



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: Any DOI Bureau may use this Standard PD and must use the Standard PD Number

Classification Title: Fire Management Officer

Organization Title: \_\_\_\_\_

Standard Position Number: FDI0235 Series and Grade: GS-0401-13

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

The incumbent provides short and long-range fire management planning, program direction and coordination, and evaluation of the fire management program. The position is responsible for developing and implementing an integrated fire management program to achieve resource management objectives. Provides leadership, coordination, and direction, for the administration of the fire suppression, detection and prevention programs; dispatching and other communication services; fuels/vegetation management; aviation management; mitigation and education; and the integration of fire and aviation management plans and activities with other natural resources.

**This is an administrative position in an organization having a firefighting mission, and is clearly 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.**

**WILLIAM SIZEMORE**

Digitally signed by WILLIAM SIZEMORE  
DN: c=US, o=U.S. Government, ou=Department of the Interior, ou=Office of the Secretary of the Interior, cn=WILLIAM SIZEMORE, o.9.2342.19200300.100.1.1=14001000976882  
Date: 2018.10.24 14:35:39 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

HOWARD HEDRICK, Assistant Director, Fire and Aviation (Acting), BLM

10/24/18  
Date

WILLIAM (BILL) KAAGE, Chief, Division of Fire and Aviation, NPS

10/24/18  
Date

JAMES JACKSON, Director, Branch of Wildland Fire Management (Acting), BIA

10.24.18  
Date

CHRIS WILCOX, Chief, Branch of Fire Management, FWS

10/24/18  
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:

**AYANNA SEARS**

Digitally signed by AYANNA SEARS  
Date: 2018.10.30 13:45:42 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date



<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)							1. Agency Position No. <b>FDI0235</b>		
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other		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) <b>New DOI Fire Standard PD</b>		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
		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 type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive			
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment		<b>Fire Management Officer</b>		<b>GS</b>		<b>0401</b>		<b>13</b>	
c. Second Level Review		<b>Department of the Interior, FLERT Specialist</b>							
d. First Level Review		<b>This PD has been approved as follows under 5 USC 5336(c) and 5412(c)</b> <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement							
e. Recommended by Supervisor or Initiating Office		<b>Approval Date</b> <b>October 30, 2018</b>							
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment <b>Department of the Interior</b>				c. Third Subdivision					
a. First Subdivision <b>BIA BLM NPS FWS</b>				d. Fourth Subdivision					
b. Second 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. <b>Supervisory Certification.</b> 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					Signature				
Date					Date				
21. <b>Classification/Job Grading Certification.</b> 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 <b>Renae Lockwood,</b> <b>Classification Program Manager</b>					22. Position Classification Standards Used in Classifying/Grading Position <b>Job Family Standard for Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 Sept. 2005; GSSG HRCD-5 June 1998, April 1998.</b>				
Signature <b>RENAE LOCKWOOD</b>					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.				
Digitally signed by RENAE LOCKWOOD Date: 2018.10.22 10:05:10 -04'00'					Date <b>10/22/2018</b>				
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks <b>This position is at the full performance level.</b>									
25. Description of Major Duties and Responsibilities (See Attached)									

## Instructions for Completing Optional Form 8

### POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- \*1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- \*2. Check one.
  - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
  - "New" means the position has not previously existed.
  - "Reestablishment" means the position previously existed, but had been cancelled.
  - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
  - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- \*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- \*5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- \*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
  - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
  - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- \*15. Enter classification/job grading action.
  - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
  - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
  - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- \*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- \*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- \*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- \*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e. g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Fire Management Officer  
GS-0401-13**

## **I. INTRODUCTION**

This position serves as a Fire Management Officer (FMO) over a multi-layered organization where the base level of work supervised is GS-11. The incumbent provides short and long-range fire management planning, program direction and coordination, and evaluation of the fire management program. The position is responsible for developing and implementing an integrated fire management program to achieve resource management objectives. Provides leadership, coordination, and direction, for the administration of the fire suppression, detection and prevention programs; dispatching and other communication services; fuels/vegetation management; aviation management; mitigation and education; and the integration of fire and aviation management plans and activities with other natural resources. The employee must remain abreast of the latest scientific, technological advances in the fire sciences and be ready to apply them to the latest issues, both within the bureau and in interagency workgroups. This position is at the full performance level.

