WILLIAM SIZEMORE
Digitally signed by WILLIAM SIZEMORE
Date: 2019.05.17 10:22:37 -06'00'
WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI

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

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

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

CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS

AYANNA SEARS
For: Deputy Assistant Secretary, Human Capital and Diversity
**POSITION DESCRIPTION** (Please Read Instructions on the Back)

| Reason for Submission | Service | Employing Office Location | Duty Station | OPM Certification No.
<table>
<thead>
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<td>Reestablishment</td>
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Explanation (Show any positions replaced)
New DOI Fire Standard PD
Replaces legacy SPD# DOI108

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**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Official Title of Position</th>
<th>Pay Plan</th>
<th>Occupational Code</th>
<th>Grade</th>
<th>Initials</th>
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<td>GS 2151</td>
<td>4</td>
<td>r1</td>
<td>05/13/2019</td>
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19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.

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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.

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21. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance 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.

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22. Position Classification Standards Used in Classifying/Grading Position


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25. Description of Major Duties and Responsibilities (See Attached)

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Remarks
This position is at the full performance level.

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Signature: Renae Lockwood

Date: 05/13/2019

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Additional information and forms are available from the personnel office or U.S. Office of Personnel Management.
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

<table>
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<tr>
<th>Evaluation Summary</th>
<th>Final Level</th>
<th>Points</th>
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<td>Knowledge Required by the Position</td>
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**Official Title: Fire Logistics Dispatcher**

**SPD#: FDI208A**

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.
## POSITION DESCRIPTION (Please Read Instructions on the Back)

### 1. Agency Position No.
FDI208B

### 2. Reason for Submission
- [ ] Redescription
- [x] New
- [ ] Reestablishment
- [ ] Other

**Explanation (Show any positions replaced)**
New DOI Fire Standard PD
Replaces legacy SPD# DOI108

### 3. Service / Employing Office Location

### 4. Duty Station

### 5. Fair Labor Standards Act
- [x] Exempt
- [ ] Nonexempt

### 6. Financial Statements Required

### 7. Position Status
- [x] Competitive
- [ ] Supervisory
- [ ] Managerial
- [ ] Non-Sensitive
- [ ] 2-Highest Sensitive
- [ ] 3-Critical
- [ ] Neither

### 8. Position Type
- [ ] SES(Gen)
- [ ] SES(CR)
- [x] Neither

### 9. Subject to IA Action
- [x] Yes
- [ ] No

### 10. Subject to Reestablishment
- [ ] Yes
- [ ] No

### 11. Position Is Exempt
- [ ] Yes
- [ ] No

### 12. Sensitivity
- [ ] Exceptional Personnel and Employment
- [ ] Sensitive
- [ ] Non-sensitive
- [ ] 2-Highest Sensitive
- [ ] 3-Critical
- [ ] Neither

### 13. Competitive Level Code

### 14. Agency Use

### 15. Classified/Graded by

<table>
<thead>
<tr>
<th>Official Title of Position</th>
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### 16. Organizational Title of Position (if different from official title)

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

### 18. Department, Agency, or Establishment

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<td>BIA BLM NPS FWS</td>
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<td>Signing Office (optional)</td>
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### 19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

### 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

### 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.

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<tr>
<td>RENAE LOCKWOOD</td>
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### 22. Position Classification Standards Used in Classifying/Grading Position

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<tr>
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### 23. Position Review

<table>
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<tr>
<td>Employee (optional)</td>
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<td>Supervisor</td>
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<tr>
<td>Classifier</td>
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</table>

### 24. Remarks

This is a career ladder position. Full performance level is at the GS-4 grade.

### 25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265 Previous Edition Usable 5008-106

U.S. Office of Personnel Management
FPM Chapter 295
I. INTRODUCTION

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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)

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(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.

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(Level 9-2, 20 points)

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**Official Title:** Fire Logistics Dispatcher  

**SPD#: FDI208B**

Standard(s) used to evaluate the position


Comments: Major duties account for 100% of time. Full performance level is as the GS-4 grade.