



**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 - Bureau Wide

Classification Title: Fire Management Officer

Organization Title: _____

Position Number: SOA9504/9504S Series and Grade: GS-0401-09/11

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 Refuge Fire Management Officer in the Region. The incumbent is responsible for providing technical advice and guidance related to the fire management program. The overall intent of the position focuses on development, planning, integration, and application of fire science methods and practices into the refuges total program. Integrates wildfire and prescribed fire programs at the planning and operational levels. **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

11/2/02

Date



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 Officer

Organization Title: _____

Series and Grade: GS-401-11

Position Number: 9504S

Category: Secondary/Administrative

RECOMMEND:

Edward A. Cymmer
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

95045

2. Reason for Submission: Redescription, Reestablishment, New, Other

3. Service: Mgrs, Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

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 (CR)

11. Position is: Supervisory, Managerial, Neither

12. Sensitivity: 1-Non-Sensitive, 2-Noncritical Sensitive, 3-Critical Sensitive, 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

Explanation (Show any positions replaced)
 Covered under 5 U.S.C. 8336 (c) & 8412 (d) in the secondary/administrative category.
 (Standard Position Description)

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Fire Management Officer	GS	401	11	jbs	3-24-95
d. First Level Review						
e. Recommended by Supervisor or Inviting Office						

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

Refuges and Wildlife

c. Third Subdivision

Division of Refuges

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

Signature _____ Date _____

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

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

See evaluation statement.

Typed Name and Title of Official Taking Action

Jackie Beatty-Smith
 Management Initiatives Specialist

Signature *Jackie Beatty-Smith* Date 3-24-95

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

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

Department of the Interior, FLERT Specialist
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)
 Firefighter Law Enforcement
 Primary Secondary/Administrative Sec/Supvy
 Date MAY 25, 1995 & NOVEMBER 13, 2002

24 Remarks

Fire Fighter retirement coverage approved by DOI on May 5, 1995. No changes to this PD May be made except amendments.

25 Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION (Please Read Instruction on the Back)

1. Agency Position No.
S0A9504

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		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) SOD for SPD#9504S		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		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 type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <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. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Fire Management Officer	GS	0401	09		
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment 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.

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
Ser. Def. for GS-401; GS-460, 1/99.

Typed Name and Title of Official Taking Action	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	Initials	Date
a. Employee (optional)			Department of the Interior, FLERT Specialist			
b. Supervisor			Firefighter	Law Enforcement		
c. Classifier			Primary	Secondary/Administrative	Cac/Supvy	
Approval Date			November 12, 2002			

24. Remarks
FPL GS-11. SPD Servicewide. STATEMENT OF DIFFERENCE: Job Classified 1 grade lower as GS-09. Performs kinds of duties as attached pd, but under closer supervision.

Heard Aug 7-12-03
APPROVED FOR SERVICEWIDE USE

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

Refuge Fire Management Officer
GS-401-11

INTRODUCTION

The incumbent of this position serves as the Refuge Fire Management Officer in the Region. Responsible for providing technical advice and guidance related to the fire management program. The overall intent of the position focuses on development, planning, integration, and application of fire science methods and practices into the refuges total program.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the technical staff specialist and authority in fire management activities with responsibility for providing technical advice and guidance to project leaders and their staffs. Integrates wildfire and prescribed fire programs at the planning and operational levels.

Participates in the formulation, establishment, and monitoring of refuge fire management goals and objectives.

Responsible for the development, leadership, and execution of the following programs and activities:

- (1) Fire Program Management - includes fire plans, presuppression and suppression activities, fire trespass, prescribed burning and smoke management;
- (2) Fuels Management - includes fuels inventory, fuel treatment, pre-attack plans, and land-use planning and environmental coordination; and
- (3) Fire Management Operations - includes mobilization and dispatch, fire prevention, training and qualifications, logistics, equipment needs, replacement and deployment, and fire suppression communications.

Coordinates aircraft operations pertaining to the use of aircraft for fire.

Develops budget estimates and annual work plans for presuppression, prevention, fuels management and prescribed fire. Approves all expenditures, and maintains accountable property records.

Develops cost estimates for emergency fire rehabilitation, and prepares project proposals.

Negotiates and/or prepares cooperative fire agreements and contracts relating to fire management issues with various State and local fire control agencies.

Plans, organizes, and carries out biological studies to determine the manner and extent to which populations are affected by refuge management practices.

May serve on various agency and interagency committees, teams and work groups dealing with specific local, regional, or national fire management issues and problems.

May participate as a member of an interagency fire management team.

Makes selections, counsels, evaluates, and disciplines employees. Makes recommendations for promotions and/or incentive awards.

Develops long-range plans for fire management. Coordinates activities necessary to comply with the National Environmental Policy Act and other legal policy requirements. Works closely with the regional office to ensure compliance with agency and departmental policy.

Responsible for fire related training that include interagency coordination, setting up course logistics, selecting and notifying attendees, obtaining and distributing course material, and serving as course instructor.

May supervise seasonal fire fighters and clerical support personnel. Ensures that all refuge personnel are properly trained for fire assignments and equipment is properly maintained and ready for use at all times.

