



**U.S. DEPARTMENT OF THE INTERIOR
 Certification of Position Approval
 for Retirement
 Under 5 USC § 8336(c) and § 8412(d)**

[x] Approved under the Civil Service Retirement System, 5 USC § 8336(c)

[x] Approved under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

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

Classification Title: Range/Forestry Technician (Dispatch)

Organization Title: Intelligence Assistant

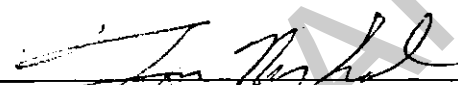
Standard Position Number: DOI904 Series and Grade: GS-0455/0462-08/09

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


The purpose of the work is to provide information regarding incidents threatening life, property, and natural resources in the Geographic Area. The incumbent assists with the overall execution of activities of the Fire Intelligence Section of the GACC, which involves interpreting fire indices, weather and occurrence patterns for the Area. The incumbent provides assistance and support to the intelligence aspects of wildland fire suppression, preparedness, and prescribed fire activities to representative field offices within the Area. **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.**


 ALAN SIZEMORE, Human Resources Specialist, DOI 06/12/2012
Date

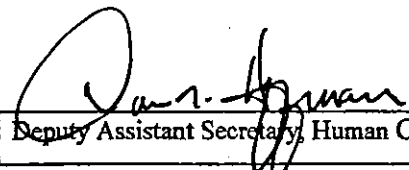

 TIMOTHY MURPHY, Assistant Director, FA 06.15.2012
Date


 TOM NICHOLS, Superintendent, NPS-NIFC 6/14/12
Date


 LYLE CARILLE, Chief, Branch of Wildland Fire Management, BIA 6-14-12
Date


 JOHN SEGAR, Chief, Branch of Fire Management, FWS 06/14/12
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:


 Deputy Assistant Secretary, Human Capital and Diversity 6/25/12
Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
DOI904

2. Reason for Submission <input type="checkbox"/> Reestablishment <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> New <input 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 (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> 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 checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Mon-Sensitive <input type="checkbox"/> 2-Moderately 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	Range/Forestry Technician (Dispatch)	GS	0455/0462	09	WE	10/15/10
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)
Intelligence Assistant

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision
a. First Subdivision BIA BLM FWS NPS	d. Fourth Subdivision
b. Second Subdivision Geographic Area Coordination Center	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
GS-0455, GS-0462, Aid and Technical Work in the Biological Sciences Series, GS-0400 TS-111 (12/91)

Typed Name and Title of Official Taking Action
LINDA ERWIN
Human Resources Specialist

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 _____ Date 10/15/10

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

24. Remarks
Approval Date: November 1, 2010

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

DI-625

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS		2. NAME OF INCUMBENT	
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED			
11a. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. DOI904 Range/Forestry Technician (Dispatch)		SCHEDULE GS	SERIES 0455/0462
		GRADE 08	
<input checked="" type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.		6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.	
_____ (Signature of Supervisor)	_____ (Date)	<i>Linda F. Erwin</i> Linda F. Erwin, DOI HR (Official Exercising Classification Authority)	<i>6/12/12</i> (Date)
TITLE _____		TITLE Human Resources Specialist	

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-09 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-09 level.

Department of the Interior, FLERT Specialist *Will*
 This PD has been approved as follows under 5 USC 5335(c) and 3412(d)
 Firefighter _____ Law Enforcement _____
 _____ Primary Secondary/Administrative _____ Soc/Supvy _____
 Approval Date June 25, 2012

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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date



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[Signature] 10/20/10
ALAN SIZEMORE, Human Resources Specialist, DOI Date

[Signature] 10/22/10
TIMOTHY MURPHY, Deputy Assistant Director, NIFC Date

[Signature] 10/22/10
TOM NICHOLS, Chief, Division of Fire and Aviation, NPS Date

[Signature] 10/26/10
LYLE CARLILE, Chief, Branch of Wildland Fire Management, BIA Date

[Signature] 10/26/10
BRIAN MC MANUS, Chief, Branch of Fire Management, FWS Date

[Signature] 10/29/10
MICHAEL GILLMORE, Supervisory Program Analyst, DOI 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:

[Signature] 11/1/10
Deputy Assistant Secretary, Human Capital and Diversity Date

**GACC Intelligence Assistant
Range/Forestry Technician (Dispatch), GS-0455/0462-09**

INTRODUCTION

This position is located at one of the Geographic Area Coordination Centers.

Each Geographic Area Coordination Center (GACC) is a detached unit from the Fire and Aviation Management staffs of the National and Regional Offices of the Forest Service, Bureau of Land Management, National Park Service, Bureau of Indian Affairs, and U.S. Fish and Wildlife Service. The lands within the Geographic Areas have a long history of intense wildfire activity amidst high natural resource values, including commercial timber, wilderness, threatened and endangered species habitat, recreation, watershed and airshed.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

Fire Intelligence 40%

Assists with the overall execution of activities of the Fire Intelligence Section of the GACC. This involves interpreting fire indices, weather and occurrence patterns for the Area. Identify shortages of critical resources and provides information for determining allocation and priority setting for these critical resources relating to personnel, aircraft, crews, equipment and supplies.

