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: Range/Forestry Technician (Fire Dispatch)
Organization Title: Fire Dispatcher
Standard Position Number: DOI111
Series and Grade: GS-0455/0462-04/05

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

This position serves as a Fire Dispatcher located in a dispatch center. The primary purpose of this position is to serve as a fire dispatcher in support of fire suppression activities. The incumbent receives fire reports, determines location, land status, and current fire information, and dispatches personnel, equipment, aircraft, and/or supplies according to pre-defined plans or in response to resource orders from the field. This is an administrative position in an organization having a firefighting mission, and is clearly 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 incumbents of this position.

Date
ALAN SIZEMORE, Human Resources Specialist, DOI 05-28-2010

Date
TIMOTHY MURPHY, Deputy Assistant Director (NIFC) 6-3-10

Date
TOM NIKHOLS, Chief, Division of Fire and Aviation, NPS 6-12-10

Date
LYLE CARLILE, Chief, Branch of Wildland Fire Management, BIA 6-14-10

Date
BRIAN MCCARTHY, Chief, Branch of Fire Management, FWS 6-3-2010

Date
MICHAEL GILLMORE, Supervisory Program Analyst, DOI 6-7-10

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:

Date
Deputy Assistant Secretary, Human Capital and Diversity 6-8-10
**POSITION CLASSIFICATION AMENDMENT**

1. **OFFICIAL HEADQUARTERS**
   - [ ] AS SHOWN ON CURRENT DESCRIPTION
   - [ ] AS HEREBY AMENDED

2. **NAME OF INCUMBENT**

3. **ORGANIZATIONAL LOCATION**
   - [ ] AS SHOWN ON CURRENT DESCRIPTION
   - [ ] AS HEREBY AMENDED
   1. 
   2. 
   3. 

4. **CSC TITLE AND BUREAU POSITION NO.**
   - **DOI111**
   - Range/Forestry Technician (Fire Dispatch)
   - **GS 0455/0462**
   - BOTH 04 & 05
   - **SAME AS PRESENT; AMENDED FOR:**
     - [ ] CSC TITLE
     - [ ] PCS NO.
     - [ ] SCHEDULE
     - [ ] SERIES
     - [ ] GRADE

**CERTIFICATIONS**

5. 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.

(Signature of IMMEDIATE Supervisor)
Title
Date

6. **I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.**

   Martin Pursley, MSc
   (Signature of Official Exercising Classification Authority)
   3/29/16 (Date)

7. **DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONAL DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.**

This position, Initial Attack Fire Dispatcher Position (IADP), has been removed from the Interagency Fire Program Management (IFPM) Qualification Standard and Guide effective December 17, 2015, per Fire Management Board Memorandum 15-006, Decision Paper #5.

Therefore:

Under the Introduction the position description is amended to delete:

"Beginning October 1, 2010, the National Wildfire Coordinating Group (NWCG) incident management qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to all grade levels of the this position description."

Department of the Interior, FLERT Specialist

This PD has been approved as follows under 5 USC §530(c) and 8412(c)

- [x] Firefighter
- [ ] Law Enforcement
- [ ] Primary
- [x] Secondary/Administrative

Approval Date: April 4, 2016

**DISTRIBUTION:**
- [ ] Classification Copy
- [ ] Supervisor's Copy
- [ ] Employee's Copy
- [ ] OPF Copy
POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
   DO1111

2. Reason for Submission
   Redesignation

3. Service
   Other

4. Employing Office Location
   Field

5. Duty Station
   Range/Forestry Technician (Fire Dispatch)

6. OPM Certification No.

7. Fair Labor Standards Act
   Exempt

8. Financial Statements Required
   Executive Personal Financial Disclosure

9. Subject to IA Action
   Executive Personal Financial Disclosure

10. Position Status
    Supervisory

11. Position Is
    Non-Sensitive

12. Sensitive
    Critical

13. Competitive Level Code
    SES

14. Agency Use
    SES (Gen.)

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
    c. Second Level Review
    d. First Level Review
    e. Recommended by Supervisor or Initiating Office

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
    Department of the Interior
    BIA BLM FWS NPS

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
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)
    c. Signature
    d. Date

21. Classification/Job Grading Certification. I certify that this posi-
tion 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 direct-
ly, consistently with the most applicable published standards.

    a. Typed Name and Title of Official Taking Action
    b. Signature
    c. Date

22. Position Classification Standards Used in Classifying/Grading Position
    GS-0455-GS-0462, Aid and Technical Work in
    the Biological Sciences Series, GS-0400
    TS-111 (12/91)

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

24. Remarks
    Fire Dispatcher

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

Human Resources Specialist

Department of the Interior, FPLT Specialist

Law Enforcement

Primary

Secondary/Administrative

Sac Supvy

June 8, 2010

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

NSN 7540-00-634-4285

Previous Edition Usable

5008-106
**POSITION CLASSIFICATION AMENDMENT**

1. **OFFICIAL HEADQUARTERS**

2. **NAME OF INCUMBENT**

3. **ORGANIZATIONAL LOCATION**
   - a. 
   - b. 
   - c. 
   - d. 
   - e. 

