



U.S. DEPARTMENT OF THE INTERIOR

Certification of Approval for Special Retirement Coverage

Under the Civil Service Retirement System (5 U.S.C. 8336(c))

Under the Federal Employees Retirement System (5 U.S.C. 8412(d))

Bureau: of Land Management, ~~Bureau-wide~~

Classification Title: Range/Forestry Technician

Organization Title: Logistics Dispatcher

Series and Grade: GS-0455/0462-05/6

Position Number: F222

Category: Secondary/Administrative - FF

RECOMMEND:

Marcia L. Scifres
Bureau Special Retirement Coordinator

07/11/96
Date

[Signature]
Delegated Official

7/17/96
Date

APPROVAL:

The position described above is approved for special retirement coverage for law enforcement officers and firefighters under the retirement system indicated.

[Signature]
Secretary's Designee - Special Retirement Program

7/24/96
Date

BURRIS, Joel

DI-625

POSITION CLASSIFICATION AMENDMENT

~~RP~~
RPF

1. OFFICIAL HEADQUARTERS <u>Ely District Office, Ely, Nevada</u>	2. NAME OF INCUMBENT
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3. ORGANIZATIONAL LOCATION AS SHOWN ON CURRENT DESCRIPTION; AS HEREBY AMENDED

11a. _____ d. _____
 b. _____ e. _____
 c. _____

4. CSC TITLE AND BUREAU POSITION NO. Range/Forestry Technician (Logistics Dispatcher)	F222	SCHEDULE GS	SERIES 0455/462	GRADE 05
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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 IN THIS AMENDMENT.

(Signature of Supervisor)

(Date)

TITLE _____

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

Barbara LaDary 9-22-95
(Signature of Official Exercising Classification Authority) (Date)

TITLE Classification Specialist

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

The supervisor or work leader makes assignments indicating what is to be done, priorities, limitations, quality and quantity expected, deadlines, etc. Non-recurrent assignments are explained at the time work is assigned. The employee uses initiative in carrying out recurring assignments independently. A leader/supervisor is generally available to provide assistance in situations that are new or unusual. Work is spot checked.

"I certify that this is an accurate statement of the major duties and responsibilities of his/her 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.

William E. Quinn
Supervisor

AUG 23 1995
Date

<input checked="" type="checkbox"/> Special Retirement Coverage:	
<input checked="" type="checkbox"/> Firefighter	<input checked="" type="checkbox"/> CSRS; date approved <u>07/24/96</u>
<input checked="" type="checkbox"/> Law Enforcement	<input checked="" type="checkbox"/> FERS; date approved <u>07/24/96</u>
<input checked="" type="checkbox"/> primary/professional	<input checked="" type="checkbox"/> secondary/administrative
	<input checked="" type="checkbox"/> secondary/supervisory

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS <i>Standard PD - Beauveride</i>		2. NAME OF INCUMBENT	
3. ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION; <input type="checkbox"/> AS HEREBY AMENDED			
11a. _____	d. _____		
b. _____	e. _____		
c. _____			
4. CSC TITLE AND BUREAU POSITION NO. <i>Range Forestry Technician (Logistics Supervisor)</i>			
<i>F222</i>	SCHEDULE <i>GS</i>	SERIES <i>455/ 462</i>	GRADE <i>06</i>
<input checked="" type="checkbox"/> SAME AS PRESENT; AMENDED FOR: <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
 (Signature of Supervisor) _____ (Date) _____ <i>Not applicable</i> 	Applies only to PD classified <u><i>11/21/90</i></u> Results in no change in classification of PD. <i>Mary L. Haugland</i> Mary L. Haugland (Signature of Official Exercising Classification Authority) <u><i>3/23/92</i></u> (Date)
TITLE _____	TITLE <u>Classification & Wage Specialist</u>

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER. The following special retirement coverage information is added:

"This position is covered as a secondary position under the special retirement for law enforcement officers and firefighters (CSRS/FERS)."

References: CSRS coverage: OPM letter dated *7/29/91*, number *2:910-980-402*
 FERS coverage: DI letter dated *10/2/91*, number _____

All secondary firefighter and law enforcement officer positions are subject to:

- The arduous physical requirements of the GS-455/462 or GS-1811 series and for firefighters the step test if the employee is also involved in basic/rigorous assignments
- The 7-1/2% special retirement deductions if the initial transfer and continuous service requirements have been met under the applicable regulations, *otherwise employee not covered*
- The previous experience requirements for line firefighting or criminal investigation work

Under FERS regulations employees in firefighter/law enforcement organizations may within six (6) months of entering the position or after any significant change in the position, formally and in writing seek a change in coverage determination under 5 USC 842.804(c).

Under CSRS regulations employees in firefighter/law enforcement organizations must within sixty (60) days of an agency notice regarding the coverage of their position request a reconsideration of the determination following the procedures in 5 USC 831.908.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F222

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input 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 (Show any positions replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		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) 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 checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical 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. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Range/Forestry Technician*	GS	455/462	06	JF	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Range/Forestry Technician*	GS	455/462	06	mlh	05-25-90

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision	
a. First Subdivision Bureau of Land Management		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)

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)	
		L. BARKOW Ch. Fire & Aviation	
Signature	Date	Signature	Date
		(signed) L. BARKOW	JAN 18 1990

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
GS-455/462

Typed Name and Title of Official Taking Action
JULIET D. POWELL
Personnel Management Specialist

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: Juliet D. Powell Date: 11/21/90

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

24. Remarks
SUBJECT TO DRUG TESTING
*Interchangeable based upon primary vegetation of the unit.

Range/Forestry Technician, GS-455/462-6
Logistics Coordinator
Position No. F222

INTRODUCTION

This position is located in the Alaska Fire Service, BIFC, State Office or a zone fire suppression coordination center organization which is primarily responsible for supporting wildland firefighting efforts. The primary purpose of this position is to serve as a logistics coordinator in support of requests for personnel, equipment, or aircraft which exceed initial attack capabilities. It has been determined that the employee must have prior firefighting experience and training to anticipate needs, fill requests with appropriate resources rapidly, and determine priorities and possible alternatives.

