



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC § 8336(c) and § 8412(d)

Attachment 3

[X] Not covered under the Civil Service Retirement System, 5 USC § 8336(c)

[X] Not covered under the Federal Employees Retirement System, 5 USC § 8412(d)

Category of Coverage: Not Covered

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

Classification Title: Fire Logistics Dispatcher

Organization Title: _____

Standard Position Number: FDI210B/FDI210A Series and Grade: GS-2151-06/07

RECOMMENDATION FOR NON-COVERAGE: This position description is recommended to be **not covered** for special retirement under either CSRS or FERS.

This position serves as a Support Dispatcher (Logistics) located in a dispatch center. This may be a single agency dispatch office or interagency dispatch center. The primary purpose of this position is to provide a wide range of fire dispatch, logistical and administrative support functions.

WILLIAM SIZEMORE Digitally signed by WILLIAM SIZEMORE
Date: 2019.05.17 10:27:02 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

GRANT BEEBE, Assistant Director, Fire and Aviation (Acting), BLM

5-16-19
Date

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

5/17/19
Date

LEON W. BEN, JR., Director, Branch of Wildland Fire Management, BIA

05/16/19
Date

CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS

05/16/19
Date

AYANNA SEARS

AYANNA SEARS
c=US, o=U.S. Government, ou=Department of the Interior,
ou=Office of the Secretary of the Interior, cn=AYANNA SEARS,
0.9.2342.19200300.100.1.1=14001003241288
2019.05.24 08:24:51 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No. FDI210A									
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 <i>(Show any positions replaced)</i> New DOI Fire Standard PD Replaces legacy SPD# DOI110				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									
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" 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		Initials		Date			
a. Office of Personnel Management																	
b. Department, Agency or Establishment		Fire Logistics Dispatcher				GS		2151		7		rl		05/13/2019			
c. Second Level Review		<p style="text-align: center;">THIS PD IS NOT COVERED under 5 U.S.C. 8336(a) or 8412(a), as determined by the Department of Interior Secretary's Decision on May 24, 2019. IFLEBO Retirement Team Specialist</p>															
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office																	
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>											
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision											
a. First Subdivision BIA BLM NPS FWS						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 <i>(optional)</i>											
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 <i>(optional)</i>											
Signature			Date			Signature			Date								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position Dispatcher, GS-2151, TS-44, Feb 63. Transportation Clerk and Assistance Series, GS-2102, TS-122, Mar 93. Grade level guide for Clerical and Assistance Work, TS-91, Jun 89.											
Typed Name and Title of Official Taking Action Rena Lockwood, Classification Program Manager						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
Signature RENAE LOCKWOOD			Digitally signed by RENAE LOCKWOOD Date: 2019.05.13 09:08:52 -04'00'									Date 05/13/2019					
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>																	
b. Supervisor																	
c. Classifier																	
24. Remarks This position is a the full performance level.																	
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																	

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 Logistics Dispatcher
GS-2151-07**

LEGACY SPD#: DOI110

I. INTRODUCTION

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). This position serves as a Support Dispatcher (Logistics) located in a dispatch center. This may be a single agency dispatch office or interagency dispatch center. The area involved may encompass federal, state, tribal and private lands within the dispatch center's area of influence. The center is responsible primarily for wildland fire preparedness, suppression support activities, but may respond to all-hazard incidents as needed or directed.

The primary purpose of this position is to provide a wide range of fire dispatch, logistical and administrative support functions. This position is at the full performance level.

II. MAJOR DUTIES

Operations/Mobilization (60%)

Performs and directs others in completing and processing resource order requests for personnel, equipment, supplies, and/or aircraft for all types of incidents. Provides assistance on problems encountered by lower level dispatch personnel.

Coordinates with other dispatch organizations on mobilization, reassignment, and demobilization of resources.

Determines the status of available resources and ensures this information is made available in a timely manner.

Responds to resource requests from other dispatch offices.

Performs intelligence duties (e.g., resource availability status, management briefings, incident statistics, historical fire and weather analysis, indices charts, mobilization response data, and situation reporting and ICS-209 completion).

