



**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: Fish and Wildlife Service - Service-wide

Classification Title: Fire Management Coordinator

Organization Title: _____

Position Number: S0A9502/9502S Series and Grade: GS-0401-11/12

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The incumbent of this position serves as the Regional Fire Management Coordinator for the Region. The incumbent is responsible for providing long-range fire management program planning, program coordination and evaluation for the fire management program and related activities including the overall fire program planning and management at Refuges, Hatcheries, and Research facilities. Prior firefighting experience, as gained by substantial service in a primary firefighting (6c) position or equivalent experience outside the Federal Government, is a mandatory for incumbents of this position.

See Attached

Chief, National Wildlife Refuge System, Dan Ashe

Date

Marcia L. Scifres

DOI Fire & Law Enforcement Team Leader, Marcia L. Scifres

10/11/2002
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date 03/24/1995. Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Resources and Workforce Diversity

11/12/02
Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. 9502S		
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input checked="" type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Application of New GS-0400 Standard. Standard Position Description #9502S Covered under 5 U.S.C. 8336(c) & 8442 (d) in the secondary/administrative category. (Standardized Pos. Desc)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" 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 checked="" type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by		Initials	
a. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		Date	
Official Title of Position Department of the Interior, FLERT Specialist This PD has been approved as follows under 5 USC 8336(c) and 8412(c) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy Approval Date <u>May 25, 1995, November 12, 2002</u>		Pay Plan Occupational Code Grade		Initials Date					
Fire Management Coordinator		GS		401		12		8/25/06	
Fire Management Coordinator		GS		401		12			
e. Recommended by Supervisor or Initiating Office		16. Organizational Title of Position <i>(if different from official title)</i>		17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision		d. Fourth Subdivision		e. Fifth Subdivision		Signature of Employee <i>(optional)</i>	
a. First Subdivision U.S. Fish and Wildlife Service									
b. Second Subdivision Regions									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.									
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		a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>		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.			
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 Alfred W. Massey, Jr. HR Specialist, (Classification)		22. Position Classification Standards Used in Classifying/Grading Position GS-0400 Classification Standard, Sep. 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.			
Signature		Date							
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks									
Firefighter retirement coverage approved by DOI on Nov 12, 2002. No changes to this PD may be made except amendments. SPD #9502S initially dated 11/12/2002. This is a cursory review-no changes to title, series, or grade.									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									



U.S. DEPARTMENT OF THE INTERIOR

Certification of Approval for Special Retirement Coverage

X Under the Civil Service Retirement System (5 U.S.C. 8336(c))

X Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: U.S. Fish and Wildlife Service

Classification Title: Fire Management Coordinator

Organization Title: _____

Series and Grade: GS-401-12

Position Number: 9502S

Category: Secondary/Administrative

RECOMMEND:

Edward H. Cyran
Bureau Personnel Officer

5-3-95
Date

APPROVAL:

The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated.

Atorney
Secretary's Designee - Special Retirement Program

5/25/95
Date



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: Fish and Wildlife Service - Service-wide

Classification Title: Prescribed Fire Specialist

Organization Title: _____

Position Number: S0A9502/9502S Series and Grade: GS-0401-11/12

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

This position has administrative duties in an organization having a firefighting mission. The incumbent of this position serves as the Regional Fire Management Coordinator for the Region. The incumbent is responsible for providing long-range fire management program planning, program coordination and evaluation for the fire management program and related activities including the overall fire program planning and management at Refuges, Hatcheries, and Research facilities. **Prior firefighting experience, as gained by substantial service in a primary firefighting (6c) position or equivalent experience outside the Federal Government, is a mandatory for incumbents of this position.**

See Attached
Chief, National Wildlife Refuge System, Dan Ashe

Date

Marcia L. Scifres
DOI Fire & Law Enforcement Team Leader, Marcia L. Scifres

10/11/2002
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date 03/24/1995**. Approval is by DOI Secretary's Designee:

