



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 Officer

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

Standard Position Number: FDI0225 Series and Grade: GS-0401-11

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

This position serves as a Fire Management Officer (FMO) on a Unit or as a Zone FMO in a fire management organization, that provides short and long-range fire management planning, program direction and coordination, and evaluation of the fire management program. The position is responsible for developing and implementing an integrated fire management program to achieve resource management objectives. This SPD is intended for use at locations that have a minimum of 4 full-time permanent/career seasonal staff (excluding temps) reporting to it year round. **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 11:30:40 -06'00'

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

**GRANT BEEBE** Digitally signed by GRANT BEEBE  
Date: 2020.06.15 15:36:14 -06'00'

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

**WILLIAM KAAGE** Digitally signed by WILLIAM KAAGE  
Date: 2020.06.16 10:32:52 -06'00'

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

**JOSHUA SIMMONS** Digitally signed by JOSHUA SIMMONS  
Date: 2020.06.16 11:17:21 -06'00'

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

**CHRISTOPHER WILCOX** Digitally signed by CHRISTOPHER WILCOX  
Date: 2020.06.16 12:34:32 -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 08:37:25 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity Date

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

1. Agency Position No.  
FDI0225

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) <b>New DOI SPD, replaces legacy SPD#: DOI125</b>		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"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <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	<b>Fire Management Officer</b>	<b>GS</b>	<b>401</b>	<b>11</b>	<b>rl</b>	<b>06/04/2020</b>
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 <b>Department of the Interior</b>	c. Third Subdivision
a. First Subdivision <b>FWS BIA BLM NPS</b>	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.  
Typed Name and Title of Official Taking Action  
**Rena Lockwood Classification Program Manager**

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; GSSG HRCD-5 Dtd 6/98**

**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	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 Officer  
GS-0401-11**

**LEGACY SPD#: DOI125**

**I. INTRODUCTION**

This position serves as a Fire Management Officer (FMO) on a Unit or as a Zone FMO in a fire management organization, that provides short and long-range fire management planning, program direction and coordination, and evaluation of the fire management program. The position is responsible for developing and implementing an integrated fire management program to achieve resource management objectives. Provides leadership, coordination, and direction, for the administration of the fire suppression, detection and prevention programs; dispatching and other communication services; fuels/vegetation management; aviation management; mitigation and education; and the integration of fire and aviation management plans and activities with other natural resources. 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.

NOTE: This SPD is intended for use at locations that have a minimum of 4 full-time permanent/career seasonal staff (excluding temps) reporting to it year-round.

**II. MAJOR DUTIES**

**Supervision and Safety (25%)**

Plans work to be accomplished by subordinates, sets and adjusts priorities, and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; evaluates work performance of employees; provides advice, counsel, or instruction to employees on work and administrative matters; interviews candidates for positions; hears and resolves complaints from employees; effects disciplinary measures; identifies developmental and training needs of employees, provides and/or arranges for needed development and training; finds ways to improve production and increase the quality of the work directed; and develops performance standards.

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.

### **Program Management (35%)**

Directs all phases of the fire management program and is responsible for its planning, program direction, coordination and evaluation. Analyzes fire management plans and initiates changes within guidelines or makes recommendations to meet changing conditions within the limits of current or anticipated funding. Ensures that the fire management program is in compliance with environmental laws, regulations, and policies.

Provides leadership, coordination and direction in 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.

Ensures that the fire prevention program is effective and meets short-term objectives and long-term goals. Develops and reviews fire prevention plans. Works with other agencies in the development and delivery of cooperative fire prevention programs and training.

Develops and implements a communication plan. 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 or geographic issues. Identifies research needs and applies new technology.

May direct, supervise or contribute to phases of the budget formulation process to assure balance in the fire organization at varying levels of funding, and initiates changes as appropriate. Monitors the expenditure of funds to assure fiscal integrity.

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.

### **Planning and Operations (40%)**

Participates in fire management planning activities. 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 by taking into consideration values to be protected and selects the appropriate alternative.

Ensures that the fuels management program is consistent with ecosystem management principles and land use plans and is applied on a landscape basis. Establishes priorities for fire hazard reduction and fuels management based upon minimizing potential damage and maximizing multiple resource benefit and enhancement. 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.

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 as described in an approved Fire Management Plan (FMP).

Initiates a decision support document for all wildland fires which 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. May debrief with incident management team personnel and coordinate safe travel plans.

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

May be responsible for aviation activities at the local level and may serve as the aviation officer or subject matter expert.

Organizes trains, equips, and directs a qualified workforce 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.

## **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.

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

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.

The incumbent is responsible for actively supporting and implementing the Equal Opportunity Program as specified in bureau guidance and affirmative action plans. This includes ensuring equal opportunity for all supervised employees and selections for training and education programs, promotions and awards, as well as fair and impartial recruitment and selection of new employees.