Operates and/or directs the operation of various dispatch telecommunications systems.

Inputs data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems).

Fire Program Management Support (40%)

Monitors and ensures completion of daily, weekly, monthly, and year-end required records, reports, and summaries.

Consolidates and inputs fire weather data into weather application software and reviews for completeness. Transmits resultant probabilities and forecasts to field personnel and fire management staff.

Reviews internal operating procedures and systems, implements improvements, and develops operating plans and mobilization guides.

Provides technical guidance, orientation, and training to other dispatchers.

OTHER SIGNIFICANT FACTS

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

May be required to possess and maintain a valid state driver's license.

Performs other similar duties as assigned.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

(Level 1-5, 750 Points)

Knowledge of wildland fire dispatch procedures and guidelines used in dispatch of personnel, aircraft, equipment, and supplies for wildland fire management activities and other incidents to update guidelines, propose changes to guidelines, issue internal instructions to other dispatchers, and resolve dispatch problems.

Knowledge of fire operations and safety precautions sufficient to (1) perform dispatch coordination functions with varying internal procedures, (2) develop information for special reports and briefings, (3) develop alternative strategies when competing units are requesting resources in short supply, (4) update and revise logistics guidelines and procedures for the area serviced, and (5) locate additional sources for resources.

Knowledge of wildland fire management computer programs and data output to (1) train other personnel in their use, (2) solve data entry/retrieval problems, and (3) develop operating guidelines and procedures.

Knowledge of the capabilities and limitations for a variety of suppression resources in order to determine the appropriate resource for a specific mission.

Knowledge of aircraft flight planning, including but not limited to scheduling flights, pilots and aircraft; duty limitations, ordering procedures, procurement and cost comparison analysis.

Knowledge of aviation and acquisition regulations including Federal Aviation Administration (FAA), DOI, United States Department of Agriculture (USDA), and Office of Aviation Service (OAS).

Knowledge of equipment solicitation scheduling and the processes for contractors, acquisition, and the legal requirements for hiring and inspecting equipment.

Knowledge of the use of maps and their interpretation to gather background data for reports and briefings, and to train others in the use of maps for logistics work.

Knowledge of and completion of ICS-209 Large Fire and Situation reports.

Ability to communicate orally and in writing in a clear and concise manner. Ability to remain calm under urgent and frequently changing conditions.

Ability to organize and prioritize work.

Factor 2 - Supervisory Controls

(Level 2-3, 275 Points)

The supervisor assigns work, provides general instructions, and sets overall goals and standards of performance. Supervisor is available for consultation and advice on new or unusual aspects.

The employee independently plans and carries out the work handling problems in accordance with instructions, policies, previous training, or accepted practices. Makes recommendations on operating procedures.

Day-to-day work is reviewed through analysis of post activity, e.g., what has been achieved, appropriateness, and conformity to policies and procedures.

Factor 3 – Guidelines

(Level 3-2, 125 Points)

Guidelines are found within bureau and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center.

The employee is expected to use sound judgment, creativity, innovation, and ingenuity in applying guidelines, and is permitted broad latitude for independent and innovative action due to the wide range of variables under which the work is accomplished. Each incident is different, and the requirements for safe, timely, cost effective and legal operations given the number and variety of situations encountered in carrying out assignments, requires the employee to adapt or extend guidelines or choose from among alternative procedures.

Factor 4 – Complexity

(Level 4-3, 150 Points)

The employee may be responsible for the coordinated dispatching and mobilization of multiple agency resources with many different schedules, staffing, availability and objectives. The employee must coordinate with other Federal, State, Tribal, and local agencies. The employee analyzes specific situations encountered and selects the most appropriate course of action in relation to the cooperator involved.

The employee must make decisions and apply logic in selecting appropriate techniques to accomplish the requirement of the position. The employee must be able to assess situations quickly, often under stress, and determine the appropriate resource and qualification requirements.

The employee's job is complicated by the necessity to coordinate efforts by multiple jurisdictions and by the geographical expanse of the operation.

The employee is knowledgeable of jurisdictional boundaries and features, types and capabilities of overlapping jurisdictions and has knowledge of resources and procedures of cooperating agencies.