(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 incidental duties as assigned. May provide other staff expertise in areas such as management, habitat management, refuge operations, biological program assistance, law enforcement, or environmental education.

Factor 1 - Knowledge Required by the Position

Professional knowledge of natural resource and land management principles, practices and concepts, including vegetative resources sufficient to serve as the technical authority for the full range of duties involved in the development and execution of the fire management program.

Professional knowledge of the theories, principles, and methodology of fire management that include fire ecology, fire behavior, fire hazard and risk analysis, fuel volume and flammability assessment, fire suppression techniques, meteorology, aircraft and equipment operation characteristics sufficient to develop and execute the fire management program and activities within the incumbent's area of responsibility.

Knowledge and understanding of principles and practices of refuge management sufficient to develop and recommend fire management activities and programs for inclusion into refuge management plans to protect and enhance fish and wildlife habitat and natural ecosystems.

Knowledge of Service/Departmental fire management policies, procedures, and budget processes.

Skill in the use of computer programs and models, and data bases for fire systems such as WIMS, FIREPRO, FMIS, BEHAVE, and direct entry reporting.

Working knowledge of the Service's administrative procedures such as those for budgeting and procurement in order to develop budget estimates and define the requirements for needed equipment, services, and methods.

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

Professional knowledge and understanding of the latest developments in fire management, aircraft and equipment, and to adapt, recommend or implement the use of such developments for the protection of the National Wildlife Refuges within the incumbent's area of responsibility.

Knowledge and skill in conducting fire management studies and the use of fire control and management practices, and the impact on the refuge environment.

Skill in oral and written communication.

Skill in operating motorized vehicles.

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

Factor 2 - Supervisory Controls

The incumbent's supervisor provides broad direction of a non-technical nature. The supervisor sets the overall objectives and program emphasis and works with the incumbent in developing project priorities and deadlines.

The incumbent is responsible for developing specific action plans, methods, procedures, and schedules for carrying out plans. Resolves problems and conflicts as they arise. Coordinates work with other staff members. Changes in established operating procedures are discussed with the supervisor. Completed work is reviewed for adequacy in meeting program objectives and compliance with established policies, regulations and overall refuge management plans.

Factor 3 - Guidelines

Guidelines primarily consist of Service/Departmental manuals, policy statements, basic fire laws, and fire management standards and principles. The incumbent exercises professional judgment in developing new methods and techniques to fit fire management plans and objectives. The incumbent adapts or extends the guidelines, or chooses from among alternative procedures.

Factor 4 - Complexity

Assignments involve a range of duties in the field of fire management. Primary responsibility is to provide technical advice, and to plan, coordinate, and monitor the fire management program and operations using data from various sources within the incumbent's area of responsibility.

There are a number of complicating features present on the refuges that must be considered at various times. The land areas and the functional programs are characterized by a significant number of complex features to 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 which may contain artifacts and antiquities; (3) habitat that supports numerous wildlife species; (4) land areas that may contain several threatened or endangered plants and animals; (5) variables involving geography, elevation, climate, ground cover, lightning occurrence, and rate of ignition and spread that have a decided effect on plans, methods, and procedures of all fire management activities; (6) a wide variety of fuels ranging from grasslands to forests, requiring different prescriptions for the use of fire as a tool; and (7) extended periods of drought, high winds, lightning and other factors.

The work involves many areas of uncertainty, and the complex interaction of a number of technical, resource, administrative and socio-economic problems. This requires the incumbent to extend, modify, or adapt procedures to resolve problems.

Factor 5 - Scope and Effect

The purpose of the work is to provide professional expertise in the development and execution of refuge fire management programs and to ensure the integration of fire management into all resource programs.

The incumbent's work, through the development and execution of the fire management program, has a significant effect or influence on the refuge or refuges in meeting their habitat and wildlife management goals and objectives.

The expertise provided by the incumbent in fire management affects the welfare and enjoyment of refuge visitors as well as the safety and well being of refuge employees.

Factor 6 - Personal Contacts

Contacts are with project leaders, other refuge employees, fire crew members, fire management officers, Regional Fire Management Coordinator, and subject matter experts in regional and Department headquarters, other Federal agencies, State and local officials, law enforcement and conservation officials, and private landowners.

Factor 7 - Purpose of Contacts

Contacts are for the purposes of exchanging information, coordinating local fire effects research and studies on the refuge, assisting in work efforts and plans, training, resolving mutual problems, developing agreements or contracts, and obtaining personnel, equipment and materials for fire suppression.

Factor 8 - Physical Demands

The work is primarily sedentary. Strenuous physical activity can be expected when duties include fire suppression and prescribed burning activities. A level of physical fitness is required that will allow the incumbent to work under periods of stress and intermittent physical exertion such as walking in rough terrain during field inspections. Fire assignments will require a physical fitness level meeting requirements of 310-1, Wildland Fire Qualification Subsystem Guide.

Factor 9 - Work Environment

Work will be performed in an office and field setting. Regular and recurring exposure to rain, wind, sun, etc., and to moderate exposure to excessive heat, smoke, dust, sharp tools, low level aircraft flights, motorized equipment, rough and uneven terrain, poisonous snakes and insects, and aerial retardant drops. Incumbent must wear protective clothing and other safety equipment.