignments. The incumbent must exercise a variety of safety practices and precautions for the well-being of self and of others.

Evaluation Summary	Final Level	Points
Knowledge Required by the Position	1-7	1250
Supervisory Controls	2-4	450
Guidelines	3-3	275
Complexity	4-4	225
Scope and Effect	5-3	150
Personal Contacts & Purpose of Contacts	3-c	180
Physical Demands	8-2	20
Work Environment	9-2	20
Total Points:	2570	
Point Range:	2355 - 2750	
Final Grade:	GS-11	
Official Title: Fire Management Specialist	SPD #: FDI0224	
Standard(s) used to evaluate the position	Job Family Standard for Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 Sept. 2005 No Transmittal No.	
Comments: Major duties account for 100% of time		