USDA UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE
EASTERN REGION

*********OUTREACH NOTICE*********

WAYNE NATIONAL FOREST – Supervisors Office
Aircraft Dispatcher

PERMANENT POSITION

Title, Series, and Grade: Aircraft Dispatcher GS-2151-5/6/7

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 Aircraft Dispatcher. This position will work in close coordination with the Forest Fire Management Officer (FMO) and will cover the entire forest with a duty station in Nelsonville, Ohio. The position is supervised by the Forest FMO.

INTRODUCTION

This position is located in a dispatch center. The center is responsible primarily for wildland fire preparedness and suppression support activities, but may respond to all-risk incidents as needed or directed. The employee is responsible for serving as a dispatcher in support of fire suppression activities, but may also provide dispatch in response to all-risk incidents as needed or directed.

MAJOR DUTIES

Performs the dispatch operation for the office and/or assists lower graded dispatchers and other employees in completing and processing resource order requests for personnel, equipment, supplies, and/or aircraft for all types of incidents.

Makes dispatch decisions in response to fire reports and orders. Arranges for and coordinates the transportation of manpower, equipment, aircraft, and supplies. Provides liaison between the unit and other dispatch organizations involving the mobilization, reassignment, and demobilization of

resources. Determines the status of available resources and ensures this information is made available in a timely manner.

Responds to resources requests from other dispatch officers and coordinates with local law enforcement, other agency, and media personnel on both fire and non-fire emergency operations.

Performs intelligence duties (e.g., resource availability status, management briefings, incident statistics, historical fire and weather analysis, indices charts, mobilization response data, and situation reports).

Monitors and assures completion of daily, weekly, monthly, and year-end required records, reports, and summaries. 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, automated dispatch systems. Ensures maintenance by other employees of fire resource tracking systems, fire weather data and communications systems and makes recommendations on changes in normal fire manning.

Provides technical guidance, orientation, and training to other dispatchers. Provides technical guidance and on-the-job training for other dispatchers. Arranges schedules to ensure adequate personnel will be available to carry out the assigned functions. Provides technical guidance in unusual or one-of-a-kind situations. Follows up on assignments to ensure they are completed and meet accepted standards. Operates and/or directs the operation of various dispatch telecommunication systems.

Reviews internal operating procedures and systems, makes recommendations for improvement, and updates/develops operating plans and mobilization guides.

Performs other duties as assigned.

OUTREACH

Completed the attached Outreach Response Form and return it to: John T. Whatley at jwhatley@fs.fed.us and/or call 740-753-0918 by close of business April 10th, 2015. Once we receive we advertise this position in USAJOBS, those that responded will be notified of the announcement number.

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

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.

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, 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.

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

Aircraft Dispatcher GS-02151-5/6/7

Please respond by April 10th, 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 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!