[Signature]
Deputy Assistant Secretary, Human Resources and Workforce Diversity

11/12/02
Date

Standard Position Description # 9502S

FIRE MANAGEMENT COORDINATOR, GS-401-12

INTRODUCTION

The incumbent of this position serves as the Regional Fire Management Coordinator for the Region. Responsible for providing long-range fire management program planning, program coordination and evaluation for the fire management program and related activities including the overall fire program planning and management at Refuges, Hatcheries, and Research facilities.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the technical authority in fire management in a region with responsibility for: (1) providing technical advice and guidance to the Assistant Regional Director (ARD) Refuges and Wildlife; and (2) providing technical guidance, program review and development, coordination, and leadership to Refuge Fire Management Officers and the regional fire management program.

Formulates and develops regional fire management policies and programs for fire suppression and pre-suppression, prescribed burning operations, fire evaluations, fire arson investigation, and habitat management objectives.

Serves as consultant and authoritative expert to the Regional Director and staff on the use of fire as a management "tool" in achieving overall fire management objectives. Formulates regional policies, plans, and programs necessary for the administration of regional fire management activities.

Directs the development and establishment of regional coordination plans, standards, and technical guides to comply with national guidelines and policy for:

(1) Fire Program Management - includes fire management plans, pre-suppression and suppression activities, fire evaluations, fire trespass, prescribed burning and smoke management;

(2) Fuels Management - includes fuels inventory methods and procedures, fuel treatment methods and programming, pre-attack planning, and land-use planning and environmental coordination; and

- (3) Fire Management Operations - includes regional mobilization and dispatch coordination, fire prevention, training, logistics, equipment acquisition and deployment, and the fire suppression communications program.

Coordinates aircraft operations and acquisitions pertaining to the use of aircraft for fire suppression, pre-suppression, and prescribed burning operations for the region.

Prepares program budget and allocates available funds to various refuges for operation and maintenance, pre-suppression, prevention, prescribed burns, and fuels management.

Prepares and negotiates cooperative fire agreements and contracts within the region with various fire control agencies, such as State forestry departments, county and local fire departments, and other Federal agencies.

Conducts program reviews and site visits on refuges in order to evaluate compliance with policies, objectives and standards, overall effectiveness of operations, and to provide technical assistance in the solution of specific local problems.

Makes recommendations and implements changes in operating procedures or programs to increase effectiveness of operations, and to provide technical assistance in the solution of specific local problems or to correct practices in violation of established regulations or procedures.

Coordinates fire suppression and pre-suppression actions within the Region; through the ARD -Refuges and Wildlife, recommends priorities and prescribes actions. In the oversight role, has the authority of a "line officer" that may require making immediate decisions concerning priorities for ongoing fire suppression activities, especially in cases where wildfires occur on Service lands and/or where Service forces are committed and suppression forces could not possibly cover all fire situations.

Initiates and request funding for studies in areas such as fire behavior, fire spread, resistance factors, fuels, weather, fire effects and vegetative response. Works closely with research personnel in the development and trial of new methods and approaches relative to the fire management program. Reviews and interprets fire related research material for future use.

Prepares scientific and administrative reports. Utilizes computer models and data

management/budget systems to plan, track, and report on fire management projects and accomplishments.

Coordinates fire related training that include interagency coordination, determining course content, setting up course logistics, selecting and notifying attendees, obtaining and distributing course materials, establishing training session locations, and serving as course instructor.

Participates with other Federal and State Wildlife agencies in the organization and operation of Geographic Area Boards in order to provide the most efficient and economical fire suppression operations.

Inspects on-the-ground effectiveness of suppression activities on large-scale fires that occur on refuges throughout the region and may be called upon to accomplish this same analysis on fires at the national level.

(It is anticipated that at least 80 percent of the time and responsibilities of this position will be dedicated to the major duties shown above).

Performs other related duties that may include assistance in forest, habitat, refuge, biological, law enforcement and environmental education program management.

Factor 1 - Knowledge Required by the Position – Level 1-7, 1250 Points

Professional knowledge of natural resource and land management principles, practices, and concepts including vegetative resources. Working knowledge of soil science and the antiquities and endangered species acts sufficient to serve as technical authority for the full range of duties involved in the development and review of the regional fire management program.

