



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: Logistics Management Specialist

Organization Title: Assistant Dispatch Center Manager

Standard Position Number: FDI0213 Series and Grade: GS-0346-09

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

The incumbent assists the Center Manager in the oversight of all dispatch center operations and provides leadership to employees of the agencies represented at the center. The incumbent maintains ongoing communications and coordination with all Federal, State, and local wildland fire management agencies within the center's area of influence. **This position is in the firefighting field and is in an organization having a firefighting mission. 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: 2018.10.23 11:41:33 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

Date

JOHN F. RUHS, Assistant Director, Fire and Aviation (Acting), BLM

Date

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

Date

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

Date

CHRIS WILCOX, Chief, Branch of Fire Management, FWS

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 13:01:34 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity

Date



**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

FDI0213

## 2. Reason for Submission

☐ Redescription☐ New☐ Reestablishment☒ Other

## 3. Service

☐ Hdqtrs☒ Field

## 4. Employing Office Location

## 5. Duty Station

## 6. OPM Certification No.

Explanation (Show any positions replaced)

New DOI Fire Standard PD

Replaces legacy SPD# DOI113

## 7. Fair Labor Standards Act

☐ Exempt☐ Nonexempt

## 8. Financial Statements Required

☐ Executive Personnel☐ 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  
Managementb. Department,  
Agency or  
Establishment

Logistics Management Specialist

GS

0346

9

rl

10/22/2018

c. Second Level  
Reviewd. First Level  
Reviewe. Recommended by  
Supervisor or  
Initiating Office

Department of the Interior, FLERT Specialist

This PD has been approved as follows under 5 USC 5336(c) and 5412(d)

☒ Firefighter☒ Law Enforcement

Primary

☒ Secondary/Administrative

Sec/Supvy

Approval Date

October 30, 2018

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

Assistant Dispatch Center Manager

## 17. Name of Employee (if vacant, specify)

## 18. Department, Agency, or Establishment

Department of the Interior

## a. First Subdivision

BIA BLM NPS FWS

## b. Second Subdivision

## c. Third Subdivision

## d. Fourth Subdivision

## e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major  
duties and responsibilities of my position.

## Signature of Employee (optional)

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

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

## a. Typed Name and Title of Immediate Supervisor

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

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

LOCKWOOD

Digitally signed by  
RENAE LOCKWOOD  
Date: 2018.10.22  
07:31:36 -04'00'

Date

10/22/2018

## 22. Position Classification Standards Used in Classifying/Grading Position

Logistics Management Series, GS-0346 TS-78 January 1987

Administrative Analysis Grade Evaluation Guide, TS-98, August

1990. GS Leader Grade Evaluation Guide, HRCD, June 1998.

**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 position is at the full performance level.

## 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.

**Logistics Management Specialist  
Assistant Dispatch Center Manager  
GS-0346-09**

**LEGACY SPD#: DOI113**

**I. INTRODUCTION**

This position serves as an Interagency Assistant Dispatch Center Manager. Assists the Center Manager in the oversight of all dispatch center operations and provides leadership to employees of the agencies represented at the center. Maintains ongoing communications and coordination with all Federal, State, and local wildland fire management agencies within the center's area of influence. In the absence of the Center Manager, the employee becomes Acting Center Manager. This position is at the full performance level.

The area involved encompasses some combination of federal, state, tribal, and private lands within the dispatch center's area of influence. The center is responsible primarily for wildland fire preparedness and logistical suppression support activities, but may support all-hazard incidents as needed or directed. During sustained emergencies, centers may operate 24-hours/day, 7 days a week.

This is an administrative position in an organization having a firefighting mission, and is in an established career path. Prior firefighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for employees of this position.

**II. MAJOR DUTIES**

**Mobilization Operations (65%)**

Establishes priorities, allocates resources, and supervises the mobilization, demobilization, and reassignment of wildland fire suppression resources necessary to support current and anticipated initial attack and logistical support emergency operations within the local, geographic and national areas. Ensures that contingency plans are prepared to respond to emergency situations.

Monitors incident and administrative intelligence (e.g., fuels, weather, resource status, and reporting) to ensure the effectiveness and efficiency of dispatch center decisions.

