



**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: Forestry Technician

Organization Title: Prescribed Fire/Fuels Technician

Standard Position Number: FDI0241 Series and Grade: GS-0462-06

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

This is a temporary position and is located in a unit with a low-level fire management program complexity or serves in support of a higher-level position in a moderate or high complexity program. Primary responsibilities of the position are to assist in the preparation and implementation of prescribed fire plans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wildfire response monitoring on a temporary basis. **This position is in the firefighting field and is in an organization having a firefighting mission. 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: 2019.08.23 10:22:18 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

8-23-19

GRANT BEEBE, Assistant Director, Fire and Aviation, BLM

Date

William Kaage

8/7/19

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

Date

Leon W. Ben, Jr.

8/12/19

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

Date

Christopher Wilcox

8/12/19

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

AYANNA SEARS
 c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=AYANNA SEARS, 0.9.2342.19200300.100.1.1=14001003241288
 2019.08.27 16:04:46 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date

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

1. Agency Position No.
FDI0241

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 checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
Explanation <i>(Show any positions replaced)</i> New DOI Fire Standard PD		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 <i>(Specify in Remarks)</i> <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		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 Technician	GS	0462	6	rl	08/06/2019
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)*
Prescribed Fire/Fuels Technician

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

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

a. First Subdivision
BIA BLM NPS FWS

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
Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, dated December 1991; and Position Classification Flysheet for Forestry Technician.

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: 2019.08.06 11:16:55 -04'00'

Date: 08/06/2019

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>										
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 Technician
(Prescribed Fire/Fuels Technician)
GS-0462-06**

I. INTRODUCTION

This is a standard wildfire management position description intended for use in the Department of the Interior (DOI). This is a temporary position and is located in a unit with a low-level fire management program complexity or serves in support of a higher-level position in a moderate or high complexity program. This position is at the full performance level.

Primary responsibilities of the position are to assist in the preparation and implementation of prescribed fire plans, fire effects, manual and mechanical hazardous fuels treatments, and smoke and wildfire response monitoring on a temporary basis. The employee also conducts field surveys to determine the location of hazardous fuel conditions. As required, this position will assist a Module Leader or other senior staff in leading a varied size module.

II. MAJOR DUTIES

Planning (30%)

Assists in the planning and implementing of project assessments which determine the presence or absence of hazardous wildland fuels. Information on fuel conditions and predictions of fire behavior are collected through a variety of methods, including field surveys, computer modeling, and specific literature searches. Results are reported to the Prescribed Fire/Fuels Specialist, Fire Management Officer (FMO), or equivalent for use in the determination and prioritization of prescribed fire and mechanical treatment projects.

Reviews project plans and makes recommendations on appropriate levels of monitoring. Establishes study plots to assess fire and fire suppression impacts on the ecosystem. Develops and refines plot characteristics, frequency of visits, subjects to be measured, and data storage and analysis techniques.

Participates in drafting prescribed fire/fuels management plans following the interagency template. This involves reviewing fuel treatment alternatives and may include preparing segments of a plan to support objectives of the fire management program.

Enters fire behavior and fire effects observation data into various database applications. Utilizes fire and fuels modeling applications and other information such as aerial and satellite imagery to analyze fire behavior and fire effects.

Operations (50%)

May participate on prescribed fire and fuels projects in a developmental capacity. Technically administers all aspects of the prescribed fire/fuels plan, ensuring that preparation, ignition, holding, mop-up, and rehabilitation are completed to the standards specified.

During the implementation of prescribed fire plans, fuels projects, and managing wildfire use plans, monitors fire behavior, evaluates fire effects, identifies potential problems and makes recommendations.

Conducts field reconnaissance of prescribed fire/fuels treatment units, summarizes field findings and makes recommendations on appropriate prescriptive criteria for meeting program objectives.

Identifies and recommends options for training needs to support prescribed fire and fuels management programs.

Participates in wildland 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 fire suppression activities, with emphasis on those used for the particular function assigned.

Participates in preparedness reviews, proficiency checks and drills, safety sessions, and after action reviews. Ensures own and other's welfare and safety in all aspects of the assignment.

Supports wildfire suppression activities.

Follows established procedures to organize and maintain equipment, vehicles, and supplies assigned to the module. Maintains property and asset accountability, designated as property custodial officer for the module. Responsible for the preparation and completion of travel documents form module travel. Completes and submits subordinates time and attendance records.

Supervision and Safety (20%)

Assists the Module Leader or other senior staff in the technical and administrative supervision of a fuels module that ranges in size and duration (generally four to six module/crew members during a fire season). Participates in the establishment, definition, and planning of work assignments for the module. Coordinates project/work schedules with Fire/Field or District (or equivalent) Office staff. Reports changes in the module status for daily situation updates as required/requested.

Provides leadership and implements activities to accomplish DOI's multicultural organization direction and Equal Opportunity requirements, goals, policies, and objectives. Develops and delivers communication (written, oral, visual, signed) in a non-discriminatory manner that is sensitive to all employees and the public. Assists in creating a work environment that respects, appreciates, and accepts the contributions and perspectives of all employees.

Assists in the development and implementation of a training program to ensure crew safety and welfare is compliant with applicable requirements. Ensures work conditions conform to Department/bureau safety programs. Identifies and recommends corrective actions for job safety and health hazards, instructs employees on safety requirements of assignments, reviews and reports loss incidents in accordance with Department/bureau and OWCP regulations. Identifies corrective measures for violations of the Occupational Safety and Health Act standards in the workplace.

OTHER SIGNIFICANT FACTS:

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

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 requires a valid state driver's license to operate a variety of motor vehicles to transport equipment, supplies, crewmembers, and others (as required).

