

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

Position Description Number: F323-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: F323-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

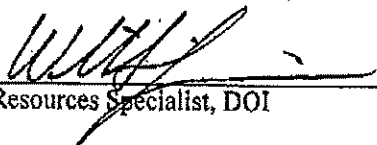
Classification Title: Forestry Technician (Operations Coordinator)

Organization Title: Operations Coordinator

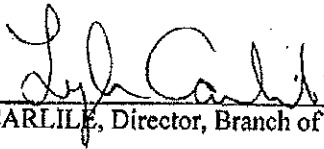
Position Number: F323-BIA Series and Grade: GS-0462-10/11

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

The incumbent of this position works in an interagency Geographic Area Coordination Center (GACC) where they function as a dispatcher of resources ordered primarily for activities involving pre-suppression and suppression of wildland fires throughout the respective geographic area. 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. _____

2. Reason for Submission: Reestablishment New Hours Full Part

3. Service: New Other

4. Employing Office Location: _____

5. Duty Station: _____

6. OPM Certification No. _____

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Employee Personnel Employment and Financial Status

9. Subject to IA Action: Yes No

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

11. Position is: Supervisory 1-Exec. Employee 2-Other

12. Sensitivity: 1-Exec. Employee 2-Other

13. Competitive Level Code: _____

14. Agency Use: **F323-BIA**

15. Department of the Interior, Bureau of Indian Affairs, Operations Coordinator

16. Official Title of Position: **Operations Coordinator**

17. Name of Employee (if vacant, specify): _____

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

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 relationship, and that the position is necessary to carry out Government functions for which I am responsible. The certification is true and accurate.

21. Classification Standards Used in Classifying/Grading Position: USOPM, PCS, Fished for Forestry Tech Series, GS-0482, dated 12-91; USOPM, GLG for Aid & Tech Work in the Biological Science Series, GS-0460, dated 12-91; USOPM, Intro. to PCS, Appendix 3, Primary Standard.

22. Position Classification Standards Used in Classifying/Grading Position: USOPM, PCS, Fished for Forestry Tech Series, GS-0482, dated 12-91; USOPM, GLG for Aid & Tech Work in the Biological Science Series, GS-0460, dated 12-91; USOPM, Intro. to PCS, Appendix 3, Primary Standard.

23. Position Review: _____

24. Remarks: Positions in the Bureau of Indian Affairs are in the competitive service unless occupied by an incumbent appointed under Schedule A 215.3112 (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)

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STATEMENT OF DIFFERENCE

GS-10

This is a trainee level for the purpose of training the incumbent for higher level duties. This position is identical to Position Number _____ with the following exceptions.

The full performance level for this position is GS-11. When filled at the next lower level (i.e., GS-10) the incumbent will function under closer supervisory controls than described at the full performance level. More detailed instructions for work assignments are given and there is a closer review of completed work for technical adequacy. The incumbent is expected to gradually assume more complex assignments as a result of on-the-job training and a carefully planned training program.

When the incumbent meets or exceeds the work performance requirements of this level, and otherwise satisfies qualifications and other administrative requirements, promotion action on a noncompetitive basis will be initiated by the supervisor.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. _____

2. Reason for Submission: Redescription New Holdover Field

3. Service: New Holdover 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)

11. Position Title: _____

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

13. Compulsive Level Code: _____

14. Agency Use: _____

15. Classification Grade by: **Department of the Interior, Firefighter (GS-0462)**

16. Office of Personnel Management: Firefighter Law Enforcement

17. Department, Agency or Establishment: **Primary** Secondary/Administrative

18. Approval Date: **Mar 21, 2012**

19. Occupational Code: **6330(c) and 8412(d)**

20. Grade: **Sac/Supvy**

21. Title: **F323-BIA**

a. Second Level Review	Forestry Technician (Operations Coordinator)	GS	0462	11	4/02/12
d. First Level Review	Forestry Technician (Operations Coordinator)	GS	0462	11	
e. Recommended by Supervisory or Including Office	Forestry Technician (Operations Coordinator)	GS	0462	11	

16. Organizational Title of Position (if different from official title): **Operations Coordinator F323-BIA**

17. Name of Employee (if vacant, specify): _____

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

a. First Subdivision: **Bureau of Indian Affairs**

b. Second Subdivision: _____

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): **Robert L. Carlie, Director, Branch of Wildland Fire Management**

Signature: _____ Date: _____

Signature: *Robert L. Carlie* Date: **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, POS, Flysheet for Forestry Tech Series, GS-0462, dated 12-91; USOPM, GLG for Aid & Tech Work in the Biological Science Series, GS-0400, dated 12-91; USOPM, Intro. to POS, Appendix 3, Primary Standard.**

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 of the U.S. Office of Personnel Management.