Professional knowledge of fire ecology, fire behavior, fire hazard and risk analysis, fuel volume and flammability assessment, smoke management techniques, meteorology and aircraft operating characteristics sufficient to perform consultative program development and oversight services for the regional fire management program.

Professional knowledge and understanding of principles and practices of refuge management sufficient to devise and incorporate techniques and objectives of fire management into specific regional programs to achieve the complementary effects to protect and enhance fish and wildlife habitat and natural ecosystems.

Ability to gather biological data, evaluate and apply findings, and make

recommendations in order to evaluate and improve the Region*s fire management program.

Skill in the use of computer models, data bases, and statistical methods to plan and evaluate the effectiveness of regional fire management activities, and to develop related reports.

Thorough knowledge of Service/Departmental fire management policies, procedures, and regulations that covers the management of refuges.

Knowledge and understanding of the latest developments in fire suppression, prescribed fire techniques, and aircraft and equipment to adapt or use these developments to achieve long-term regional objectives.

Thorough knowledge of current training techniques, objectives, evaluation methods and designs.

Knowledge of the requirements imposed by legislation and regulations such as the National Environmental Policy Act, Endangered Species Act, Clean Air Act, Wilderness Act, etc.

Skill in oral and written communication in order to conduct daily business, to justify proposals and plans, and to organize present concepts and information.

Experience as a firefighter having performed work directly concerned with the control and extinguishment of fires sufficient to conduct a program to provide protection for refuge resources and values from wild fires and prescribed fires.

Working knowledge of vehicle and heavy equipment use and capability as related to needs of individual field stations.

Factor 2 - Supervisory Controls – Level 2-4, 450 Points

The incumbent works independently with minimal supervision and guidance provided by the supervisor. Operates the fire management program based on Service policy and established management procedures. Develops specific regional action plans and resolves management problems and conflicts with refuge staff, and other Federal agencies. Changes in established operational procedures are discussed with the supervisor and concurred by the Assistant Regional Director. Completed work is reviewed in terms of meeting regulations and overall Service management objectives.

Recommendations and decisions are usually accepted as technically accurate,

subject to overall review for conformance to policy and program objectives.

Factor 3 - Guidelines – Level 3-4, 450 Points

Guidelines primarily consist of Service/Departmental manuals, policy statements, fire law and statutes, and land management standards and principles. Considerable professional judgment and discretion are required in interpreting and adapting guidelines and/or to determine when deviations are necessitated in dealing with controversial issues or problems. The incumbent determines when problems require additional guidance.

Factor 4 - Complexity – Level 4-4, 225 Points

Assignments involve a broad range of duties in the field of fire management. Primary responsibility is to provide technical guidance, program development and review, coordination with resource uses, and coordination with other Federal, State and local agencies for a regional fire management program.

The land areas and the functional programs within the Region are characterized by a significant number of complex features that include: (1) terrain that varies from short grass prairies to forests, with varying elevation ranges; (2) thousands of acres of unique ecosystems, of which some may be wilderness areas and may contain artifacts and antiquities; (3) habitat that supports numerous wildlife species; (4) land areas that may contain 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, procedures and policies 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 the complex interaction of a number of technical, resource, administrative and socio-economic problems. This requires the development of new techniques, extension or modification of existing techniques in the resolution of a wide range of different issues in diverse environmental situations.

Factor 5 - Scope and Effect – Level 5-4, 225 Points

The purpose of the work is to provide technical and program management expertise to ensure the adequacy and effectiveness of the regional fire management program and its integration with all resource programs, objectives, and policies. The incumbent*s work, through program design and review, field

evaluations, and anticipatory action on incipient fire/refuge management problems has a significant effect or influence in the development and completion of regional and Service-wide fire/refuge management policies, programs, and actions.