Performs other similar duties as assigned.

### III. TECHNICAL 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 budgeting policy, procedures and techniques sufficient to develop program budgets and annual work plans.

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 incumbent receives assignments in terms of broad functional responsibilities, goals, and overall objectives. The supervisor and employee confer on priorities and deadlines.

The incumbent independently plans, obtains resources, creates objectives, interprets policies and regulations, and resolves technical or administrative conflicts with internal and external stakeholders. Coordinates fire management activities and plans with other resource management personnel independently or in collaboration with interdisciplinary resource teams.

Significant developments are discussed with the supervisor, and the work is reviewed for compatibility with overall program 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 variables 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.

**Factor 4 - Complexity**

**(Level 4-4, 225 points)**

Primary responsibility of the position 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.

**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.

**Factor 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)**

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.

**IV. SUPERVISORY FACTOR LEVELS****Factor 1 - Program Scope and Effect****(Level 1-2, 350 points)**

This position provides technical and administrative direction to a permanent staff in a unit or within a fire zone in a larger fire management organization. The fire management program work directed is professional, administrative, technical, and clerical. The functions, activities, and services provided at a unit level support fire and natural resource management across a unit/zone in line with bureau mission objectives.

The services or products support and significantly affect unit/zone office operations and objectives.

**Factor 2 - Organizational Setting****(Level 2-1, 100 points)**

This position reports to a position that is two or more reporting levels below the first SES.

**Factor 3 - Supervisory/Managerial Authority Exercised****(Level 3-2c, 450 points)**

The position serves as a first level supervisor to a large group of professional, administrative, and technical positions. Adjust staffing levels or work procedures within the organizational unit to accommodate resource allocation decisions made at higher echelons. Plans work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work.

**Factor 4 - Personal Contacts****Sub-factor 4A - Nature of Contacts****(Level 4A-2, 50 points)**

Contacts are with: members of the business community or the general public; higher ranking managers, supervisors, and staff of program area, or major organization levels of the bureau; representatives of local public interest groups; staff in congressional offices; technical or operating level employees of State, Tribal, and local governments; reporters for local and other local, regional, and national media outlets. Personal contacts are also made with personnel at all levels of cooperating land management and fire protection agencies at the federal, state, tribal, and local level. Contacts may be informal.

**Sub-factor 4B - Purpose of Contacts**

**(Level 4B-2, 75 points)**

The purpose of the contacts is 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 5 - Difficulty of Typical Work Directed**

**(Level 5-5, 650 points)**

The base level of work supervised by the position is GS-09 or GS-10, or equivalent with a large and complex workload.

NOTE: If base level work is at the GS-07/08, or equivalent level, then assign Level 5-4 for 505 points

**Factor 6 - Other Conditions**

**(Level 6-3a, 975 points)**

Supervision and oversight at this level requires coordination, integration, or consolidation of administrative, technical, or complex technician or other support work comparable to GS-09 or GS-10, or work at the GS-07 or GS-08 level where the supervisor has full and final technical authority over the work.

<b>Technical Evaluation Summary</b> <i>(FES technical non-supervisory work)</i>	<b>Final Level</b>	<b>Points</b>
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	3c	180
Physical Demands	8-2	20
Work Environment	9-2	20
Total Points:		2570
Point Range:		2355 -2750
<b>Final Grade:</b>		<b>GS-11</b>
<b>Official Title: Fire Management Officer</b>		<b>SPD#: FDI0225</b>
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 Nbr.	
Comments: Major duties account for 100% of time		

<b>Supervisory Evaluation Summary</b> <i>(General Schedule Supervisory Guide)</i>	<b>Final Level</b>	<b>Points</b>	<b>Remarks</b>
Program Scope and Effect	1-2	350	This position is located at a unit or zone/district level
Organizational Setting	2-1	100	This position is accountable to a position that is two or more reporting levels below the first SES
Supervisory and Managerial Authority Exercised	3-2c	450	1st level supervisor
Nature of Contacts	4A-2	50	See above FLD
Purpose of Contacts	4B-2	75	See above FLD
Difficulty of Typical Work Directed	5-5	650	Base grade GS-09/10, or equivalent
	or 5-4	or 505	Base Grade GS-07/08, or equivalent
Other Conditions	6-3a	975	Supervision and oversight require coordination, integration and consolidation of work.
Total Points:	2650 or 2505		
Point Range:	2355 - 2750		
<b>Final Grade:</b>	<b>GS-11</b>		
<b>Official Title: Fire Management Officer</b>	<b>SPD#: FDI0225</b>		
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; and the General Schedule Supervisory Guide, HRCD-5, issued 06/1998		
Comments: Major duties account for 100% of time			