

**POSITION DESCRIPTION ADDENDUM  
MOTOR VEHICLE OPERATION – INDIAN AFFAIRS**

Position Description Number:           F322-BIA          

The incumbent of this position will:  
[Place an "X" next to appropriate category]

**Regularly** operate government vehicles or equipment to perform the duties of the position.

Occasionally operate a motor vehicle, but not on a regular basis.

Not be required to operate a vehicle.

Employees occupying positions with the requirement to **regularly** operate a vehicle must successfully complete the web-based National Safety Council Defensive Driving Course every 3 years.

*All positions are subject to the Indian Affairs Motor Vehicle Operation Policy. Incumbents must be in compliance with all policy requirements depending upon position motor vehicle operation status.*

**POSITION DESCRIPTION ADDENDUM  
TELEWORK POLICY – INDIAN AFFAIRS**

Position Description Number:           F322-BIA          

[Place an "X" next to appropriate category]

**For positions suitable for telework, use the following language:**

The Bureau of Indian Affairs has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

**For positions not suitable for core or situational telework, use the most appropriate of the following two options:**

The Bureau of Indian Affairs has determined that the duties of this position are suitable for telework only during an emergency or natural disaster.

The Bureau of Indian Affairs has determined that the duties of this position are not suitable for telework under any circumstances.

**For positions that MANDATE telework, use the following language:**

The Bureau of Indian Affairs has determined that telework is required for this position and thus a condition of employment. The selectee is expected to telework \_\_\_ days a week. Selectees must be eligible to telework under the 2010 Telework Act.

- *To be used for all Standard Position Descriptions.*



**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: Bureau of Indian Affairs – Standard Position Description

Classification Title: Fire Management Officer

Organization Title: Regional FMO


Position Number: F322-BIA Series and Grade: GS-0401-14

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

This position is established to serve as the professional authority concerning the Region's fire management program. The incumbent provides technical, scientific and professional program advice, information and other support to the Regional Director, Regional Branch Chiefs, Agency Superintendents, Tribal Program Managers, and a wide variety of Agency/Tribal staff and fire Management personnel within the multi-state region. Responsibilities include overall leadership of the Region's fire management program, interagency and intra-regional program coordination, scheduling and conducting program review and audits. **This is an administrative position in an organization having a firefighting mission, and is in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for incumbents of this position.**

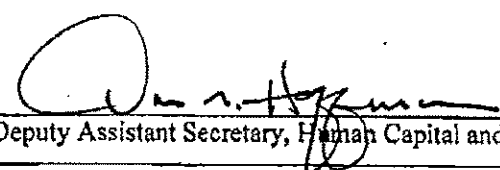
  
 ALAN SIZEMORE, Human Resources Specialist, DOI

05/10/2012  
 Date

  
 LYLE CARLILE, Director, Branch of Wildland Fire Management, BIA

5/10/12  
 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

5/21/12  
 Date

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

1. Agency Position No.  
 8. OPM Certification No.  
 9. Subject to IA Action  
 Yes  No  
 13. Competitive Level Code  
 14. Agency Use  
**F322-BIA**

2. Reason for Submission  
 Reassignment  New  Reestablishment  Other  
 3. Service  
 Home  Field  
 4. Employing Office Location  
 5. Duty Station  
 7. Fair Labor Standards Act  
 Exempt  Nonexempt  
 8. Financial Statements Required  
 Executive Personnel  Employment and Financial Interest  
 10. Position Status  
 Competitive  Excepted (Specify in Remarks)  
 11. Position Is  
 Supervisory  Managerial  Non-supervisory  
 12. Exempt From  
 1-Non-Sensitive  3-Critical  2-Nonessential  4-Special Sensitive

18. Classified/Graded by  
 Department of the Interior, Fire Management Specialist  
 This PD has been approved as follows under 5 USC 8336(c) and 8412(d)  
 Firefighter  Law Enforcement  
 Primary  Secondary/Administrative  Sec/Supvy  
 Approval Date: May 24, 2012  
 Fire Management Officer GS 0401 14 no 4/2/2012  
 Fire Management Officer GS 0401 14 no 4/2/2012

16. Organizational Title of Position (If different from official title)  
**Regional FMO F322-BIA**

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment  
 Department of the Interior  
 Bureau of Indian Affairs

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  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
 Robert L. Carile, Director, Branch of Wildland Fire Management  
 Signature [Signature] Date 1/3/22/12

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  
 USOPM, Professional Work in the Natural Resources Management & Biological Sciences Group, GS-0400 dated 8-08.