## **II. MAJOR DUTIES**

### **Supervisory and Program Management and Safety (60%)**

Plans work to be accomplished by subordinates, sets and adjusts priorities, and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; evaluates work performance of employees; provides advice, counsel, or instruction to employees on work and administrative matters; interviews candidates for positions; hears and resolves complaints from employees; effects disciplinary measures; identifies developmental and training needs of employees, provides and/or arranges for needed development and training; finds ways to improve production and increase the quality of the work directed; and develops performance standards.

As a second level supervisor the incumbent utilizes subordinate supervisors and/or leaders to direct, coordinate, and oversee the work of the employees in the organization. Exercises significant responsibilities in dealing with officials of other offices or organizations, and in advising management officials of higher rank; assures reasonable equity of performance standards and rating techniques developed by subordinate supervisors; makes decisions on work problems presented by subordinate supervisors, team leaders, contractors, or similar personnel; evaluates subordinate supervisors or leaders and serves as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors; makes or approves selections for subordinate nonsupervisory positions; recommends selections for subordinate supervisory positions and leader positions; hears and resolves group grievances and serious employee complaints; makes decisions on non-routine, costly, or controversial training needs and training requests related to employees of the organization; approves expenses comparable to within-grade increases, extensive overtime, and employee travel; and finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve

business practices.

Directs all phases of the fire management program and is responsible for its planning, program direction, coordination and evaluation. Analyzes fire management plans and initiates changes within guidelines or makes recommendations to meet changing conditions within the limits of current or anticipated funding. Ensures that the fire management program is in compliance with environmental laws, regulations, and policies.

Provides leadership, coordination and direction in the application of standards, methods, and guidelines for all fire and aviation management program elements. Provides advice and guidance in the implementation of policies and standards received from higher authorities.

Ensures that the fire prevention program is effective and meets short-term objectives and long term goals. Develops and reviews fire prevention plans. Works with other agencies in the development and delivery of cooperative fire prevention programs and training.

Develops and implements a communication plan. Briefs decision makers. Coordinates plans of action with affected cooperators. Ensures information related to wildland fire, prescribed fire, and fire program components for internal and external audiences is accurate and timely.

Coordinates program activities with federal, state, tribal, and local government entities/agencies. Develops, implements and administers grants and agreements (e.g., Emergency Equipment Rental Agreements, mutual assistance, and Rural Fire Assistance).

Serves on various interagency committees, teams and work groups dealing with specific local, geographic or national fire management issues. Identifies research needs and applies new technology. Manages aviation programs or operations.

Directs and supervises all phases of the budget formulation process to assure balance in the fire organization at varying levels of funding, and initiates changes as appropriate. Monitors the expenditure of funds to assure fiscal integrity.

Manages the environmental and workplace hazards of the wildland fire environment and provides leadership and direction to subordinates in the recognition and mitigation of these hazards following applicable laws, policies, and guidelines. Personal accountability and zero tolerance for unsafe acts are paramount.

Responsible for the on-the-job safety and health of all employees supervised. Ensures that a comprehensive job hazard analysis is conducted and a risk management process is implemented. Responsibilities include identifying and correcting safety and health hazards, instructing employees on safety requirements, reviewing and reporting loss incidents, implementing corrective measures for violations of the Occupational Safety and Health Act standards, directing the periodic inspection of all workplaces, managing work/rest ratio and length of assignment guidelines, developing and executing a comprehensive physical fitness training program.



