



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

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

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: _____

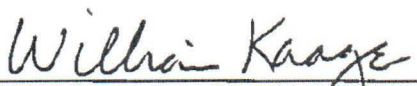
Standard Position Number: FDI209B/FDI209A Series and Grade: GS-2151-04/05

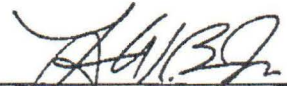
RECOMMENDATION FOR NON-COVERAGE: This position description is recommended to be **not covered** for special retirement under either CSRS or FERS.

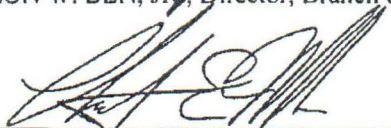
This position serves as a Fire Logistics Dispatcher located in a dispatch center. This may be a single agency dispatch office or interagency dispatch center. The primary purpose of this position is to provide a wide range of fire dispatch, logistical and administrative support functions.

WILLIAM SIZEMORE Digitally signed by WILLIAM SIZEMORE
 Date: 2019.05.17 10:24:50 -06'00'

WILLIAM (ALAN) SIZEMORE, Human Resources Specialist, DOI Date
 5-16-19

GRANT BEEBE, Assistant Director, Fire and Aviation (Acting), BLM Date
 5/17/19

WILLIAM (BILL) KAAGE, Chief, Division of Fire and Aviation, NPS Date
 05/16/19

LEON W. BEN, JR., Director, Branch of Wildland Fire Management, BIA Date
 05/16/19

CHRISTOPHER WILCOX, Chief, Branch of Fire Management, FWS Date

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 08:18:13 -04'00'

For: Deputy Assistant Secretary, Human Capital and Diversity Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1 Agency Position No. FDI209A		
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# DOI109		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		13 Competitive Level Code	
15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management		Fire Logistics Dispatcher			GS	2151	5	rl	05/13/2019
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 <i>(if different from official title)</i>					17. Name of Employee <i>(if vacant, specify)</i>				
18 Department, Agency, or Establishment Department of the Interior					c. Third Subdivision				
a First Subdivision BIA BLM NPS FWS					d Fourth Subdivision				
b Second Subdivision					e Fifth Subdivision				
19 Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee <i>(optional)</i>				
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that					this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				
a. Typed Name and Title of Immediate Supervisor					b Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>				
Signature _____ Date _____					Signature _____ Date _____				
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position Dispatcher, GS-2151, TS-44, Feb 63. Transportation Clerk and Assistance Series, GS-2102, TS-122, Mar 93. Grade level guide for Clerical and Assistance Work, TS-91, Jun 89.				
Typed Name and Title of Official Taking Action Rena Lockwood, Classification Program Manager					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				
Signature _____ Date _____ RENAE LOCKWOOD Digitally signed by RENAE LOCKWOOD Date: 2019.05.13 09:08:52 -04'00' 05/13/2019									
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks This position is at the full performance level.									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

**Fire Logistics Dispatcher
GS-2151-05**

LEGACY SPD#: DOI109

I. INTRODUCTION

This is a standard wildfire management position description intended for use in the Department of the Interior (DOI). This position serves as a 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 (50%)

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.

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

Maintains resource status and tracking systems and operates telecommunications systems. Collects, processes, collates and submits incident information to support intelligence activities.

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

Fire Program Management Support (50%)

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.

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

Shares information with cooperators and other interested entities.

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

Assists with the training and orientation of support dispatchers.

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

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 similar duties as assigned.

III. FACTOR LEVELS

Factor 1 – Knowledge Required by the Position (Level 1-4, 550 Points)

Knowledge of standard logistical and administrative procedures, guidelines, Incident Command System (ICS) terminology, methods and procedures, and safety requirements used in the dispatch of personnel, equipment and supplies to support the needs of requesting units.

Knowledge of wildland firefighting sufficient to provide logistical support to fire management operations.

Knowledge of expanded dispatch operations.

Knowledge of computer programs and outputs in order to apply information to dispatch procedures and functions.

Ability to operate computer programs and utilize the computer for inputting data and records creation, maintenance, and disposal.