May require certification to use/operate specialized firing equipment.

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

This position may involve performing strenuous activities under rigorous fieldwork conditions during emergency situations requiring above average physical performance, endurance and superior conditioning. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Performs similar duties as assigned.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

(Level 1-4, 550 points)

Knowledge of and the ability to apply bureau and Departmental policies, directives, guidelines and practices regarding wildfire suppression, and prescribed fire and fuels treatment operations.

Knowledge of the effects of fire on natural and cultural resources. Understanding of fire ecology principles as they apply to local fuel and vegetation types, fire research methods and procedures, fire weather, smoke management, fire behavior and the methods used to monitor, describe, analyze and predict fire behavior.

Knowledge and experience in prescribed fire operations, including burning techniques, fuels inventory, preparation of burn plans, prescriptions, firing procedures, holding strategies and site rehabilitation; and the effects of wildfire management and fire suppression activities and how they affect natural and cultural resources.

Knowledge and skill in the care, maintenance, and utilization of wildland fire suppression and prescribed fire and fuels treatment equipment.

Knowledge of accepted fire safety practices and procedures.

Knowledge of fire behavior prediction techniques and technologies to plan and/or respond to wildfire activities.

Oral and written communication skills sufficient to record and transmit findings and observations.

Knowledge of administrative supervisory procedures and methods in order to assist in managing a fuels module that consists of four to six crewmembers.

Factor 2 - Supervisory Controls

(Level 2-2, 125 points)

In a developmental training capacity, works under the direction of the supervisor and/or appropriate fire management staff who provides instructions and explanations on assignments and provides guidance on work in progress, moving from simple to more complex in nature assignments as the employee gains experience. The employee is responsible for independently carrying out recurring work assignments. Completed work is reviewed by the supervisor/senior fire management staff for accuracy, adequacy, and compliance with instructions and procedures.

Factor 3 – Guidelines

(Level 3-2, 125 points)

General guidance can be found in Department and bureau published directives such as: wildland fire/fuels operations manuals, safety regulations, handbooks, and guides.

Specific guidance is also contained in the prescribed fire and fuels treatment plans, job hazard analysis, natural and cultural resource plans, interagency agreements, and memorandums of understanding.

The employee must use judgment in applying knowledge, especially in situations where the supervisor is not available for consultation.

Factor 4 - Complexity

(Level 4-2, 75 points)

In a developmental training capacity and working closely with the supervisor and/or appropriate senior fire management staff, the employee works on routine assignments or projects that are developmental in nature that will increase in complexity as the employee develops the competencies required to perform the duties and responsibilities of the full performance SPD which serves as a key position in the assigned fire management unit, providing technical assistance in planning and implementing the full range of wildfire response, prescribed fire, and fuels activities.

The employee must consider and evaluate factors such as fuel loading, ecosystem dynamics, fire history, fire situation and fire danger, resource availability, weather, smoke management issues, public safety, resources threatened, safety hazards, costs, and monitoring problems before determining, selecting and applying appropriate courses of action within established and standard practices. At times, the employee must identify, evaluate, and consider the interrelationships of the fire and physical environment in order to select the most appropriate methods from among alternatives. Deviations to standard practices must be raised to the supervisor/senior wildland fire management staff.

Factor 5 - Scope and Effect

(Level 5-2, 75 points)

In a developmental training capacity and works independently on routine assignments involving the application of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

As the employee gains experience assignments will moving from simple to more complex in order to assume the full responsibilities described in the full performance SPD where the work involves performing complex fire management support work and to assist in the development of wildfire response, prescribed fire, and fuels treatment plans; to assist others in the implementation of these plans; and to collect information for scientifically based management of prescribed fire operations. The effect of the work performed is to minimize loss of natural resources, improvements, property or life as well as contributes to the design and execution of projects, the accuracy and acceptability of findings and recommendations, and provides an essential basis for management conclusions and plans.

Factors 6 & 7 - Personal Contacts & Purpose of Contacts

(Level 2b, 75 points)

Primary contacts are with wildfire response, prescribed fire, and fuels treatment project personnel, and others in non-fire functions. Contacts frequently involve personnel from other local, state, federal, and tribal agencies. Additional contacts can include contractors, news media, local community leaders, cooperators, and the general public.

The primary purpose of contacts is to provide information, plan and conduct wildfire response, prescribed fire, and fuels treatment projects. Contacts are serve to coordinate activities, ensure compliance with established safe practices, solve operational problems, resolve conflicts, and conduct training.

Factor 8 - Physical Demands

(Level 8-3, 50 points)

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.

Factor 9 - Work Environment

(Level 9-3, 50 points)

The work is primarily performed out-of-doors in steep terrain where surfaces may be extremely uneven, rocky, covered with vegetation, and in smoky conditions.

Temperatures vary from above 100 degrees F to 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 adverse weather elements, dust and smoke, poor sleeping and eating conditions and unpredictable sets of circumstances. The 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	1-4	550
Supervisory Controls	2-2	125
Guidelines	3-2	125
Complexity	4-2	75
Scope and Effect	5-2	75
Personal Contacts & Purpose of Contacts	2-b	75
Physical Demands	8-3	50
Work Environment	9-3	50
Total Points:		1125
Point Range:		1105 - 1350
Final Grade:		GS-06
Official Title: Forestry Technician (Fire)	SPD #: FDI0241	
Standard(s) used to evaluate the position	Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, TS-111, dated December 1991; and Position Classification Flysheet for Forestry Technician, GS-0462, TS-111, dated December 1991	
Comments: Major duties account for 100% of time This position is at the full performance level.		