**Planning and Operations (40%)**

Ensures that all phases of fire and aviation management planning are completed. Planning involves interacting with all disciplines as well as officials from other federal, state, tribal, and local agencies and the public. Plans include short-range issues as well as long-range strategies.

Reviews preparedness actions and operating plans used in the management of wildland fires. Negotiates cooperative agreements and resolves difficult and controversial public relations problems. Develops alternative wildland fire strategies by taking into consideration values to be protected and selects the appropriate alternative.

Ensures that the fuels management program is consistent with ecosystem management principles and land use plans and is applied on a landscape basis. Establishes priorities for fire hazard reduction and fuels management based upon minimizing potential damage and maximizing multiple resource benefit and enhancement. Reviews and evaluates fuels management and fire use plans and prescriptions to achieve specific ecosystem and resource management objectives.

Identifies and evaluates the implications of the fuels management program on air quality standards, and provides operational guidance to mitigate potential impacts from smoke to sensitive areas.

Participates as a member of an interdisciplinary team in the development of land use plans.

Coordinates and initiates all fire management activities based on firefighter and public safety, cost effectiveness, and values to be protected consistent with resource objectives, by using the full range of strategic and tactical options as described in an approved Fire Management Plan (FMP).

Initiates a decision support document for all wildland fires which is completed and retained for all fires that escape initial attack.

Coordinates operations with cooperating agencies on multi-jurisdictional wildland fires addressing risk to human safety and potential for damage to resources and improvements. May debrief with incident management team personnel and coordinate safe travel plans.

Monitors fire season severity predictions, fire behavior, and fire activity levels and takes appropriate actions to ensure safe, efficient and effective operations.

Responsible for aviation activities at the local level and may serve as the aviation officer or subject matter expert.

Organizes trains, equips, and directs a qualified workforce to meet local, geographic area, or national level fire program management needs.

May serve as a Contracting Officer's Representative (COR) and may be responsible for the preparation of contract specifications and performance measures.

May manage national wildland fire support resources (e.g., Interagency Hotshot Crews, aviation assets, or other types of specialized modules).

May manage or provide oversight to a structural fire program.

### **OTHER SIGNIFICANT FACTS**

Prior wildland firefighting experience and training on the fireline is a mandatory requirement to carry out the duties and responsibilities of this position.

This position is subject to the qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide.

This position requires a valid state driver's license.

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

The incumbent is responsible for actively supporting and implementing the Equal Opportunity Program as specified in bureau guidance and affirmative action plans. This includes ensuring equal opportunity for all supervised employees and selections for training and education programs, promotions and awards, as well as fair and impartial recruitment and selection of new employees.

Performs other similar duties as assigned.

### **III. FACTOR LEVELS**

#### **Factor 1 - Knowledge Required by the Position**

**(Level 1-7, 1250 points)**

Mastery of professional knowledge of natural resource/rangeland management and ecology as they relate to fire and the interrelationships of fire and fire effects upon plant species and communities.

Thorough knowledge and understanding of wildland fire behavior, fire protection concepts and organizations, fire planning, fire suppression and aviation equipment for all levels of fire complexities gained through a combination of training and practical experience.

Knowledge and understanding of the use of prescribed fires to achieve ecosystem management objectives.

General knowledge and familiarity with principles and practices of ecosystem management.

Knowledge of laws, Department and Bureau manuals and directive systems, policies, regulations, program planning, budgeting systems, and administrative requirements and

procedures applicable to fire, aviation and ecosystem management.

Knowledge, skills, and abilities in the areas of facilitation, problem solving, team building, leadership, motivation, innovation, coaching, and counseling.

Working knowledge of Coordination Center Operations. Working knowledge of fire aviation management principles.