Threats to life, property, and natural resources are commonplace. The employee's decision-making is complicated by the number, size and locations of incidents requiring support, time constraints, priority, risks, availability of resources, and the expenditure of public funds.

Factor 5 - Scope and Effect

(Level 5-3, 150 Points)

The work contributes to the performance of the wildland fire management program. Duties and support functions have a significant impact on fire management operations and the efficiency of the program.

Factors 6 & 7- Personal Contacts & Purpose of Contacts

(Level 2b, 75 Points)

Personal contacts are made with all levels of cooperating land management and emergency support agencies. Primary contacts are with fire suppression personnel, resource specialists and other unit coordinators. Other personal contacts may be with national and local news media, contractors, local representatives, law enforcement personnel, and the general public.

Personal contacts are maintained with all levels of staffing in cooperating agencies, professional and technical organizations, tribal governments, private landowners, vendors, officials and providers of various types of equipment and services.

The purpose of the contacts is primarily to exchange information, coordinate work efforts, reach agreement on current or proposed guidelines and regulations and to resolve questions of a complex nature. Contacts are also made to obtain interagency agreement to reduce or eliminate duplication of effort, to give or gain cooperation and to resolve conflicts. Contacts with national and local news media, contractors, political officials, law enforcement personnel and the public are primarily to exchange information.

Factor 8 - Physical Demands

(Level 8-2, 20 Points)

The work involves long hours of sitting, intense concentration, and working at peak proficiency/intensity levels with irregular breaks and mealtimes. Must be able to cope with the pressure of meeting timeframes and changing priorities. Mental concentration and accuracy are required. Vehicle and aircraft travel associated with field visits and other administrative travel may be required.

Factor 9 - Work Environment

(Level 9-2, 20 Points)

Work is performed primarily in an office setting. During peak activity, increased radio traffic, numerous ringing phones, and conversations result in high noise levels, which require a high level of concentration to perform duties. The duties of this position create a highly stressful environment during peak activity, requiring the ability to keep calm in emergency situations.

Evaluation Summary	Final Level	Points
Knowledge Required by the Position	1-5	750
Supervisory Controls	2-3	275
Guidelines	3-2	125
Complexity	4-3	150
Scope and Effect	5-3	150
Personal & Purpose of Contacts	2b	75
Physical Demands	8-2	20
Work Environment	9-2	20
Total Points:	1565	
Point Range:	1355 - 1600	
Final Grade:	GS-07	
Official Title: Fire Logistics Dispatcher	SPD#: FDI210A	
Standard(s) used to evaluate the position	Dispatcher, GS-2151,TS-44, Feb 63. Transportation Clerk and Assistance Series, GS-2102, TS-122, Mar 93. Grade level guide for Clerical and Assistance Work, TS-91, Jun 89.	
Comments: Major duties account for 100% of time.		

POSITION DESCRIPTION (Please Read Instructions on the Back)1. Agency Position No.
FDI210B

2. Reason for Submission

☐ Redescription ☐ New
☐ Reestablishment ☒ Other

Explanation (Show any positions replaced)

New DOI Fire Standard PD

Replaces legacy SPD# DOI110

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1--Non-Sensitive ☐ 3--Critical
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Fire Logistics Dispatcher	GS	2151	6	rl	05/13/2019
c. Second Level Review	THIS PD IS NOT COVERED under 5 U.S.C. 8336(c) or 8412(c), as determined by the Department of Interior Secretary's Delegation on May 24, 2019. RFLBO Retirement Team Specialist [Signature]					
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

BIA BLM NPS FWS

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. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

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

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Rena Lockwood,

Classification Program Manager

Signature

RENAE
LOCKWOODDigitally signed by
RENAE LOCKWOOD
Date: 2019.05.13
09:08:52 -04'00'

Date

05/13/2019

22. Position Classification Standards Used in Classifying/Grading Position

Dispatcher, GS-2151, TS-44, Feb 63. Transportation Clerk and Assistance Series, GS-2102, TS-122, Mar 93. Grade level guide for Clerical and Assistance Work, TS-91, Jun 89.