Provides leadership and coordination in developing and implementing the expanded dispatch organization. Determines when to expand center operations and activate the appropriate level of expanded dispatch, procurement, and support organizations.

Plans work objectives on a daily or project basis and makes adjustments to meet priorities. Adjusts shift lengths, staffing levels and work assignments to changes in workload.

Provides leadership in support of interagency resource management activities. For example, coordinates aircraft flight following, law enforcement assistance, search and rescue coordination and all other administrative/all-hazard activities according to policies.

Analyzes inventories and availability of all-hazard resources and directs the ordering and procurement necessary to meet area-wide incident management objectives.

Coordinates and assures communications channels (telephones, e-mail, radios and frequencies) with field resources are operable and afford a safe environment for employees in the office and field.

Provides technical advice and staff support to the Multi-Agency Coordination (MAC) group as needed and requested.

Ensures that safe and efficient practices are followed at the center and during all movements of personnel, equipment and aircraft.

**Preparedness (15%)**

Conducts workload analysis and determines level of support from each Bureau for operation and staffing costs. Responsible for the cost effective management of the center by controlling the expenditure of funds and maintaining necessary funding and property records.

Participates in multi-agency fire management planning and assures on-going emergency response preparedness. May participate in annual preparedness reviews.

Develops, implements, and updates numerous documents (e.g., Dispatch Operations Guide, expanded dispatch plans, mobilization plans, emergency rental agreements, Memoranda of Understanding, and cooperative agreements).

Assists with the administration, integration, and oversight of the use of telecommunication equipment, computer based applications, and other related communications equipment.

Recommends modifications to existing systems and tests new applications when necessary.

Develops or modifies dispatcher related training and serves as subject matter expert during training course development (e.g., initial attack dispatch, aircraft, intelligence, expanded dispatch). Evaluates training for effectiveness and delivery method. May serve as lead or unit instructor.

Compiles and disseminates incident and resource statistical information to participating agencies, cooperators, the public, and the media on an as needed and annual basis.

**Leader (20%)**

Provides technical and operational direction to employees on day-to-day operations.

Lead responsibilities include instructing crew-members in specific tasks and techniques; conducting on-the-job training; distributing and controlling work assignments among employees, assures timely accomplishment of assigned tasks; maintaining work notes and records; reporting on work accomplishments, ensuring that the work is carried out safely; and reporting on performance problems and issues.



Plans work to be accomplished, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Provides input on performance standards and work performance. Gives advice, counsel, and instruction to employees on both work and administrative matters. Identifies training needs. Finds ways to improve production or increase the quality of work.

The employee cooperates in carrying out affirmative action and career targeting plans at the center as established by Bureau policies.

### **OTHER SIGNIFICANT FACTS**

The Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to this position description.

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

Must 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 1-6, 950 points)**

Knowledge of the concepts, principles and practices of incident management and support for the full range of fire program logistics techniques in order to, (1) understand the potential threat of fire to the natural resources, private property and the resource values within the geographic area as it applies to logistical resource needs; (2) assimilate this data, set priorities and allocate resources for the protection of those resources and property; (3) prepare for and assess short range functional resource needs based upon fire severity.

Technical knowledge of dispatching methods, practices, and procedures.

Knowledge of 1) interagency (federal, state, and local cooperators) fire preparedness and suppression management policies, practices and procedures; 2) the Incident Command System; 3) the mobilization and demobilization of resources in a multi-jurisdictional environment; 4) tactical and administrative aircraft capabilities and limitations including the pilot and aircraft certification programs, aircraft contracting, and air operations safety; 5) fiscal procedures and diverse Federal and State land management policies and procedures to ensure the most efficient and cost effective management of resources.

Knowledge of disaster preparedness and management operations, including logistical support, incident management, mobilization, interagency coordination, and resource allocation.

Ability to apply sound personnel management skills to include coaching, training, and motivation.

Skill in utilizing computer hardware and specialized applications specific to initial attack dispatching, expanded dispatch, fire suppression, prescribed fire, aviation management and administration.

Ability to effectively communicate orally and in writing with a wide variety of Federal, State and local agencies to negotiate, reach concurrence, and maintain an effective working relationship with cooperators.