## **Factor 2 - Supervisory Controls**

**(Level 2-4, 450 points)**

The Unit Fire Management Officer provides work assignments through broadly defined statements, goals, and objectives. The incumbent has marked freedom from control and independently determines programs and actions within dollar allocations and cost targets, and resource objectives. The supervisor is kept informed of significant developments. Completed work is reviewed primarily for effectiveness in meeting program objectives and for conformance to Bureau policies.

## **Factor 3 - Guidelines**

**(Level 3-4, 450 points)**

Guidelines are broadly stated Bureau manuals, directives, regulations, policy statements, and Federal land management statutes. Many of the issues encountered are unusual, subject to controversy on occasion as to the approach to be taken. A high degree of originality and creativity may be necessary when specific procedures and practices are developed. These may be precedent setting or novel in fire management and may influence state, tribal, regional and national bureau/agency standards or methodology.

## **Factor 4 - Complexity**

**(Level 4-4, 225 points)**

Assignments involve a broad range of duties in fire management and aviation operations. Primary responsibility is to provide fire management guidance, program development and review, and coordination with Resource staff on resource management issues. The land area and the functional programs are characterized by a significant number of complex features, as typified by the following or comparable situations: a number of state, tribal, and regional level cooperative relationships and activities with other fire organizations; heavy dependence on prescribed fire to achieve ecosystem management objectives; fire impact affecting complex resource management issues. Major urban interface issues: program draws high public interest and political sensitivity; a large number of widely scattered but extensive areas of intermingled Federal and non-Federal lands; extensive commercially valuable resources which provide significant support for a number of dependent communities and industries; extreme variables in terrain, elevation, climate, fuel types, ignition sources, and rate of spread which have a decided effect on plans, methods, procedures, and policies; a wide variety of fuels ranging from wheatgrass, rangeland grasses and other flash fuels to heavier types, such as brush and logging slash; extended periods with little or no precipitation, periodic heavy concentration of lightning and high velocity winds; a variety of fixed wing and rotary wing aircraft and a variety of differing applications.



**Factor 5 - Scope and Effect****(Level 5-4, 225 points)**

The purpose of the position is to function as the Fire Management Officer, providing management guidance and coordination to ensure the effectiveness of the fire and aviation management programs and to ensure these programs are integrated with all resource programs, objectives, and policies. May commit bureau resources and other resources through the provisions contained in cooperative agreements and other exigencies. The work performed affects fire and aviation programs, other bureau resource programs, other agency operations, operations of private companies, tribal affiliates, and individual resource users. Work performed affects the adequacy of agency actions taken to protect human life, personal property and natural resources. Decisions may result in the expenditure of large sums of federal funds and affect employee and public safety.

**Factors 6 & 7 - Personal Contacts and Purpose of Contacts****(Level 3c, 180 points)**

Contacts are with fire and other resource personnel and managers throughout DOI, the Bureau as well as with State, Tribal, and local government or other Federal agencies, with special interest groups, the news media, and with the general public.

Contacts are for the purpose of exchanging information, coordinating work efforts and planning, identifying mutual issues, providing fire management advice and guidance, integrating operations, and negotiating issue solutions. Negotiates cooperative agreements with other entities. Contacts involve influencing or persuading other subject matter experts to adopt a particular course of action or to change direction in a particular resource activity due to a fire or aviation management consideration which may be in conflict with a proposed resource objective.

**Factor 8 - Physical Demands****(Level 8-1, 5 points)**

The work is normally sedentary but often requires long hours of varied shifts during fire emergencies. Occasional field assignments may include long periods of standing or walking over rough terrain.

**Factor 9 - Work Environment****(Level 9-1, 5 points)**

Most work is performed in an office setting. Field assignments include work at fire locations with exposure to smoke and inclement weather. Work may require frequent flying in small fixed wing and rotary wing aircraft. Incumbent will adhere to all safety rules and regulations as prescribed in manuals/supplements or by the designated Safety Officer.