Ability to collect, process, and submit incident information to support intelligence activities.
Ability to read maps and pinpoint locations from various sources of information.

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 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)

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, local representatives, law enforcement personnel, and the general public.

Personal contacts are maintained with all levels of staffing in cooperating agencies, professional and technical organizations, 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.

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. Vehicle and aircraft 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.

Evaluation Summary	Final Level	Points
Knowledge Required by the Position	1-4	550
Supervisory Controls	2-2	125
Guidelines	3-2	125
Complexity	4-2	75
Scope and Effect	5-2	75
Personal Contacts & Purpose of Contacts	2a	45
Physical Demands	8-1	5
Work Environment	9-1	5
Total Points:		1005
Point Range:		855-1100
Final Grade:		GS-05
Official Title: Fire Logistics Dispatcher		SPD#: FDI209A
Standard(s) used to evaluate the position: Position Classification Flysheet for Dispatching Series, GS-2151, TS-44, February 1963 Position Classification Standard for Transportation Clerk and Assistant Series, GS-2102, TS-122, March 1993, Grade Level Guide for Clerical and Assistance Work, TS-91 June 1989		
Comments: Major duties account for 100% of time. This position is at the full performance level.		

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No FDI209B				
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# DOI109		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		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											
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>							
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision							
a. First Subdivision BIA BLM NPS FWS				d. Fourth Subdivision							
b. Second Subdivision				e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>							
20. Supervisory Certification. <i>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</i>				<i>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.</i>							
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>							
Signature				Date		Signature				Date	
21. Classification/Job Grading Certification. <i>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</i>				22. Position Classification Standards Used in Classifying/Grading Position Dispatcher, GS-2151, TS-44, Feb 63. Transportation Clerk and Assistance Series, GS-2102, TS-122, Mar 93. Grade level guide for Clerical and Assistance Work, TS-91, Jun 89.							
Typed Name and Title of Official Taking Action Rena Lockwood, Classification Program Manager				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature RENAE LOCKWOOD		Digitally signed by RENAE LOCKWOOD Date: 2019.05.13 09:08:52 -04'00'								Date 05/13/2019	
23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	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-5 grade.											
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>											

**Fire Logistics Dispatcher
GS-2151-04**

LEGACY SPD#: DOI109

I. INTRODUCTION

This is a standard wildfire management position description intended for use in the Department of the Interior (DOI). This position serves as a 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-05 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 (60%)

Serves as a dispatcher, receiving, filling, and tracking resource requests for fire and other emergency incidents.

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

Maintains resource status and tracking systems and operates telecommunications systems. Collects, processes, collates and submits incident information to support intelligence activities.

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

Fire Program Management Support (40%)

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.

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

Provides critical logistical support information to supervisor.
Gathers information for the development and maintenance of the dispatch mobilization guide and internal dispatch operating guides.

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)

Basic 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 of wildland firefighting sufficient to provide logistical support to fire management operations.

Knowledge of expanded dispatch operations.

Knowledge of computer programs and outputs in order to apply information to dispatch procedures and functions.

Ability to operate computer programs and utilize the computer for inputting data and records creation, maintenance, and disposal.

Ability to read maps and pinpoint locations from various sources of information.

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 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)

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, local representatives, law enforcement personnel, and the general public.

Personal contacts are maintained with all levels of staffing in cooperating agencies, professional and technical organizations, 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.

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. Vehicle and aircraft 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.

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 Contacts & Purpose of Contacts	2a	45
Physical Demands	8-1	5
Work Environment	9-1	5
Total Points:		805
Point Range:		655-850
Final Grade:		GS-04
Official Title: Fire Logistics Dispatcher		SPD#: FDI209B
Standard(s) used to evaluate the position: Position Classification Flysheet for Dispatching Series, GS-2151, TS-44, February 1963 Position Classification Standard for Transportation Clerk and Assistant Series, GS-2102, TS-122, March 1993, Grade Level Guide for Clerical and Assistance Work, TS-91 June 1989		
Comments: Major duties account for 100% of time. Full performance level is as the GS-5 grade.		