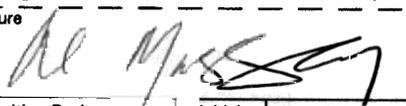


POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced) Application of New GS-0400 Standard. Standard Position Description #9501S Covered under 5 U.S.C. 8336(c) & 8442 (d) in the secondary/administrative category. (Standardized Pos. Desc)					3. Service		4. Employing Office Location		5. Duty Station		1 Agency Position No. 9501S
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 checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			6. OPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks, SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		
15. Classified/Graded by					Official Title of Position Department of the Interior, FLERT Specialist This PD has been approved as follows under 5 USC 8336(c) and 8412(d)		Initials		Date		
a. Office of Personnel Management					Pay Plan		Applicable Grade				
b. Department, Agency or Establishment					Primary		Secondary/Administrative		Sec/Supvy		
c. Second Level Review					Approval Date		May 25, 1995, November 12, 2002				
d. First Level Review					Fire Management Coordinator		GS		401		
					Fire Management Coordinator		GS		4		
e. Recommended by Supervisor or Initiating Office									8/24/06		

16. Organizational Title of Position (if different from official title)		7. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Regions		e. Fifth Subdivision	
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 (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-0400 Classification Standard, Sep. 2005	
Typed Name and Title of Official Taking Action Alfred W. Massey, Jr. HR Specialist, (Classification)		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: 8/24/06			

23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)									
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 #9501S initially dated 3/24/95. This is a cursory review-no changes to title, series, or grade.

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



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-401-13

Position Number: 9501S

Category: Secondary/Administrative

RECOMMEND:

Edward H. Cynard
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.

A. Heron
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: U.S. Fish and Wildlife Service – Service-wide

Classification Title: Fire Management Coordinator

Organization Title: _____

Position Number: S0A9501/9501S Series and Grade: GS-0401-12/13

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 in the Region. The incumbent is responsible for providing long-range fire management program planning, program coordination, evaluation and technical guidance for the fire management program and related activities.. **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 (Please Read Instructions on the Back)

i. Agency Position No.
9501S

2. Reason for Submission: Redescription Reestablishment New Hdqtrs Field Other

3. Service: Hdqtrs Field

4. Employing Office Location

5. Duty Station

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action: Yes No

10. Position Status: Competitive Excepted (Specify in Remarks) SES (Gen.) SES (CRI)

11. Position Is: Supervisory Managerial Neither

12. Sensitivity: 1-Non-Sensitive 3-Critical 2-Noncritical Sensitive 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	Department of the Interior, FLERT Specialist Firefighter Law Enforcement					
b. Department, Agency or Establishment	Primary Secondary/Administrative Sec/Supvy					
c. Second Level Review	Fire Management Coordinator	GS	401	12	AMM	8/24/06
d. First Level Review	Fire Management Coordinator	GS	401	12		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

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

a. First Subdivision: U.S. Fish and Wildlife Service

b. Second Subdivision: Regions

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.

Typed Name and Title of Official Taking Action: Alfred W. Massey, Jr.
HR Specialist, (Classification)

Signature: *Al Massey* Date: 8/24/06

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.

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

24. Remarks: FPL-GS-13.SPD Servicewide.Statement of Difference: Position Classified 1 grade lower as GS-12 with kinds of duties as attached position description, but under closer supervision.

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



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-401-13

Position Number: 9501S

Category: Secondary/Administrative

RECOMMEND:

Edward H. Cynan
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.

A. Heroney
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: U.S. Fish and Wildlife Service – Service-wide

Classification Title: Fire Management Coordinator

Organization Title: _____

Position Number: S0A9501/9501S Series and Grade: GS-0401-12/13

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 in the Region. The incumbent is responsible for providing long-range fire management program planning, program coordination, evaluation and technical guidance for the fire management program and related activities.. **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 #9501S

FIRE MANAGEMENT COORDINATOR, GS-401-13

INTRODUCTION

The incumbent of this position serves as the Regional Fire Management Coordinator in the Region. Responsible for providing long-range fire management program planning, program coordination and evaluation, and technical guidance for the fire management program and related activities. The impact and implications of the Regional Fire Management Coordinator*s decisions indicate significantly greater responsibility and complexity than the Regional Fire Management Coordinator, GS-401-12.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the technical authority in fire management in the region with responsibility for: (1) providing technical advice and guidance to the regional directorate; and (2) providing technical guidance, program review and development, coordination, and leadership to the fire management program staff.

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

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.

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

- (1) Fire Management Program - 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, prevention, pre-suppression, fuels management, and prescribed fire based on management needs and environmental conditions.

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.

Plans and oversees studies in such areas 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.

Conducts program reviews and evaluates adequacy and effectiveness of fire management programs through periodic field inspections and/or site visits for compliance with policies, objectives and standards, and overall effectiveness of operations. Provides technical assistance in the solution of local problems.