In conjunction with other Predictive Services staff, interprets indices, fuels conditions, current and forecasted weather patterns, and historical fire occurrence levels to develop analysis of wildland fire potential and determine burning conditions of various fuel models to provide fire behavior predictions for fire managers, agency administrators, fire information personnel, and incident commanders.

Works closely with dispatch and fire management staff to track and monitor commitment and availability of resources, and maintains a system to status and prioritize incidents and resource allocation.

Prepares and conducts written and verbal briefings for agency administrators, fire management staff, Multi-Agency Coordinating groups, political representatives as well as media, and other specific interest groups.

Maintains incident history data for Area.

Utilizes and maintains various computer programs and files in agency specific computer systems such as National Fire Danger Rating System (NFDRS), Fire and Aviation Management Web Applications (FAMWEB), Weather Information Management System (WIMS), Resource Order Status System (ROSS), and provides appropriate information and assistance to users.

Intelligence Operations 30%

Provides assistance and support to the intelligence aspects of wildland fire suppression, preparedness, and prescribed fire activities to representative field offices within the Area.

Assists in the development of Intelligence Section planning documents, including operating plans, public affairs plans, communication plans and related sections in the Area Mobilization

Guide. Provides user training and oversight for the ICS-209, WFDSS, and other reporting programs.

Represents all agencies affiliated with the GACC when providing information for the news media, general public, and other nonaffiliated agencies with fire management interests.

Provides operational oversight, guidance, and limited supervision for up to six intelligence support personnel during emergency 24-hour/7 days-per-week sustained operations. Limited supervision may include setting work schedules, assigning work, and certifying time and attendance.

Analysis and Report Preparation 30%

The incumbent implements the collection of daily incident situation reports, consolidation of reports and preparation of the GACC incident situation report.

Disseminates reports to federal and state agencies and maintains continual provision of intelligence through verbal and written communications. This information is used to determine resource availability, resource movement, and potential problem situations on a regional and national basis.

Prepares information for daily briefings to include information on large incidents or problem incidents, multiple situations, resource availability, fuels analysis forecasts, and other significant or major events pertaining to all incidents.

Assists in the review and preparation of policy statements, instructional memoranda, information bulletins, manual supplements, handbooks, operational plans and guides pertaining to interagency dispatching and intelligence operations.

FACTORS

1. Knowledge Required by the Position

Level 1-6, 950 points

Practical knowledge of ROSS, the National Fire Danger Rating System (NFDRS); National Incident Management System (NIMS); Incident Command System (ICS); National Interagency Fire Qualification System; Wildland Fire Decision Support System (WFDSS); computer operations for data entry, storage and retrieval; and weather reporting programs to use and maintain these systems.

Skill in use of computers and utilization of relational data base management systems.

Knowledge of firefighting organizations, terminology, techniques, and resources used in wildland fire and prescribed fire management.

Knowledge of organizational structures and procedures of federal agencies, state agencies, and cooperators for specific policies and laws effecting and determining cooperative fire management agreements.

Knowledge of and experience in firefighting techniques and practices, use of equipment and other resources used for wildland fire management, including support needs, communications, and safety precautions sufficient to (1) perform logistics dispatching functions for a variety of

agencies with varying internal procedures, and (2) devise alternative dispatch procedures to supplement pre-planned guides to meet the needs of the fire management / prescribed fire organizations during fire occurrence periods.

Knowledge of fire and aviation weather technology, weather's effect on various fuel types, potential risks as an ignition source, and specific knowledge of weather as it influences fire behavior relative to fire suppression and planned/prescription fire activities.

Knowledge of other agency policies and emergency procedures, including search and rescue, natural disasters, and fire trespass incidents; and addressing communications, contracting, procurement, and safety considerations.

Knowledge of various agencies land resource management plans sufficient to ensure that programs and operations are consistent with accepted policies and procedures.

Ability to meet, cooperate with and deal effectively with associates, supervisors in other fields, and leaders or organizations in the Incident Management System.

Ability to communicate effectively, both orally and in writing, as well as possessing a working knowledge of terminology used by the agencies.

2. Supervisory Controls

Level 2-3, 275 points

The supervisor or other designated authority initially provides direction on the priorities, objectives, and/or deadline for types of work previously performed by the unit and therefore covered by precedent. Assignments new to the organization or unusual assignments may be accompanied with a general background discussion, including advice on the location of reference material to use.

Identifies the work to be done to fulfill project requirements and objectives, plans and carries out the procedural and technical steps required, seeks assistance as needed, independently coordinates work efforts with outside parties, and characteristically submits only completed work. The technician also exercises initiative in developing his/her own solution to common technical and procedural problems such as changes in priorities, need for extended field time, minor need for additional equipment or personnel, and other such comparable issues. However, the technician seeks administrative direction or decision from higher authority on the course to follow when encountering significant technical or procedural problems with the work, (e.g., when project objectives appear to substantially exceed available equipment and staffing capacities or when technical issues new to the organization are encountered). In such instances, the technician may be expected to develop proposals, typically with supporting justification, for resolving the problem.