Typed Name and Title of Official Taking Action  
 Ronda N. Cook, Assistant Director, Center for Jobs & Compensation Design  
 Signature [Signature] Date 4/2/2012

Information for Employee. 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								

24. Remarks  
 Positions in the Bureau of Indian Affairs are in the competitive service unless occupied by an incumbent appointed under Schedule A 213.3112 (a)(7). In such cases the position is in the excepted service during the tenure of the excepted employee.

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

STANDARD POSITION DESCRIPTION  
BUREAU OF INDIAN AFFAIRS  
FIRE MANAGEMENT OFFICER GS-401-14  
ORGANIZATIONAL TITLE: *REGIONAL FMO*

INTRODUCTION

The mission of the Bureau of Indian Affairs (BIA) is to enhance the quality of life, promote economic opportunity, and carry out the responsibility of protecting and improving the trust assets of American Indians, Indian tribes, and Alaska Natives. This is accomplished through the delivery of quality services, while maintaining government to government relationships within the spirit of Indian self-determination.

The mission of the Branch of Fire Management is:

1. To provide for safe and effective wildland fire protection on privately owned Indian forest and range lands held in trust by the United States of America through the use modern and efficient Interagency fire management practices including appropriate fire suppression; a responsive and cost effective presuppression program based upon a cooperative approach to a common problem with other wildland fire protection agencies; a creative fire prevention program focusing on hazard abatement through the application of a fuels treatment program; and the implementation of tribal control of the program under Indian Self Determination as requested by tribal government.
2. To provide safe and cost effective use of aviation resources on an interagency basis throughout all Bureau operations that comply with existing statutes, regulations and policies governing their use; implementation of modern technology in the Bureau's use of aviation assets; and to provide technical assistance to tribal governments, as requested, in the safe and effective use of tribal managed aviation resources and facilities.

This position is established to serve as the professional authority concerning the Region's fire management program. The incumbent provides technical, scientific and professional program advice, information and other support to the Regional Director, Regional Branch Chiefs, Agency Superintendents, Tribal Program Managers, and a wide variety of Agency/Tribal staff and fire management personnel within the Region. Responsibilities include overall leadership of the Region's fire management program, interagency and intra-regional program coordination, and scheduling and conducting program review and audits. Integrates fire management into other Bureau programs to accomplish natural resource management goals and objectives. The Region's fire management program is large and complex due to the wide variety of vegetation types, region-wide climatic variation, large staffing levels, budget size and scope, and significant and varied interagency coordination.

Interaction with the National Fire Program Office (BIA-NIFC) located in Boise, Idaho is essential. The success, future direction, efficiency, and effectiveness of the BIA's fire management program as it relates to the long term management of trust lands throughout the Region depends on the vision and leadership of this position. The fire management program in the Region has Bureau-wide implications in view of resource needs and policy implementation. The incumbent operates under a written limited delegation of authority from the Regional Director to represent the Bureau of Indian Affairs within one or more interagency wildland fire geographic coordination areas in the United States. Each coordination group is comprised of 8-12 federal and state wildland fire agencies.

During emergency fire situations the incumbent may be required to participate in wildland fire management (suppression or support) activities. This will require the incumbent to use various fire suppression techniques, methods and tools and on occasion will participate in low-level flights over mountainous terrain. Due to the hazardous nature of firefighting, the incumbent will be required to attend classroom and on-the-job training in the use of personal protective measures; use of specialized firefighting equipment and practices; aircraft and fireline safety; fire behavior; and first aid.

This BIA Standard Position Description (SPD) is a key fire management position. The Regional Fire Management Officer position is required to meet the Interagency Fire Program Management Standards and Guide (IFPM) for the position of Geographic Area Fire Program Manager. The IFPM standard includes minimum qualifications, training requirements, competencies, and key performance elements.

Prior firefighting experience as gained by substantial service as a wildland firefighter is a MANDATORY PREREQUISITE for incumbents of this position.

### **MAJOR DUTIES**

Serves as the Regional Fire Management Officer. The incumbent may or may not provide supervision and/or oversight of regional fire management program staff. This staff could include Prescribed Fire and Fuels Management Specialists, Operations Specialists, Fire Prevention and Education Specialists, Aviation Managers, Safety Specialists, Ecologists, Fire Monitoring Specialists, Fire Weather Meteorologists, Wildland Urban Interface Coordinators, Program Assistants, Administrative Staff, and Zone Fire Management Officers (15%)

The incumbent represents the Regional Director, by a written delegation of authority, to make agency decisions concerning the prioritization of wildland fires and assignment of critical fire and aviation assets when resource demand exceeds resource availability. (10%)

Has primary responsibility for implementation and oversight of the Region's Firefighter Safety Program to ensure that firefighter and public safety are the number one priority in all fire management operations. (10%)