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

Develops plans and technical specifications for individual refuges to collect and analyze data related to volume, growth, and wildlife value.

Reviews and recommends approval of long-range fire management plans, that include policies, objectives, priorities, and the correlation and integration of fire management into the field station's overall habitat management program.

Reviews and evaluates short-range plans and annual proposals prepared by field station personnel for fire management activities. 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 training, 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. May occasionally participate in similar activities 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 1-8, 1550 Points

Mastery of professional natural resource and land management principles, practices, and concepts sufficient to serve as technical authority, direction, guidance, and coordination for the full range of duties involved in the development and review of the regional fire management program.

Comprehensive 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 for the fire management program that may include serving as the Service Fire Management Coordinator as requested by the Washington Office.

Extensive knowledge of the latest developments in fire management and aircraft operations to adapt or use these developments to achieve long-term regional objectives.

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

Comprehensive knowledge and understanding of the principles and practices of fire management and training techniques, objectives, evaluation methods and designs to prepare training materials for use in the field.

Skill in applying new scientific findings, developments, and advances to the solution of complex problems that are unique to Service management policy and objectives.

Ability to gather biological data, evaluate and apply findings, and make recommendations in order to evaluate and improve the Region*s fire management program.

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.

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.

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

The supervisor provides the overall objectives and resources available. Operates the fire management program based on Service policy and established management procedures. Independently plans own work, exercises initiative and provides the overall leadership in planning, directing, and coordinating regional fire management activities. Develops specific regional action plans and resolves management problems and conflicts as they arise. Changes in established operational procedures are discussed with the supervisor. 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 3-5, 650 Points

Guidelines primarily consist of Service/Departmental manuals, fire law and statutes, natural resource and land management standards, policy statements, and legislation. The guidelines are sometimes in developmental stages, unclear, or outdated. Considerable judgment and ingenuity are required to resolve diverse problems for which technical guidelines are insufficient or not directly applicable. Considerable professional judgment and discretion are required in identifying and

implementing the latest and most pertinent technological concepts and practices, or to develop or assist in the development of essentially new or vastly modified techniques and methods for obtaining effective results.

Factor 4 - Complexity – Level 4-5, 325 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, budget development, 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 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) extreme variables involving geography, elevation, climate, ground cover, lightning occurrence, and rate of ignition and spread that have a decided affect on plans, methods, procedures, and policies of all fire management activities; (6) a wide variety of fuels requiring different prescriptions for the use of fire as a tool; and (7) extended periods of drought, high winds, lightning, and other factors.

The diversity and synergism of environmental conditions, management strategies, habitat, and species require the incumbent to be especially versatile and innovative in order to recognize possible new directions or approaches and to devise new or improved techniques or strategies for obtaining effective results.

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. The incumbent develops new techniques for integration with all resource programs, objectives, and policies. The incumbent*s work, through program design and review, field evaluations, and anticipatory action on unique fire/refuge management problems has a direct impact upon the operations of all regional field stations and 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 Interagency fire management personnel, State and local officials, refuge managers, foresters, safety personnel, Washington Office staff, subject matter experts, researchers, university officials, State and local officials, environmental groups, private landowners, and as appropriate, Canadian and national officials.

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

Contacts are for the purpose of providing technical advice and guidance; coordinating work efforts and plans; assessing the adequacy of activities; and resolving significant fire management problems. Contacts also involve influencing or persuading other subject matter experts to adopt a particular course of action when there are conflicting opinions; or to change direction in a particular resource activity, due to technical considerations that are in conflict with a proposed resource objective. Contacts will frequently involve significant controversial issues that may have far-reaching implication to policy, life, property, and fire suppression costs.

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.

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

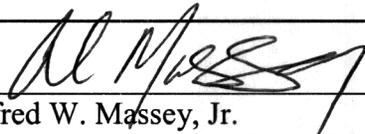
Work is usually performed in an office setting. Occasionally some exposure to discomfort or risk is encountered on field visits such as extreme heat or cold, or exposure to fire situations. Incumbent must wear protective clothing and other safety equipment when involved in prescribed fire and suppression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

FES EVALUATION STATEMENT

Title, Series, and Grade: Fire Management Coordinator, GS-0401-13

Organization: U. S. Fish and Wildlife Service

Position #: 9501S – 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 #9501S initially dated 3/24/95.

Evaluation Factors	Standards Used (Bmk #, FL#, etc)	Points Assigned	Comments
1. Knowledge Required by the Position - Level 1-8, 1550 Points – Position fully meets this Level.			
2. Supervisory Controls Level 2-4, 450 Points – Position fully meets this level			
3. Guidelines – Level 3-5, 650 Points – Position fully meets this level.			
4. Complexity – Level 4-5, 325 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: 3390		Grade Conversion: GS-13	
Final Classification: Fire Management Coordinator, GS-0401-13			
 Alfred W. Massey, Jr. Human Resources Specialist, (Classification)		8/24/2006 Date	