23. Position Review: _____

Signature: *Ronda N. Cook* Date: **4-2-12**

	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 (e)(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
FORESTRY TECHNICIAN (OPERATIONS COORDINATOR), GS-0462-11
ORGANIZATIONAL TITLE: *OPERATIONS COORDINATOR*

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 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 of modern and efficient Interagency fire management practices including appropriate fire suppression; a responsive and cost effective pre-suppression 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.

The incumbent of this Bureau of Indian Affairs position works in an interagency Geographic Area Coordination Center (GACC) where they function as a dispatcher of resources ordered primarily for activities involving pre-suppression and suppression of wildland fires throughout the respective geographic area.

Each GACC is a detached unit from the Fire and Aviation Management staffs of the National and Regional Offices of the Forest Service, Bureau of Land Management, National Park Service, Bureau of Indian Affairs, and U.S. Fish and Wildlife Service. The lands within the Geographic Areas have a long history of wildfire activity requiring an interagency coordinated effort to ensure successful resource mobilization and demobilization to incidents which threaten our natural resources, including commercial timber, wilderness, threatened and endangered species habitat, recreation, watershed, and airshed.

FIREFIGHTER RETIREMENT COVERAGE: "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."

This position may be located in any one of the following Geographic Area Coordination Centers:

Alaska Area - Ft. Wainwright, AK
Eastern Great Basin - Salt Lake City, UT

Eastern Area - Milwaukee, WI
Northern California - Redding, CA

Northern Rockies - Missoula, MT
Rocky Mountain Area - Lakewood, CO
Southern California - Riverside, CA
Western Great Basin - Reno, NV

Northwest Area - Portland, OR
Southern Area - Atlanta, GA
Southwest Area - Albuquerque, NM

MAJOR DUTIES:

Operations Coordination 50%

Serves as the Operations Coordinator for an Interagency Coordination Center which administers a diverse range of program operations with complicating variables.

Assists with the overall execution of activities of the Operations Section of the GACC. This involves the intra and inter-geographical area movement of aircraft, personnel and equipment. Cooperates with Federal, State and other land management agencies in this activity.

Sets priorities and directs the movement of personnel, equipment, supplies, and aircraft to respond to wildland fires. Collaborates with fire management organizations to solve nonstandard technical problems requiring the use of specialized techniques. Provides information to local governments and media outlets regarding the status of wildland fires and the danger they pose, air quality affects, and transportation disruptions.

Coordinates the availability and geographical placement of shared resources (e.g. air tankers, lead planes, aerial delivered firefighters (smokejumpers and rappellers), and aerial delivered firefighter aircraft) within the Geographic Area.

Assists in implementation of Multi-Agency Coordination Group decisions. Monitors daily fire situation in the geographical area, and keeps Operations Manager or Center Manager apprised of current and anticipated fire complexities in order to support decision making for critical wildfire situations.

Insures that mobilization/demobilization actions (movements of personnel, equipment and aircraft) are planned and conducted in a manner which keeps safety considerations foremost while also meeting time frames of requests for incident support.

Coordinates transport flights for crews, personnel and cargo utilizing large or light government-owned or contracted aircraft as well as the use of infrared aircraft in accordance with local and national agreements.

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

The incumbent communicates and coordinates with federal interagency fire management staffs at their regional/state/area offices and cooperating State Agencies.

Responsible for validation and completion of flight invoices and assistance in agency payment processes.

Performs required validation of aircraft and pilots certification to ensure interagency requirements are being met.