Formulates regional policies and procedures for fire suppression and preparedness, prescribed burning operations, fuels treatment, fire evaluations, fire rehabilitation, fire prevention, and fire arson investigations. Ensures consistency of the application of national and regional policy by review of agency and tribal fire management programs. Decisions and commitments have wide influence on Region's fire management program. Ensures that national and regional fire and aviation administration guidelines are being followed and that appropriate and correct reporting is being accomplished. (10%)

Keeps informed on fire danger within the Region and around the country; develops long and short term fire resource mobilization plans with interagency geographic coordination groups to ensure appropriate fire response. Coordinates implementation of Agency aviation, prescribed and wildland fire program with the interagency community. Coordinates aircraft operations and acquisitions pertaining to the use of aircraft for fire suppression, preparedness, and prescribed fire operations for the Region. (5%)

As the Region's program representative, is responsible for coordinating and conferring with other fire and aviation management agencies, regions, states, and other natural resource and emergency management agencies to ensure program continuity and coordination. Ensures that agency and tribal fire and aviation management plans, agreements, and decision criteria between agencies are compatible with policy. (10%)

Keeps informed and aware of fire program initiatives, developments, and practices of wildland fire science and research. (5%)

Ensures that the Region's fire program training needs and qualifications criteria are met. Coordinates planning and conducting of training with other agencies as needed. Approves unusual or out of the ordinary training. Monitors and audits the Region's use of the Department's Incident Qualification and Certification System and the Interagency Fire Program Qualification Standards. (5%)

Serves as the Region's technical specialist on wildfire incident management, including interagency team management, fire science, safety, training, operations, fire logistics, fire business management, and fire personnel administration. Provides expertise and advice to agencies and tribes on matters concerning wildland urban interface fire issues and problems. (5%)

Prepares and implements the formulation and implementation of budgets on a multi-year basis with the national office. (5%)

Conducts and manages functional inspection/program review of agency and tribal fire management activities for compliance with approved plans, rules, regulations, policies, and guidelines. (5%)

Works with the National Fire Management Office to provide input on fire management policy of a national scope to develop Bureau of Indian Affairs policy and guidelines. 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. Participates on national interagency working teams and task group as required. (5%)

Addresses issues of national and regional media interests, congressional officials, public interest groups and other public officials by explaining and discussing fire management policies and management decisions. Attempts to resolve politically and socially complex and highly controversial issues. Serves as the Region's specialist and liaison, speaking for the Bureau at professional meetings and symposia. (5%)

Reviews and recommends approval of long-range fire management plans that include policies, priorities, ensuring the correlation and integration of fire management into forestry and natural resource management programs. (5%)

## **FACTORS**

### **1. Knowledge Required by the Position**

Prior on-the-line wildland firefighting experience is required to comprehend and apply fire management strategies, tactics, and fire prevention and mitigation procedures to fire management objectives and to determine the consequences of proposed actions.

Knowledge of, and experience in fire suppression strategy, tactics, fire behavior, fuel models, fire weather, Incident Command System (ICS), firefighting tools and equipment to safely lead and execute a regional fire management program.

Expert knowledge in fire science and management concepts, i.e., fire ecology, fire behavior, hazard fuel assessment, to develop, propose, and recommend substantial field area program innovations, significant program changes, or alternate courses. Skill in developing unit-level and multi-unit fire management plans.

Knowledge of other agency missions, practices and procedures with regard to fire management and fire science sufficient to develop multi-jurisdictional fire plans and response agreements with neighboring fire programs (e.g., U.S. Forest Service, Bureau of Land Management, US Fish and Wildlife Service, National Park Service, participating state forestry departments, etc.).

Knowledge of budget policy and procedures for federal agencies including sufficient knowledge of agency fire business management practices in order to accomplish budget formulation and execution exercises using computer based programs.

Skill in designing, advising, reviewing, and examining fire management plans through scientifically based alternative analysis in order to recommended alternatives used in planning land management actions for ecologically diverse landscapes.

Knowledge of Departmental, Bureau, Federal Aviation Administration and interagency aviation policies and practices with emphasis on safety and other technical applications.

Comprehensive knowledge and skills to provide technical direction, guidance, and coordination for a highly active and diversified fire management program.

Ability to resolve complex fire management problems that exist in wildland/urban environments and be instrumental in conflict resolution between other federal government agencies, state agencies, and the private sector.

Extensive knowledge of the latest developments in fire science, ecology, and management to adapt or use them to achieve long-term natural resource restoration and maintenance goals and objectives.

Knowledge of the applicability and cost-effectiveness of new findings and the ability to incorporate them into the regional standards and guidelines.

Knowledge of watershed characteristics, soil characteristics and properties, vegetation, animal-life, forest insects and disease, and their relationships with, and influences on, fire management actions.