Review is usually in the form of an assessment as to how the technician resolved technical and related administrative problems encountered, [e.g., success in (a) meeting deadlines, (b) developing solutions to problems encountered, (c) executing the work in accordance with agency policy and accepted scientific practices, (d) producing projects and administering operations which are both technically sound and complete in terms of such criteria as the user's needs, the project's objectives, and the established requirements of the organization]. These reviews emphasize the quality of judgment used by the technician in resolving technical and administrative problems noted in reports or identified by those with whom the technician interacted. Accuracy of the data produced, quality of observations made, and the sufficiency of

steps employed in planning and executing the work assigned are customarily accepted without detailed review.

3. Guidelines

Level 3-3, 275 points

Works with new requirements or applications for which only general guidelines are available or with assignments where the most applicable guides are limited to general functional statements and/or work samples which are not always directly related to the core problem of the assignments, have gaps in specificity, or are otherwise not completely applicable.

Exercises judgment independently in applying the guidelines or extending their applicability to situations not specifically covered; uses guidelines as the basis for making procedural deviations from established administrative and/or technical methods; or otherwise adapts guidelines when judgment is exercised based on an understanding of the intent of the guidelines and reacting accordingly.

4. Complexity

Level 4-3, 150 points

There are a variety of independent tasks associated with an interagency fire intelligence program. Much of the intelligence information imparted in new briefings is highly technical and must be adapted to meet the level of the intended audience. Tact and diplomacy in communications must be used when dealing with the news media and general public.

Multiple incident occurrence and/or emergency situations compound the difficulty of collecting, analyzing, and disseminating intelligence. Rapidly changing situations are encountered frequently. These situations require seasoned spot decisions, setting priorities, changing operational procedures, and the reassignment of personnel and tasks.

The incumbent must be able to develop briefing packages to meet the needs of various federal and state agencies. A great deal of data must be evaluated and analyzed. Conflicting data must be resolved and complete and concise reports prepared. New and different techniques must be formulated and tried in preparing briefings to line managers, state and local governments, and congressional staff.

The employee must prepare fire weather and behavior predictions on a variety of vegetation and terrain conditions. Variables to interpret include number of fires, size, status, organization type, resources committed and the expected need, and past, present and forecasted weather conditions.

The work is of an emergency nature and is often performed under stressful conditions due to variety and amount of workload, utmost accuracy and precision is required in the majority of completed reports.

5. Scope and Effect

Level 5-3, 150 points

The purpose of the work is to provide information regarding incidents threatening life, property, and natural resources in the Geographic Area. Support is provided to all other areas on a national basis. The effects of the decisions are economic, social, recreational, political, environmental, and potentially long term.

Timely and accurate interpretation and dissemination of fire intelligence data influences decisions made by line managers and may affect operations of emergency and fire management agencies.

Correct information and timely briefings can result in substantial savings of public funds and minimize resource losses from fire.

6. Personal Contacts

Level 6-2

Personal contacts are with employees of federal and state agencies, the National Interagency Coordination Center (NICC), other GACCs; U.S. Forest Service, Bureau of Indian Affairs, National Weather Service, National Park Service, U.S. Fish and Wildlife Service, and state land management agencies, news media, private contractors and vendors, and the general public.

7. Purpose of Contacts

Level 7-b w 6-2, 75 points

Contacts are for the exchange of information, coordination of activities, problem solving, providing technical advice, monitoring, evaluation, and training.

Briefing contacts are to inform line managers of the current and predicted fire situations, and to present fire management recommendations for line manager's decisions.

Contacts with news media and general public are for dissemination of data, public awareness, and coordination of news releases pertaining to fire management activities within the Geographic Area.

The purpose of personal contacts is to: plan and coordinate work efforts; explain the need to adhere to laws, rules, contract, or lease provisions; discuss inspected work and contract requirements when monitoring activity of contractors; discuss technical requirements of equipment with manufacturers and resolve problems concerning the work or the peculiar needs of the organization; interpret data obtained and explain its purpose and significance; or reach agreement on operating problems such as recurring submission of inaccurate, untimely, incomplete or irrelevant data. The persons contacted are usually working toward a common goal and generally are reasonably cooperative. Some technicians may be required to deliver information, such as how data was obtained and their opinion as to its accuracy, in court.

8. Physical Demands

Level 8-1, 5 points

Work is primarily performed in an office setting. Long hours of sitting, intense concentration, and working at peak proficiency level with irregular breaks/mealtimes are frequent, prolonged demands of the job. Incumbent is subject to work shifts of 12-14 hours per day for extensive periods. Vehicle and aircraft travel associated with field visits and other administrative travel is required.

9. Work Environment

Level 9-1, 5 points

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial/government vehicles, (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

Total points = 1885, GS-9 (1855 - 2100)