Program Support 30%

Participates and coordinates special projects or programs in the general management program including, review at field unit locations to provide guidance, keeps informed of local conditions, and determines conformance with established policies, programs and procedures with special emphasis on logistics support and coordination.

Conducts preparedness reviews and determines adherence to regulations and instructions included in unit fire plans and the mobilization and readiness of fire equipment and personnel.

Performs specialized administrative work in support of the mobilization of the necessary equipment, vehicles, communication capabilities, and operational facilities.

Monitors quality of contracted, call-when-needed, and/or negotiated services for compliance with specifications and work performed in accordance with scope of agreements and contracts for incident resources.

Applies the technical methods, practices, and procedures of aviation operations as well as management practices, agency policies and programs, to execute and complete conventional projects or oversee day-to-day operations of field-based projects.

Reviews and assists in the development of aviation manuals, handbooks, and workshops, which provide appropriate directions and training in the safe and effective use of aircraft.

Assists with the development, annual updating, printing and on-line posting of the Geographic Area Mobilization Guide.

Ensure that the requirements of OMB Circulars, federal, departmental and agency directives and policies are met for each administrative flight.

Assists DOI, Forest Service, and other applicable units in the development of mission or project plans.

Center Operations 20%

Assumes responsibility for Operations during the absence of the Operations Manager, and may serve as acting Center Manager in his/her absence.

Assists in development of office policy and technical guidance of the operational systems, including handbooks, guides, and operational plans. Evaluates adequacy and effectiveness of office operational systems through periodic reviews. Inspects for compliance with established policies, standards, programs objectives, and user responsiveness.

Assists with development of the GACC Operations Plan.

FACTORS

This is a Testing Designated Position (TDP) under the Department of Interior Drug Free Workplace Program.

Incumbent may be required, as an incidental duty, to operate a government-owned or leased motor vehicle during the performance of official duties.

1. Knowledge Required by the Position

Comprehensive knowledge of fire management principles, cost benefit analysis, fire prevention, preparedness planning and suppression, Incident Command System, mobilization and demobilization, equipment and aircraft capabilities and limitations, air operations safety, fire retardants, fiscal procedures, personnel procedures, diverse Federal land management agency policies and procedures, cooperating agency authorities, and dispatching practices.

Knowledge of natural resource-related disaster situations to evaluate the efficiency and effectiveness of procedures and programs; to adjust and revise programs and procedures to facilitate effective operations in the face of technical or administrative obstacles.

Practical knowledge of wildland fire gained from fireline firefighting experience or participating on-the-ground in prescribed burn operations.

Knowledge of the policies and regulations of different federal and state agencies pertaining to aircraft use, certification and maintenance, pilot qualifications and certifications, duty limitations, and aircraft and pilot approvals and carding.

Specific knowledge of tactical airborne firefighting methods, aircraft capabilities, support requirements, limitations and restrictions, as well as airport capabilities and restrictions.

Knowledge of the concepts and principles of flight, basic airplane and helicopter components, the flight environment, aircraft systems and performance, and flight planning decision making.

Knowledge of fire and aviation weather terminology; weathers' effects on various fuel types; potential risks as an ignition source; and specific knowledge of weather as it influences fire behavior relative to fire suppression and planned/prescription fire activities. Also requires knowledge of weather as it affects the safe use of aircraft for aerial attack to fire missions and for administrative flights.

Knowledge of firefighting techniques and practices, equipment, and resources used in wildland fire suppression, including support needs, communications, and safety precautions sufficient to (1) perform logistics coordination functions for a variety of agencies with varying internal procedures and (2) devise alternative dispatch procedures to supplement preplanned guides which meet the needs of the fire suppression/prescribed fire organization during fire occurrence periods.

Knowledge of the National Incident management System (NIMS), the Incident Command System (ICS), and the Wildland Fire Qualification System.

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

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

2. Supervisory Controls

The supervisor of record of the incumbent may be the BIA National Interagency Fire Center Operations Section or any one of the Regional Fire Management Officers. Day-to-day administrative oversight will be provided by the Coordination Center Operations Manager or Center Manager. Work is assigned in the form of goals and objectives to be attained and coordinates with the incumbent the resources (personnel and other) which will be allocated. Incumbent and supervisor generally confer on the priority of various assignments and deadlines. Incumbent works independently in attaining planned objectives, interpreting policies and regulations, resolving technical or administrative conflict, and coordinating emergency response activities. Policy questions are discussed with the supervisor, but conclusions reached are frequently the result of joint coordination and agreement. Incumbent's recommendations and decisions are usually accepted as technically accurate, subject to overall review for conformance to policy and program objectives.