Knowledge of requirements imposed by federal and state legislation and regulations such as National Environmental Protection Act, Threatened and Endangered Species Act, Clean Air Act, Wilderness Act, Tribal Forest Protection Act, etc.

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

## 2. Supervisory Controls

The Regional Director, Deputy Regional Director, Regional Forester, or Regional Natural Resource Director provides broad general goals and expectations to the incumbent concerning the regional fire management program and the administrative framework, which serves as the principal basis for management control. The incumbent exercises initiative in providing regional leadership in the fire specialty areas of planning, coordinating, and administration of a broad and diversified Regional fire program. Determinations are based on sensitivity and understanding of current fire science trends, study results and proposed substantive changes in fire management planning. The employee in this position provides technical expertise to the Region's fire management programs and work results are normally accepted without significant change. Review



of the work is typically focused on regional program achievement, meeting of objectives, effect of advice given, and contribution to the field of fire management and science.

### 3. Guidelines

Guidelines are very general and broad; they are stated in terms of technical policies and planning objectives of top level management planning which generally specify fire management direction and emphasis. The incumbent is expected to develop specific and diversified methods and procedures, identifying and including the latest scientific and technological concepts and practices, and ensure incorporation of these into regional directives and fire management plans throughout the agency and tribal programs within the Region. Exercises judgment and originality in developing or adding in the development or evaluation of fire management plans and programs to ensure they are technically sound and have the ability to address highly variable and sometimes unusual problems associated with fires and all hazard incidents and conditions throughout the Region.

### 4. Complexity

The work usually involves developing broad and diversified fire management programs throughout a multi-state, multi-reservation, and multi-agency setting. This includes plans and projects for reservations that have complex fire and aviation management programs. Extensive coordination efforts are essential to integrate planning with various agencies, both federal and state, and other government entities to arrive at cooperative and integrated programs. The incumbent assesses proposed fire plan operations characterized by numerous and various complications and conflicting viewpoints that exist on types of fire management programs. The incumbent independently evaluates objectives for fire management projects and plans, integrating and analyzing physical, social and economic variables and impacts in order to advise Superintendents and Tribal Managers on recommendations, associated decision criteria, implementation standards, and techniques applicable to the particular reservation needs.

### 5. Scope and Effect

The work of the incumbent significantly impacts the full array of fire management activities throughout the Region. The Region's programs and areas of responsibility have Bureau-wide impact on fire management programs, policies and techniques. The work often directly interrelates with other Bureau divisions and with tribal, other federal, state, and private groups and individuals in achieving long-range fire management goals, objectives, and operations throughout the Region. Due to the Interagency nature of fire management operations, decisions made have far reaching implications to life, property, resource loss, and fire management costs across large geographical areas.

### 6. Personal Contacts

Contacts are frequently non-routine and are made with professional and highly technical personnel within the Agency and outside the organization. These contacts include Agency Superintendents, Tribal Councils, Tribal Managers, Regional Managers, Agency headquarters staff and high level managers in cooperating agencies including managers from DOI, USDA, USFS, BLM, NPS, FWS, various state organizations, and private cooperators. They also include other agency fire science specialists, natural and cultural resources management specialists, research personnel, aviation specialists, biologists, foresters, and a variety of supporting technicians. Contacts may also include legal personnel, members of concerned private organizations, public media, universities, and other fire and aviation organizations.

#### 7. Purpose of Contacts

Contacts are made to resolve significant fire and aviation management problems within the Bureau and with other agencies, organizations, and individuals. The incumbent is often required to justify or defend the Region's position or policy on fire management issues. Contacts frequently involve very controversial and emotional issues that may have far reaching implications to policy, life, property, resources and fire management or suppression costs. Contacts are also established to enhance information exchange, to establish interagency fiscal and operational agreements that allow multi-disciplinary cooperation and coordination among other Bureau program areas. Contacts provide for the flow and transfer of information between the Regional fire management programs and the Washington Office.

#### 8. Physical Demands

The work is mainly sedentary, usually performed at a desk. There is some physical exertion while inspecting and evaluating the programs or readiness of agency and tribal fire management operations sites. This includes walking over rough, uneven terrain in a wide variety of weather conditions. Incumbent is occasionally required to perform physically rigorous assignments and mandatory physical and medical standards applicable to the duties performed in the field may be required.

#### 9. Work Environment

Work is normally performed in the office environment and at times in the field viewing incidents or sites. There is exposure to moderate discomforts such as extremes of heat, cold, and inclement weather when performing site visits.

#### 10. Conditions of Employment

The incumbent will be required to operate a government-owned or leased vehicle in the performance of his/her duties. The incumbent must possess a valid state driver's license and meet the requirements of the BIA Driving Policy.