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

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

24. Remarks

This is a career ladder position. Full performance level is at the GS-7 grade.

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 Logistics Dispatcher
GS-2151-06**

LEGACY SPD#: DOI110

I. INTRODUCTION

This is a standard wildfire management position description intended for use in the Department of the Interior (DOI). This position serves as a Support Dispatcher (Logistics) located in a dispatch center. As a developmental position, the incumbent is provided appropriate training and development assignments to assume the full performance position. This may be a single agency dispatch office or interagency dispatch center. The area involved may encompass federal, state, Tribal and private lands within the dispatch center's area of influence. The center is responsible primarily for wildland fire preparedness, suppression support activities, but may respond to all-hazard incidents as needed or directed. Full performance level of this position is at the GS-07 grade.

The primary purpose of this position is to assist in the preparation and implementation of logistical and administrative support functions related to fire dispatching.

II. MAJOR DUTIES

Operations/Mobilization (40%)

Assists in performing and directing others in completing and processing resource order requests for personnel, equipment, supplies, and/or aircraft for all types of incidents. Provides assistance on problems encountered by lower level dispatch personnel.

Coordinates with other dispatch organizations on mobilization, reassignment, and demobilization of resources.

Assists in determining the status of available resources and ensures this information is made available in a timely manner.

Responds to resource requests from other dispatch offices.

Performs intelligence duties (e.g., resource availability status, management briefings, incident statistics, historical fire and weather analysis, indices charts, mobilization response data, and situation reporting and ICS-209 completion).

Operates and/or assists in directing the operation of various dispatch telecommunications systems.

Inputs data into a number of fire-related computer applications (e.g., incident qualification records, fire reporting systems, and automated dispatch systems).

Fire Program Management Support (60%)

Assists in monitoring completion of daily, weekly, monthly, and year-end required records, reports, and summaries.

Consolidates and inputs fire weather data into weather application software. Transmits resultant probabilities and forecasts to field personnel and fire management staff.

Reviews internal operating procedures and systems, makes recommendations for improvement, and updates operating plans and mobilization guides.

Provides guidance, orientation, and training to other dispatchers.

OTHER SIGNIFICANT FACTS

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

May be required to possess and maintain a valid state driver's license.

Performs other similar duties as assigned.

III. FACTOR LEVELS

Factor 1- Knowledge Required by the Position

(Level 1-4, 550 Points)

Basic knowledge of wildland fire dispatch procedures and guidelines used in dispatch of personnel, aircraft, equipment, and supplies for wildland fire management activities and other incidents to update guidelines, propose changes to guidelines, issue internal instructions to other dispatchers, and resolve dispatch problems.

Basic knowledge of fire operations and safety precautions sufficient to (1) perform dispatch coordination functions with varying internal procedures, (2) develop information for special reports and briefings, (3) develop alternative strategies when competing units are requesting resources in short supply, (4) update and revise logistics guidelines and procedures for the area serviced, and (5) locate additional sources for resources.

Knowledge of wildland fire management computer programs and data output to (1) train other personnel in their use, (2) solve data entry/retrieval problems, and (3) develop operating guidelines and procedures.

Knowledge of the capabilities and limitations for a variety of suppression resources in order to determine the appropriate resource for a specific mission.

Knowledge of aircraft flight planning, including but not limited to scheduling flights, pilots and aircraft; duty limitations, ordering procedures, procurement and cost comparison analysis.

Knowledge of aviation and acquisition regulations including Federal Aviation Administration (FAA), Department of the Interior (DOI), United States Department of Agriculture (USDA), and Office of Aviation Service (OAS).

Knowledge of equipment solicitation scheduling and the processes for contractors, acquisition, and the legal requirements for hiring and inspecting equipment.

Knowledge of the use of maps and their interpretation to gather background data for reports and briefings, and to train others in the use of maps for logistics work.

Knowledge of and completion of ICS-209 Large Fire and Situation reports.

Ability to communicate orally and in writing in a clear and concise manner. Ability to remain calm under urgent and frequently changing conditions.

Ability to organize and prioritize work.

