



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

Attachment 4

[ 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: FDI208B/FDI208A Series and Grade: GS-2151-03/04

**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 Fire Logistics Dispatcher 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 10:22:37 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

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

Date

5-16-19

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

Date

5/17/19

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

Date

05/16/19

CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS

Date

05/16/19

**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 08:14:34 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date



**POSITION DESCRIPTION** (Please Read Instructions on the Back)1. Agency Position No.  
FDI208A

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment	3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
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Explanation (Show any positions replaced)  
New DOI Fire Standard PD  
Replaces legacy SPD# DOI108

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 (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 checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 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	4	rl	05/13/2019
c. Second Level Review	THIS POSITION IS NOT COVERED BY 5 U.S.C. 8336(c) or 8412(d), as determined by the Department of Interior Secretary's Designation on May 24, 2019. FV/LBO Retirement Team Specialist					
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)
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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)
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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.
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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.	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.
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Typed Name and Title of Official Taking Action Renae 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	Date	05/13/2019

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

24. Remarks This position is at the full performance level.
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## 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-2151-04**

**LEGACY SPD#: DOI108**

**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 Fire Logistics Dispatcher 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. This position is at the full performance level.

The primary purpose of this position is to provide a wide range of fire dispatch, logistical and administrative support functions.

**II. MAJOR DUTIES**

**Operations/Mobilization (60%)**

Inputs and updates availability and status of resources within and outside the unit and ensures this information is available on a regular basis.

Processes resource orders through established dispatch channels.

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%)**

Informs supervisor of logistical support activities and may dispatch additional resources as instructed by the supervisor.

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.

Records and maintains communication logs involving all telephone and two-way radio transmissions.

**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 1-3, 350 points)**

General knowledge of the unit's organizational functions, key personnel, materials, and logistical requirements associated with support to all types of incidents.

Knowledge of standard dispatch procedures and guidelines used in the dispatch of personnel, equipment and supplies for incidents.

Familiarity with fire suppression methods, terminology, procedures, and safety precautions.

Knowledge of computerized databases, telecommunications equipment, word processing equipment and their use in order to maintain records, generate reports, and process requests to facilitate fire management operations.

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

#### **Factor 2 - Supervisory Controls**

**(Level 2-2, 125 points)**

Works under the supervision of a higher-level employee who makes daily assignments.

Work is assigned in terms of ongoing responsibilities, priorities, and general instructions. The employee works independently in planning and carrying out routine assignments. Specific guidance is provided in unusual assignments. Deviations from "standing instructions" must be approved by a higher-level employee or the supervisor. Work is evaluated for thoroughness, timeliness, and overall impact.

#### **Factor 3 - Guidelines**

**(Level 3-2, 125 points)**

Guidelines are found within agency and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center. Guidelines may not cover all situations. The employee draws from experience and exercises judgment in dealing with emergency situations.

#### **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 2a, 45 points)**

Contacts are primarily with fire management personnel and cooperating organizations.

The purpose of contacts is to exchange vital information and determine the availability of equipment, supplies, and other urgently needed resources and personnel.

**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. 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. Must be able to cope with the pressure of meeting timeframes and changing priorities. Mental concentration and accuracy are required.

Evaluation Summary	Final Level	Points
Knowledge Required by the Position	1-3	350
Supervisory Controls	2-2	125
Guidelines	3-2	125
Complexity	4-2	75
Scope and Effect	5-2	75
Personal & Purpose of Contacts	2a	45
Physical Demands	8-2	20
Work Environment	9-2	20
Total Points:	835	
Point Range:	655-850	
Final Grade:	GS-04	
Official Title: Fire Logistics Dispatcher	SPD#: FDI208A	
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. This position is at the full performance level.		



<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>								1. Agency Position No. FDI208B		
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# DOI108				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	3	rl    05/13/2019	
c. Second Level Review		THIS PD IS NOT COVERED under 5 U.S.C. 6336(c) or 6412(c), as determined by the Department of Interior Secretary's Decision on May 24, 2019. FNLBO Retirement Team Specialist [Signature]								
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. <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 <i>(optional)</i>				
Signature			Date			Signature			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.						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 Renae Lockwood, Classification Program Manager						<b>Information for Employees.</b> 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'							
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										
24. Remarks This is a career ladder position. Full performance level is at the GS-4 grade.										
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-2151-03**

**LEGACY SPD#: DOI108**

**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 Fire Logistics Dispatcher 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. This is a developmental, career ladder position. Full performance level is at the GS-04 grade.

The primary purpose of this position is to provide a wide range of fire dispatch, logistical, and administrative support functions.

**II. MAJOR DUTIES**

**Operations/Mobilization (40%)**

Inputs and updates availability and status of resources within and outside the unit and ensures this information is available on a regular basis.

Processes resource orders through established dispatch channels.

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%)**

Informs supervisor of logistical support activities and may dispatch additional resources as instructed by the supervisor.

Inputs fire weather data into weather application software. May transmit resultant probabilities and forecasts to field personnel and fire management staff.

Records and maintains communication logs involving all telephone and two-way radio transmissions.

**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 1-2, 200 points)**

General knowledge of the unit's organizational functions, key personnel, materials, and logistical requirements associated with support to all types of incidents.

Familiarity with fire suppression methods, terminology, procedures, and safety precautions.

Basic knowledge of computerized databases, telecommunications equipment, word processing equipment and their use in order to maintain records, generate reports, and process requests to facilitate fire management operations.

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

#### **Factor 2 - Supervisory Controls**

**(Level 2-2, 125 points)**

Works under the supervision of a higher-level employee who makes daily assignments.

Work is assigned in terms of ongoing responsibilities, priorities, and general instructions. The employee works independently in planning and carrying out routine assignments. Specific guidance is provided in unusual assignments. Deviations from "standing instructions" must be approved by a higher-level employee or the supervisor. Work is evaluated for thoroughness, timeliness, and overall impact.

#### **Factor 3 - Guidelines**

**(Level 3-1, 25 points)**

Guidelines are found within agency and interagency manuals, handbooks, directives, operating plans and policy statements of the agency(s) represented at the center. The employee strictly follows guidelines and refers deviations to the supervisor for guidance.

#### **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 2a, 45 points)**

Contacts are primarily with fire management personnel and cooperating organizations.



The purpose of contacts is to exchange vital information and determine the availability of equipment, supplies, and other urgently needed resources and personnel.

**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. 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. Must be able to cope with the pressure of meeting timeframes and changing priorities. Mental concentration and accuracy are required.

Evaluation Summary	Final Level	Points
Knowledge Required by the Position	1- 2	200
Supervisory Controls	2- 2	125
Guidelines	3- 1	25
Complexity	4- 2	75
Scope and Effect	5- 2	75
Personal & Purpose of Contacts	6-2a	45
Physical Demands	8-2	20
Work Environment	9-2	20
Total Points:	585	
Point Range:	455 - 650	
Final Grade:	GS-03	
Official Title: Fire Logistics Dispatcher	SPD#: FDI208B	
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. Full performance level is as the GS-4 grade.		