



**\*\*\*\*\*OUTREACH & VACANCY NOTICE\*\*\*\*\***  
**WAYNE NATIONAL FOREST – Supervisors Office**  
**Assistant Dispatch Center Manager**

**PERMANENT POSITION**

**Title, Series, and Grade:** Assistant Dispatch Center Manager GS-0462-08/09

**Position:** One (1)

**Tour of Duty:** Full- Time, Permanent

**Duty Station:** Wayne National Forest, Supervisors Office, Nelsonville, OH

The Wayne National Forest, Supervisors Office is looking for a dynamic individual to fill a new vacant position of Assistant Dispatch Center Manager. This position will work in close coordination with the Forest FMO and will cover the entire forest with a duty station in Nelsonville, Ohio. The position is supervised by the Forest FMO.

**MAJOR DUTIES:**

This position serves as an Assistant Dispatch Center Manager located in an interagency dispatch center that is part of a fire organization. Assists the Center Manager in the oversight of all dispatch center operations. In the absence of the Center Manager, the incumbent becomes Acting Center Manager.

The area involved encompasses some combination of federal, state, tribal, and private lands within the dispatch center's area of influence and supports more than one unit. At least one of the units has a high program complexity. The center is responsible primarily for wildland fire preparedness and suppression support activities, but may support all- risk incidents as needed or directed.

This position is categorized as an Assistant Dispatch Center Manager (ACMG) in the Interagency Fire Program Management (IFPM) Standard and Guide as designated by the W.O. Fire and Aviation Management. The IFPM selective placement factors for this position must be

attained by October 1, 2010, and thereafter must be met prior to entrance into the position as a condition of hire. Refer to the Forest Service IFPM Standard Position Description Crosswalk for a full description of the selective placement factors

Ninety (90) days of experience as a primary/rigorous firefighter or equivalent experience outside federal employment is a basic qualification for this position.

Approved for secondary firefighter coverage by USDA under FERS and CSRS on 05/18/2009, B2 FS1614.

Dispatcher Work 100%

Sets priorities and directs the movement of personnel, equipment, supplies, and aircraft to respond to wildland fires. Collaborates with fire management organizations to solve nonstandard technical problems requiring the use of specialized techniques. Provides information to local governments and media outlets regarding the status of wildland fires and the danger they pose, air quality affects, and transportation disruptions. In absence of the Communication Center Manager, assumes direct control over entire center operations.

Develops and maintains a unit mobilization plan and complex dispatch operating plans and guides. Prepares and implements fire management plans governing the supply and use of resources such as smokejumpers, food and supplies, and fire retardant.

Maintains daily records on the availability of Forest, Regional, and National Fire control resources for anticipated and unanticipated fire needs. Coordinates information, resource utilization, and accountability with higher level and adjoining units, other adjoining state, local, and federal agencies, and other cooperating entities. Controls acquisitions, issuance, and return of equipment and supplies from central facilities.

The incumbent assists in all management aspects of the interagency operations, including development and maintenance of the mobilization guide, expanded dispatch plan, Haz-Mat response plan, staffing and action guides and response plans.

Integrates proper law enforcement dispatching, documentation and required security procedures into the overall operation of the communication center. Assures that the required security measures for National Criminal Information Center (NCIC) system or equivalent state system are in place and followed.

May serve as logistics coordinator between initial attack dispatch organization, expanded dispatch organization, and the Incident Commander during complex wildland fire, law enforcement or other wildland urban interface/intermix situations.

Coordinates the availability of rotor and fixed wing tactical aircraft for use with cooperating agencies. Dispatches and/or orders aircraft for emergency situations, issues flight plans and performs aircraft flight following to ensure safe arrival. Assures the necessary documentation for certification of payment for aircraft use.

Schedules air transportation for personnel, equipment, and supplies. Analyzes the complete job to be performed; obtains the proper, most cost effective type of aircraft, utilizing call when needed, contract, commercial or other agency aircraft.

Participates in the development of recurring and special regional fire wildland and law enforcement and other incident reports (i.e., annual fire narratives, aircraft use report).

Represents the Forest Service, as delegated, in meetings with Federal, state and local agencies for the purpose of planning response to wildland fire(s), law enforcement and other wildland urban interface/intermix situations which are often complicated by overlapping jurisdictions, and sensitive local issues. Maintains information from the planning processes to update and keep current the Communication Center procedures.