**Total points: 2790****Point Range: 2755-3150****Grade: GS-12**

**GENERAL SCHEDULE SUPERVISORY GUIDE (GSSG) FACTORS****Factor 1 - Program Scope and Effect****(Level 1-2, 350 points)**

This position provides technical and administrative direction to staff. The fire management program work directed is professional, administrative, technical, and complex clerical. The functions, activities, and services provided at a district/unit level support fire and natural resource management across a district/unit, in line with bureau mission objectives.

The services or products support and significantly affect area office operations and objectives, comparable program segments, and multi-county, multi-tribal, and city jurisdictional boundaries.

**Factor 2 - Organizational Setting****(Level 2-1, 100 points OR Level 2-2, 250 points)**

A. This position is accountable to a position which is one reporting level below the first SES.

OR

B. This position is accountable to a position which is two or more reporting levels below the first SES.

**Factor 3 - Supervisory and Managerial Authority Exercised****(Level 3-3, 775 points)**

The position serves as a second level supervisor to a large group of professional, administrative, and technical positions. This position exercises delegated managerial authority over a multi-layered organization.

**Factor 4 - Personal Contacts****Sub-factor 4A-Nature of Contacts****(Level 4a-2, 50 points)**

Contacts are with: members of the business community or the general public; higher ranking managers, supervisors, and staff of program area, or major organization levels of the bureau; representatives of local public interest groups; staff in congressional offices; technical or operating level employees of State, Tribal, and local governments; reporters for local and other local, regional, and national media outlets. Personal contacts are also made with personnel at all levels of cooperating land management and fire protection agencies at the federal, state, tribal, and local level. Contacts may be informal.

**Sub-factor 4B - Purpose of Contacts****(Level 4b-2, 75 points)**

The purpose of the contacts is to exchange information, provide fire management advice, coordinate work efforts, negotiate solutions to common problems, and to plan and develop cooperative endeavors with federal, state, tribal, or local officials.

**Factor 5 - Difficulty of Typical Work Directed****(Level 5-6, 800 points)**

The base level of work supervised by the position is GS-11 with a large and complex workload.

**Factor 6 - Other Conditions****(Level 6-4, 1120 points)**

Supervision requires substantial coordination and integration of a number of major work assignments and projects. The work requires: identifying and integrating the work where each member contributes; recommending resources to devote to particular projects; and providing leadership in developing, implementing, evaluating, and improving processes and procedures to monitor the effectiveness, efficiency, productivity, and safety of the fire program.

<b>EVALUATION SUMMARY GENERAL SCHEDULE SUPERVISORY GUIDE</b>	<b>Final Level</b>	<b>Points</b>	<b>Remarks</b>
1. Program Scope & Effect	1-2	350	This position is located at the district or unit level.
2. Organizational Setting	2-1 <u>or</u> 2-2	100 <u>or</u> 250	This position is accountable to a position that is two or more reporting levels below the first SES <u>or</u> Reports to a position which is one reporting level below the first SES.
3. Supervisory and Managerial Authority Exercised	3-3a	775	This position serves as a second level Supervisor and exercises delegated managerial authorities.
4a. Nature of Contacts	4a-2	50	See above FLD.
4b. Purpose of Contacts	4b-2	75	See above FLD.
5. Difficulty of Typical Work Directed	5-6	800	Base grade supervised - GS-11
6. Other Conditions	6-4	1120	Substantial coordination and integration of a number of major regular/recurring work assignments.
Total Points:		3270 or 3420	

GSSG Point Range:	3155-3600	
<b>Final Grade:</b>	<b>GS-13</b>	GSSG factors are grade controlling.
<b>Official Title: Fire Management Officer</b>		<b>DOI SPD #: FDI0235</b>
<p><b>Standard(s) used to evaluate the position:</b> Job Family Standard for Professional Work in the Natural Resources Management and Biological Sciences Group, 0400 Sept. 2005; General Schedule Supervisory Guide HRCD-5 June 1998, April 1998.</p> <p><b>Comments:</b> This position is at the full performance level.</p>		