**Factor 2 - Supervisory Controls**

**(Level 2-3, 275 points)**

Employee works independently under the supervision of the Dispatch Center Manager with delegated authority to act for the Bureau administrators in fire and emergency situations. The Dispatch Center Manager provides overall objectives, expectations, goals, and priorities.

The employee is responsible for developing and implementing specific action plans, resolving problems and conflicts as they arise, and coordinating work with other staff members. Work that may involve a new direction in operating practices, a break with long standing practice, or controversy is discussed and agreed upon with the Dispatch Center Manager.

Completed work is reviewed for adequacy, technical soundness, and accomplishment of specific objectives. The nature of the work requires the employee to commit resources to meet emergency situations. Such commitments can only be reviewed after the fact.

**Factor 3 - Guidelines**

**(Level 3-3, 275 points)**

Guidelines are found in interagency manuals and agency specific manuals, handbooks, directives and policy statements. Many guidelines provide only limited general directions and require the development of standard procedures to implement their intent.

The employee has broad latitude for independent 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 alternative procedures.

**Factor 4 - Complexity**

**(Level 4-3, 150 points)**

The center coordinates movement of all types of resources (government and contracted) in support of emergency incidents. The employee must direct coordination efforts for multiple large incidents as well as new ignitions occurring simultaneously in a variety of fuel types within a large geographic area. In addition to wildfire and other disaster response, the employee also coordinates and plans for activities involving multiple resource programs (e.g., special use public events, wild horse and burro gathers and census, fuels treatment activities, emergency stabilization and rehabilitation, etc.). The employee participates in the plans that authorize and support these activities. The employee analyzes specific situations encountered and selects the most appropriate course of action.

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)**

Assists the Center Manager in the oversight of all dispatch center operations. The center's area of influence encompasses a combination of federal, state, tribal, and private lands which encompasses a very large geographic area.

The purpose of the work is to provide expertise in planning and implementing the coordination and mobilization of resources to incidents threatening life, property, and natural resources. The center provides logistical support to resources assigned to incidents.

Decisions protect human lives, property, and multiple resource values. These decisions often result in the expenditure of large sums of public funds and may have economic, social, political and environmental impacts. The actions of the employee affect the safe and cost-effective accomplishments of interagency aviation and fire management support programs throughout the center's area of influence.

**Factors 6 & 7 - Personal Contacts & Purpose of Contacts**

**(Level 3c, 180 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 are with national and local news media, contractors, private landowners, local representatives, and the general public.

Contacts are for the discussion of critical emergency services and fire management programs with Federal, State, and local organizations which are often complicated by mixed ownership and complex management responsibilities. This requires tact and persuasion to resolve operating problems with organizations that often have conflicting viewpoints on use of their emergency resources.

Public contacts are designed to inform the parties involved of current land management activities and the efforts being made to protect lives, property, and multiple resource values. Media contacts are designed to inform the general public of the current or predicted fire or emergency situations.

**Factor 8 - Physical Demands**

**(Level 8-1, 5 points)**

The work involves long hours of sitting, intense concentration, and working at peak proficiency/intensity levels with irregular breaks and mealtimes. 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.

Travel associated with field visits and other administrative travel may be required.



**Factor 9 - Work Environment****(Level 9-1, 5 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. This creates a high stress work environment.

<b>Evaluation Summary</b>	<b>Final Level</b>	<b>Points</b>
Knowledge Required by the Position	1- 6	950
Supervisory Controls	2- 3	275
Guidelines	3- 3	275
Complexity	4- 3	150
Scope and Effect	5- 3	150
Personal & Purpose of Contacts	3c	180
Physical Demands	8- 1	5
Work Environment	9- 1	5
Total Points:		1990
<b>Final Grade:</b>		<b>GS-09</b>
<b>Official Title: Logistics Management Specialist</b>		<b>SPD # FDI0213</b>
Standard(s) used to evaluate the position: Logistics Management Series, GS-0346 TS-78 January 1987 Administrative Analysis Grade Evaluation Guide, TS-98, August 1990. General Schedule Leader Grade Evaluation Guide, HRCD-5, June 1998. This position is at the full performance level.		