4. **CSC TITLE AND BUREAU POSITION NO.**
   - Range/Forestry Technician (Fire Dispatch)

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<tr>
<th>SCHEDULE</th>
<th>SERIES</th>
<th>GRADE</th>
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<tr>
<td>GS</td>
<td>0455/0462</td>
<td>04</td>
</tr>
</tbody>
</table>

- SAME AS PRESENT: AMENDED FOR
- CSC TITLE
- POS. NO.
- SCHEDULE
- SERIES
- GRADE

**CERTIFICATIONS**

5. **I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.**

   (Signature of Supervisor) (Date)

   TITLE ____________________________

6. **I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.**

   Linda P. Erwin, DOI HR (Official Exercising Classification Authority) (Date)

   TITLE Human Resources Specialist

7. **DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.**

   The duties and responsibilities of this position are essentially the same as those described at the GS-05 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-05 level.

**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 a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

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**ARCHIVED**

**ARCHIVED**
INTRODUCTION

This position serves as a Fire Dispatcher located in a dispatch center. This may be a single agency dispatch office or interagency dispatch center located in a fire management organization. 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-risk incidents as needed or directed.

The primary purpose of this position is to serve as a fire dispatcher in support of fire suppression activities.

Beginning October 1, 2010, the National Wildfire Coordinating Group (NWCG) incident management qualifications and additional required training specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide apply to all grade levels of this position description.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

DUTIES

Operations/Mobilization (55%)

Receives fire reports, determines location, land status, and current fire information, and dispatches personnel, equipment, aircraft, and/or supplies according to pre-defined plans or in response to resource orders from the field. Based upon prior wildland firefighting experience and training, anticipates needs based upon the status of fire suppression activities and makes recommendations regarding orders/anticipated orders.

Serves as a dispatcher, receiving, filling, and tracking resource requests for fire and other emergency incidents. Initiates requests to higher organizational levels for additional resources as needed.

Maintains resource status and tracking systems and operates telecommunications systems.

Collects, processes, collates and submits incident information to support fire operations (e.g. fire reports, smoke permits, spot weather forecasts, prescribed fire burn requests).

Organizes and reviews completed records of all orders placed and actions taken to ensure adherence to established operating procedures.

Processes and interprets weather information (e.g., spot weather forecasts, weather station observations, current and forecasted weather, lightning detection, and fuel moisture levels). This information is used to determine burning indices, preparedness levels and staffing levels for suppression and aviation resources.
Range/Forestry Technician (Fire Dispatch), GS-455/462-05

Fire Dispatcher

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

Fire Program Management Support (45%)

Shares information with cooperators and other interested entities.

Provides critical logistical support information to supervisor and makes recommendations concerning the efficient uses of available resources.

Records and maintains communication logs.

Coordinates and may assist with fire training and orientation.

Gathers information for the development and maintenance of the dispatch mobilization guide and internal dispatch operating guides.

FACTORS

1. Knowledge Required by the Position

Prior wildland firefighting experience on the fireline is mandatory.

Knowledge of wildland fire suppression and prescribed fire strategies, tactics, methods and procedures, fire behavior, and weather conditions to effectively dispatch fire management resources.

Knowledge of fire management operations, dispatch procedures, and resources (e.g., guidelines, initial attack, expanded dispatch, Incident Command System (ICS) terminology, resource qualification and capabilities).

Ability to recognize changing fire conditions (e.g., fuels, resource availability, fire weather warnings and watches, fire behavior, and burning conditions).

Basic knowledge of aviation operations (e.g., aircraft capabilities and limitations, flight planning, aviation safety).

Knowledge of communication equipment, radio use, computer and software used in all aspects of dispatch.

Ability to read topographical maps and aerial photos to determine incident location.

Ability to obtain and document incident size-up information per the dispatch center's operating guide and brief supervisor of incident status or anticipated needs.

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

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 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.

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 exercise judgment in dealing with emergency situations.

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 to fire operations support. Complexity increases due to the need to mobilize resources in support of multiple incidents as well as new ignitions occurring simultaneously. Communications equipment and computer data entry and retrieval require strict adherence to technical procedures. Priorities and methods change quickly.

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.

6&7. **Personal and Purpose of Contacts** (Level 2/A, 45 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, political officials, law enforcement personnel, and the general public.
Personal contacts are maintained with all levels of staffing in cooperating agencies, professional and technical organizations, private landowners, vendors, officials and providers of various types of equipment and services.

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

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.

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.

1005 points = GS-5 (855-1100)