Factor 2 - Supervisory Controls

(Level 2-3, 275 Points)

The supervisor assigns work, provides general instructions, and sets overall goals and standards of performance. Supervisor is available for consultation and advice on new or unusual aspects.

The employee independently plans and carries out the work handling problems in accordance with instructions, policies, previous training, or accepted practices. Makes recommendations on operating procedures.

Day-to-day work is reviewed through analysis of post activity, e.g., what has been achieved, appropriateness, and conformity to policies and procedures.

Factor 3 – Guidelines

(Level 3-2, 125 Points)

Guidelines are found within bureau and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center.

The employee exercises initiative developing solutions to common technical or procedural problems such as changes in priorities, minor needs for additional equipment or personnel. The employee seeks direction or decision from higher authority when encountering significant technical or procedural problems with work. The employee is expected to use sound judgment and initiative in selecting the appropriate guidelines and refers situations requiring significant judgement to the supervisor. Each incident is different, and the requirements for safe, timely, cost effective and legal operations given the number and variety of situations encountered in carrying out assignments, requires the employee to determine the appropriate guidelines or choose from among alternative procedures.

Factor 4 – Complexity

(Level 4-2, 75 Points)

Work is complicated by the need to perform a diversity of unrelated and related duties, each requiring many steps where organizational skills and the ability to make sound decisions quickly and calmly are essential. Communications equipment and computer data entry and retrieval require strict adherence to technical procedures. Priorities and methods change quickly.

Factor 5 – Scope and Effect

(Level 5-2, 75 Points)

The work of the employee facilitates the prompt and safe execution of fire management activities in a dispatch center's area of operation.

The center's work is critical to the safety of personnel, the public, and to the protection of resources.

Factors 6 & 7- Personal Contacts & Purpose of Contacts**(Level 2b, 75 Points)**

Personal contacts are made with all levels of cooperating land management and emergency support agencies. Primary contacts are with fire suppression personnel, resource specialists and other unit coordinators. Other personal contacts may be with national and local news media, contractors, local representatives, law enforcement personnel, and the general public.

Personal contacts are maintained with all levels of staffing in cooperating agencies, professional and technical organizations, tribal governments, private landowners, vendors, officials and providers of various types of equipment and services.

The purpose of the contacts is primarily to exchange information, coordinate work efforts, reach agreement on current or proposed guidelines and regulations and to resolve questions of a complex nature. Contacts are also made to obtain interagency agreement to reduce or eliminate duplication of effort, to give or gain cooperation and to resolve conflicts. Contacts with national and local news media, contractors, political officials, law enforcement personnel and the public are primarily to exchange information.

Factor 8 - Physical Demands**(Level 8-2, 20 Points)**

The work involves long hours of sitting, intense concentration, and working at peak proficiency/intensity levels with irregular breaks and mealtimes. Must be able to cope with the pressure of meeting timeframes and changing priorities. Mental concentration and accuracy are required. Vehicle and aircraft travel associated with field visits and other administrative travel may be required.

Factor 9 - Work Environment**(Level 9-2, 20 Points)**

Work is performed primarily in an office setting. During peak activity, increased radio traffic, numerous ringing phones, and conversations result in high noise levels, which require a high level of concentration to perform duties. The duties of this position create a highly stressful environment during peak activity, requiring the ability to keep calm in emergency situations.

Evaluation Summary	Final Level	Points
Knowledge Required by the Position	1-4	550
Supervisory Controls	2-3	275
Guidelines	3-2	125
Complexity	4-2	75
Scope and Effect	5-2	75
Personal & Purpose of Contacts	2b	75
Physical Demands	8-2	20
Work Environment	9-2	20
Total Points:		1215
Point Range:		1105 - 1350
Final Grade:		GS-06
Official Title: Fire Logistics Dispatcher	SPD#: FDI210B	

Standard(s) used to evaluate the position	Dispatcher, GS-2151, TS-44, Feb 63. Transportation Clerk and Assistance Series, GS-2102, TS-122, Mar 93. Grade level guide for Clerical and Assistance Work, TS-91, Jun 89.
Comments: Major duties account for 100% of time.	