

Justification for Exception Position 5 (level AD-K) hired under the Forest Service AD Hiring Authority

Positions at this level require expert knowledge and very high skill level in applying a wide range of concepts, principles, and practices associated within professional or administrative work. Most often, positions at this level are commensurate with knowledge gained from successful completion of Incident Command System (ICS) 400 level and above courses, qualifications at the Type 1 or Type 2 level, or "ologist" type positions (such as hydrologist) that require a higher level of education or certification. Incumbents of these positions may be required to supervise other professionals or a group of technical specialists (THSPs).

Hiring unit: R4 / ID-BOF

Title of Exception Position: MAFFS Safety Officer (SOFM). Modular Airborne Firefighting Systems (MAFFS) Safety Officer is responsible to the MAFFS Liaison Officer (MAFF). This position is responsible for personnel and operational safety as well as preservation of equipment and facilities. The MAFFS Safety Officer must have knowledge of agency and military safety guidelines. The SOFM works in the Aviation functional area.

Objective or purpose of position: In 2019, Caleb Berry (WO Aviation Mangement Specialist) made an attempt to get this SOFM position identified in the 2020 Federal Wildland Fire Qualifications Supplement and the position did not make it through, hopefully in 2021. Reference the attached documentation that identifies the required training, required experience, physical fitness, what other positions maintain currency for SOFM and what SOFM maintains currency.

Until this position is recognized by NWCG, we are needing to have this position approved as the ID-BOF has hired a new AD/Casual Hire as of February 2020 [newly retired] Jill McCurdy, who previously was the Branch Chief for F&AM Training [located at NIFC]. She has been requested to participate in a pre-meeting/training preparation for some upcoming MAFFS exercise/training as a THSP, this technical specialist position is this new MAFFS Safety Officer.

Duties:

Prepare and Mobilize: Ensure individual readiness. Gather critical information pertinent to the assignment. Obtain and assemble information and reference materials for the assignment:

- ▶ MAFFS Operating Plan; PMS 508 Standards for Airtanker Base Operations; NFES 2724 Interagency Standards for Fire and Fire Aviation Operations

Travel to and check in at assignment. Check in with incident supervisor (MAFF) and/or dispatch when arriving at the incident. Obtain briefing from supervisor (MAFF) and if applicable, previous SOFM. Review Incident Action Plan (IAP) and site specific safety / emergency response plans.

Build the Team: Identify assigned resources and maintain accountability. Brief assigned personnel. Validate readiness of assigned personnel and equipment. Establish and communicate chain of command, reporting procedures, risk management processes, and radio frequency management. Establish a common operating picture with supervisors and subordinates. Participate in operational briefings as appropriate.

Lead, Supervise, Direct: Model leadership values and principles. Provide positive influence. Emphasize teamwork. Establish and communicate objectives, priorities, work assignments and performance expectations. Identify, analyze and use relevant situational information to make informed decisions and take appropriate actions. Adjust actions based on changing information and evolving situation awareness. Develop and implement contingency plans. Communicate changing conditions to assigned resources and supervisor. Ensure operations safety and performance standards are met. Monitor performance and provide immediate and regular feedback to assigned personnel.

Communicate and Coordinate: Follow established processes and chain of command for collecting, producing and distributing information. Establish communications and exchange necessary briefings/information with the following:

- ▶ MAFF and Assistant MAFFS Liaison Officer(s) (AMLO)
- ▶ MAFFS Airbase Manager (MABM) and MAFFS Airbase Specialist (MABS)
- ▶ Air Force and Agency Flight Crews
- ▶ Air Force Aircraft Maintenance
- ▶ Air Force Safety and Environmental Quality Managers
- ▶ Airtanker Base Manager (ATBM)
- ▶ Mix Master and Retardant Loader
- ▶ Fuelers and Fuel Truck Drivers

Ensure clear understanding of expectations and timely communication within and across MAFFS functional areas and chain of command. Conduct and/or participate in After Action Reviews (AAR). Manage Risk: Responsible for safety management, including risk assessments and mitigations, for the MAFFS Air Base and related operations. Resolve all safety concerns encountered in MAFFS operations and facilities to include aircraft, ramp, and personnel. Take corrective action to remove or mitigate risk. Demonstrate communication skill (i.e. active listening) when addressing safety concerns and participating in a just reporting culture. Apply Aviation Safety & Risk Management Systems. Apply principles of Operational Risk Management such as Identify and assess risks or hazards; Develop controls or mitigations; Make risk decisions, or elevate as appropriate to the next management level; Implement controls or mitigations; Supervise and evaluate. Utilize Aviation Safety Managers (i.e. Unit or Forest Aviation Officer, Airtanker Base Manger) to assist with the risk management process and provide input into operations safety. Review local Unit Aviation Operations Plan and if applicable, hosting Airtanker Base Operations Plan that may provide information for MAFFS operations safety. Monitor operations for safety and efficiency. Monitor general welfare of personnel. Monitor weather conditions that may impact operational tempo or safety (i.e. lightning within 5 miles, severe wind). Ensure any significant change in weather is communicated to assigned personnel. Provide on the spot correction of safety concerns and issues. Ensure adequate quantities of agency required / agency provided PPE are available (i.e. ear plugs). Re-supply PPE as necessary. Plan for emergencies. Post plans for access by assigned personnel. Brief assigned personnel on Safety Plans and identify location of posted plans. Ensure familiarity with crash-rescue and medical responders, communication procedures, and transportation plan. Prepare and respond to emergencies as training and qualifications allow. Exercise emergency authority to stop and correct unsafe acts. Use direct intervention to correct dangerous acts performed outside of policy, standards or guidance. Communicate significant safety related events to onsite MAFFS leadership. Utilize environmental advisors (i.e. Regional Environmental Engineers, National Technology and Development Program) to assist with spill or HAZ-Mat risk management and provide input into operations safety. Brief local (State, County, or Municipal) or Air Force Environmental Coordinator on retardant products, spill mitigation and HAZ-mat disposal. Provide current MSDS information sheets. Review local Storm Water Pollution Prevention Plan (SWPPP) if in place. Ensure alignment and compliance with State and military environmental quality direction. Enforce all safety and

environmental requirements. Provide a daily safety briefing. Provide ad hoc safety briefings to MAFFS guests and dignitaries. Provide or ensure escorts for visitors while in the MAFFS operations area.

Document: Submit accident/incident reports with pertinent forms (SAFECOM, SAFENET, agency specific forms) through established chain of command. Maintain a Safety Log that is completed accurately and timely by COB daily. Ensure [Incident Personnel Performance Rating, ICS 225WF](#) (NFES 001576) for MAFFS Safety trainees on assignment are completed and sent to home unit.

Demobilize: Anticipate demobilization, identify excess resources, coordinate with operations to prepare demobilization schedule and communicate with supervisor. Brief assigned resources on demobilization procedures and responsibilities. Ensure incident and agency demobilization procedures and work/rest driving standards are followed. Return equipment and supplies to appropriate unit. During transfer of command. Complete demobilization checkout process before being released from the incident. Upon demobilization, report status to home unit including reassignment or ETA to home unit.

Position will be supervised by (provide position title): MAFF and then depending on the structure, next in line would be a MALO, then MABM and/or MABS.

Qualifications/training of AD employee that justifies or supports hiring him/her into this position:
Jill McCurdy holds the qualifications of AOBD, ASGS, and THSP. While employed as a fulltime agency employee Jill was mobilized as a THSP to incident "2019 MAFFs Training"

Julia Figgins
Name of person providing this description (please print)

2/5/2020
Date

Regional Incident Business Coordinator (signature)

Date