Assures that current resource availability and use information is exchanged, daily, with the appropriate Geographic Area Coordination Center, adjoining forests, state, and local agencies.

Assists in the implementation and administration of fire related computer programs (ADAM, CAD, SIT, etc.) Coordinates work with the Fire Lab, Geographical Area Coordination Center, Information Systems/Telecom personnel, and Regional Office in monitoring and evaluating different programs. Recommends modifications, deletions or additions to the systems when necessary.

Coordinates the collection of daily weather data from specified weather stations, with entry of that data into the national computer system.

#### OTHER SIGNIFICANT FACTS:

Bargaining Unit Status: Eligible - Coverage is dependent upon unit location.

FIREFIGHTER RETIREMENT COVERAGE: This is a secondary firefighter position under 5 USC 8336(c) (CSRS) and 8412(d) (FERS). Prior wildland firefighting experience is required.

Performs other duties as assigned.

#### **OUTREACH**

**Completed the attached Outreach Response Form and return it to: John T. Whatley at [jwhatley@fs.fed.us](mailto:jwhatley@fs.fed.us) and/or call 740-753-0918 by close of business February 2, 2015.**

## **TO APPLY**

**Persons interested should apply to the following USA JOBS Open Continuous Registers (OCR) no later than February 14, 2015.**

- **15-FIREOCR-462IADISP-89G & DP**

**The title of the position is Forestry Technician (Dispatch). Please identify the job location as Nelsonville, Ohio on your application. A referral list will be pulled any time after the application closing date of February 15, 2015.**

**HOW TO APPLY:** go to <https://www.usajobs.gov/>

Step 1 — Create a USAJOBS account (if you do not already have one). It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, you will need to log into your USAJOBS account to check on the status of your application.

Step 2 — Create a resume with USAJOBS or upload a resume into your USAJOBS account profile. You may want to customize your resume to ensure it accurately depicts your duties and accomplishments as they pertain to the position for which you're applying. Include accurate information about the length of time you performed such duties as it is a key factor in determining whether or not you qualify for a specific grade. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the "How You Will Be Evaluated" section of the job announcement).

Step 3 — Search for the job announcement number or simply click on the provided hyperlink. Please read the entire announcement and all the instructions before you begin. Click "Apply Online" and follow the prompts to complete the "Occupational Questionnaire" and attach any additional documents that may be required.

- You may update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.
- If you need assistance with navigating through the USAJOBS website, please visit: [https://help.usajobs.gov/index.php/Main\\_Page](https://help.usajobs.gov/index.php/Main_Page)

## **Non-Discrimination Statement**

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

### **To File an Employment Complaint**

If you wish to file an employment complaint, you must contact your agency's EEO Counselor (PDF) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at [http://www.ascr.usda.gov/complaint\\_filing\\_file.html](http://www.ascr.usda.gov/complaint_filing_file.html).

### **To File a Program Complaint**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

### **Persons with Disabilities**

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

**OUTREACH REPLY FORM**  
**USDA, Forest Service, Wayne National Forest**

**Assistant Dispatch Center Manager GS-0462-09**

**Please respond by February 2, 2015**

NAME: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CURRENT POSITION TITLE:  
\_\_\_\_\_

How did you hear about this position? Organization Name \_\_\_\_\_  
Agency Contact \_\_\_\_\_ Other \_\_\_\_\_

**IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE, ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES:**

- \_\_\_\_\_ **PERSON WITH DISABILITIES**
- \_\_\_\_\_ **VETERANS READJUSTMENT**
- \_\_\_\_\_ **DISABLED VETERANS W/30% COMPENSABLE DISABILITY**
- \_\_\_\_\_ **VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998**
- \_\_\_\_\_ **FORMER PEACE CORPS VOLUNTEER**
- \_\_\_\_\_ **PATHWAYS INTERNS/STUDENT CAREER EXPERIENCE PROGRAM**
- \_\_\_\_\_ **OTHER \_\_\_\_\_**

**Please send this completed form to Johnny Whatley at [jwhatley@fs.fed.us](mailto:jwhatley@fs.fed.us) or fax to 740-753-0118 or mail hard copy to:**

**Wayne National Forest, Supervisor's Office**  
**ATTN: Johnny Whatley**  
**Re: Assistant Dispatch Center Manager**  
**13700 US Highway 33**  
**Nelsonville, OH 45764**

*Thanks for your interest in this position!*