3. Guidelines

Only general guidelines are available and are limited to general functional statements and/or work samples which are not always directly related to the core problem of the assignments, have gaps in specificity, or are otherwise not completely applicable. In addition there are broad interagency guides which provide direction such as agency specific manuals, handbooks, directives, and policy statements.

Uses judgment in selecting, interpreting, and applying operating procedures, instructions and new techniques, and in deviating from traditional methods or adapting new methods or compromises. Exercises judgment in advising unit staff and local and State agency personnel, as appropriate, on the requirements of Federal laws and their applicability and effect on local resource efforts which involve Federal lands or funds.

4. Complexity

The GACC coordinates movement of all types of wildfire suppression, preparedness, and prescribed fire resources (personnel, aircraft, and equipment), both government-owned and contracted nationwide. Movement of these resources involves all partner agencies; Federal, State, Military, national and local cooperators, cities, counties, rural cooperatives, fire departments, private contractors, etc. The complexity is increased with the variety and severity of wildfire activity, weather and fuel types. The incumbent must assist coordination efforts for multiple large incidents as well as new ignitions occurring simultaneously on many separate Federal Land Management Units and state agencies' lands. Resource support may also be provided under international agreement with foreign countries experiencing significant wildland fire activity. In addition to wildland fires, other natural and human-caused disasters such as earthquakes, floods and volcanoes are supported by the GACCs.

The incumbent must exercise a high degree of resourcefulness and ingenuity in devising solutions to controversial or unique issues. The work involves many areas of uncertainty and complex interaction in dealing with numerous technical, resources, administrative, and socio-economic issues. This requires skillful development of new techniques and criteria for the resolution of a wide range of issues in diverse environmental situations.

The Geographical Area includes rugged and complex firefighting topography and high value natural resources. Threats to life, property, and natural resources are commonplace. Decisions made by the incumbent risk or protect human lives and property and affect natural resources for years to come.

The complexity is further increased by the need for the incumbent to be sensitive to unique needs, considerations and demands involving agencies, state, military units, environmental impacts/issues, economic concerns, and socio-political effects. In addition, the incumbent must communicate actions and plans in a way that is understandable and supportable to agencies, cooperators and the general public.

When mobilizing resources to assist with non-wildland fire disasters, the incumbent must be capable of matching the skills and capabilities of personnel and equipment in the wildland fire community to the unique needs of the incident.

The incumbent must analyze and react to frequent changes in aviation policy, technical and administrative requirements issued by agencies or bureaus within the executive branch.

5. Scope and Effect

The GACC is unique in that it has delegated authority by Federal land management agency heads to mobilize personnel and equipment throughout the nation for incident emergencies or preparedness needs. The purpose of the work is to provide assistance in planning for and mobilizing resources to incidents threatening life, property and natural resources.

The incumbent's actions and decisions have a direct bearing on the accomplishment of resource and incident objectives, reduction of suppression expenditures, protection of valuable resources and community assets.

6. Personal Contacts

Personal contacts are made with all levels of cooperating land management and emergency support agencies nationwide. Primary contacts are with regional/state and field unit level aviation and fire management staff, Unit Coordinators, other GACCs, National Interagency Coordination Center at Boise, Idaho, Headquarters' Offices, which includes the Bureau of Indian Affairs, Bureau of Land Management, Fish and Wildlife Service, Forest Service, National Park Service, State and Local County Agencies, U.S. Military, National Guard Units, Federal Emergency Management Agency, Federal Aviation Administration, Office of Aircraft Services, Aviation Management Directorate, and National Weather Service. Other personal contacts are with national and local news media, contractors and the general public.

7. Purpose of Contacts

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

During periods of high competition for resources, negotiations and leadership are routinely required.

8. Physical Demands

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

9. Work Environment

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