Factor 6 - Personal Contacts

Contacts are with refuge fire management officers, refuge managers, foresters, safety officers, subject matter experts in regional and Department headquarters, other Federal agencies, State and local officials, researchers, university officials, environmental groups, and private landowners.

Factor 7 - Purpose of Contacts – Factors 6 & 7 – Level 3C, 180 Points

Contacts are for the purpose of exchanging information, coordinating work efforts and plans, assessing adequacy of activities, providing technical advice and guidance, and resolving problems. Contacts also involve influencing or persuading other subject matter experts to adopt a particular course of action, or to change direction in a particular resource activity due to technical fire management considerations that are in conflict with a proposed resource objective and to identify issues to be resolved jointly with high level officials within and outside the agency.

Factor 8 - Physical Demands – Level 8-1, 5 Points

The work is primarily sedentary. A level of physical fitness is required that will allow the incumbent to work under periods of extended stress and intermittent physical exertion such as walking in rough terrain during field inspections or during fire assignments. Incumbent must meet the physical fitness level commensurate to the incumbent's highest "Red Card" qualification.

Factor 9 - Work Environment – Level 9-1, 5 Points

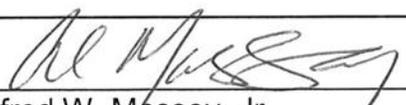
Work is usually performed in an office setting. Occasionally some exposure to discomfort or risk is encountered on field visits such as extreme heat or cold, or exposure to fire situations. Incumbent must wear protective clothing and other safety equipment when involved in prescribed fire and suppression activities.

FES EVALUATION STATEMENT

Title, Series, and Grade: Fire Management Coordinator, GS-0401-12

Organization: U. S. Fish and Wildlife Service

Position #: 9502S – Standardized Position Description-Covered under 5 U.S.C. 8336 (c) & 8412 (d) in the secondary/administrative category. No changes to this PD may be made except amendments. SPD #9502S initially dated 3/24/95.

Evaluation Factors	Standards Used (Bmk #, FL#, etc)	Points Assigned	Comments
1. Knowledge Required by the Position - Level 1-7, 1250 Points – Position fully meets this Level.			
2. Supervisory Controls - Level 2-4, 450 Points – Position fully meets this level.			
3. Guidelines – Level 3-4, 450 Points – Position fully meets this level.			
4. Complexity – Level 4-4, 225 Points – Position fully meets this level.			
5. Scope and Effect - Level 5-4, 225 Points – Position fully meets this level.			
6. Personal Contacts -			
7. Purpose of Contacts - Factors 6 & 7 – Level 3C, 180 Points - Position fully meets this level.			
8. Physical Demands - Level 8-1, 5 Points - Position fully meets this level.			
9. Work Environment - Level 9-1, 5 Points - Position fully meets this level.			
Total Points: 2790		Grade Conversion: GS-12	
Final Classification: Fire Management Coordinator, GS-0401-12			
 Alfred W. Massey, Jr. Human Resources Specialist, (Classification)		Date <u>8/25/2006</u>	



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

In Reply Refer To:
FWS/HR

APR 12 2002

Memorandum

To: Michael Gilmore
Office of Fire and Aviation

From: Human Resources Officer
U.S. Fish and Wildlife Service

Subject: Special Retirement Coverage Request for Statements of Difference

Attached are requests for special retirement coverage for 15 Statements of Difference for positions previously covered by your office. These positions are included under the Fire Management family and vary from Range Aid, GS-455-02, to Fire Management Officer, GS-401-12. They are being submitted for consideration under special retirement provisions of 5 U.S.C. 8336(c) and 5 U.S.C. 8412(d). The Statements of Difference have been developed to allow more flexibility in recruitment efforts. The checklists and appropriate documentation are also attached.

If you need additional information, please contact Pearl Inge at 202-208-5491.

Approved:

Chief, National Wildlife Refuge System

Above referenced Statements of Difference include the following:

S0A9501	S000A13	S000A18
S0A9502	S000A14	S000A19
S0A9504	S000A15	S000A20
S0A9505	S000A16	S000A21
S0000A4	S000A17	S000A22

Attachments