DUTIES

- A. Receives and processes resource orders for fire resources from initial attack or other coordinating units. Uses prior firefighting experience to analyze possible alternatives from a time frame and cost standpoint. Implements the best plan to fill the order(s) within stipulated time and cost frames.
- B. Organizes and keeps accurate and complete records of all orders placed and actions taken to provide up-to-date resource status, forecast potential shortages, and formulate possible contingency plans. Notifies office manager and other logistics coordinators of changes in orders and resource status so that operational continuity is maintained. Compiles statistics from final packages documenting use patterns in order to recommend equipment placement, needed aircraft types and locations, and national personnel needs.
- C. Advises ordering offices of the use of fire resources. This includes the use of specialized equipment such as the National radio caches, various categories of engines and infrared devices, and the National Catering and Sanitation contracts. It also includes aircraft types, capacities, uses and restrictions involving air tankers, helicopters, and military units, as well as special project aircraft used for infrared, detection, helitorches, and paracargo. Also advises ordering offices on the proper use of personnel, including class 1 and 2 overhead teams and type 1 and 2 organized crews.
- D. Annually obtains and updates inventories of resources available within the serviced area including overhead and crews, aircraft, and other firefighting equipment.
- E. Maintains files on pay documents for aircraft ordered by the unit.
- F. As assigned, travels to field offices to assist in the management of major fires, mobilization/demobilization centers, and/or staging areas. These assignments may be to any wildfire agency. Assignments may include line or overhead as well as logistics/dispatch functions as red-carded.
- G. As assigned, assists other Bureau, Federal, State, or public agency with the development of plans for carrying out logistics/dispatch procedures.
- H. As assigned, assists in training new personnel in logistics/dispatch methods and procedures. Participates in training sessions for logistics/

dispatch functions.

I. Operates a variety of specialized communications equipment found in most logistics/dispatch offices including TWX/Telex, AIRINC, telecopiers, teletypes, remote computer terminals, Apollo ticketing, reservations computer, and radio transceivers.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of fire suppression tactics, methods and procedures, and safety precautions sufficient to gather facts and determine the needs of requesting units with varying internal operating procedures. Prior line firefighting experience is required to anticipate needs, identify priorities, and select alternatives when a number of competing units are requesting services.

Knowledge of standard logistics technical and administrative procedures and guidelines used in the dispatch of personnel, equipment and supplies for wildfire/prescribed burn occurrences within a wildland fire organization in order to carry out the duties independently for short periods of time.

Knowledge of air operations and administrative regulations relating to aircraft usage as a fire suppression tool or to shuttle personnel, tools and equipment, pilot hours limitations, aircraft maintenance standards, duty and standby hours, and flight planning procedures.

Ability to determine which predetermined guideline to apply for the type of personnel, equipment, and supplies needed to take attack action in a wide variety of resource value, fuel types, environmental and weather situations throughout a large area.

Ability to communicate effectively using standard office equipment.

Must have the ability to use standard logistics office equipment such as computer terminals and facsimile machines.

Must have the ability to learn and work with the specialized fire computer programs and with specialized fire terminology.

Factor 2, Supervisory Controls

The supervisor or work leader assigns work and outlines the objectives to be achieved. The logistics coordinator works independently carrying out the projects, selecting the approaches and methods for implementation of plans within identified procedures. Routine work is reviewed occasionally to determine if the objectives are being met and for compliance with office procedures. Non-routine work recommendations are reviewed and approved by the supervisor before action is taken.

Factor 3, Guidelines

A wide variety of logistics operating and preplanned dispatch guides are available as well as Bureau manuals and handbooks. The employee must analyze situations and determine the most feasible approach to that situation under the current priorities and needs in the office. The supervisor or a work

leader is available to approve recommendations when conflicts occur.

Factor 4, Complexity

The logistics coordinator position is especially complex due to the wide variety of users with whom they work in multiple firefighting situations. Each situation contains a wide range of resources to adequately fill requests and the best, most timely, and economical means of providing the ordered resources. The employee commits large amounts of public funds and works with a wide variety of agencies with varying guidelines and procedures that must be followed.

Factor 5, Scope and Effect

The primary purpose is to serve as a logistics coordinator in supplying aircraft, personnel, equipment and supplies to ordering units using a variety of transportation methods. The work performed affects the firefighting unit's ability to suppress fires in a safe, efficient, and cost effective manner.

Factor 6, Personal Contacts

Personal contacts are made with contractors, suppliers, transportation companies, Bureau and other entity firefighters, not all of whom are aware of the procedures to be followed.

Factor 7, Purpose of Contacts

The purpose of the contacts are to receive orders, clarify assignments and requests, coordinate the movement of personnel, goods and services, and resolve problems in determining what priorities to use or goods and services to order.

Factor 8, Physical Demands

The work is primarily sedentary in nature, however, intense concentration is required for long periods in order to meet deadlines through collecting accurate and timely information and to make on-the-spot decisions while dealing with frequently changing situations. Shifts are often of 12 to 16 hours duration for a number of days at a time.

If red-carded, must meet the established step test and arduous physical requirements for those positions.

Factor 9, Work Environment

Although work is performed in an office setting the employee is exposed to high noise levels, confined areas, and changing procedures. If assigned to a fire camp or fire line, the employee is exposed to smoky conditions and possible wildland firefighting injuries for short periods of time.