

Justification for Exception Position 5 (level AD-K) hired under the DOI AD Hiring Authority

Exception Position 5 requires expert knowledge and very high skill level in applying a wide range of concepts, principles, and practices associated within professional or administrative work. Most often, positions at this level are commensurate with knowledge gained from successful completion of Incident Command System (ICS) 400 level and above courses, qualifications at the Type 1 or Type 2 level, or "ologist" type positions (such as archeologist) that require a higher level of education or certification. Incumbents of these positions may be required to supervise other professionals or a group of technical specialists (THSPs).

NPS hiring unit: Shenandoah National Park

Title of Exception Position: COMMUNICATIONS COORDINATOR (COMC)
FSH 5109.37 - FIRE AND AVIATION MANAGEMENT QUALIFICATIONS HANDBOOK
CHAPTER 20 - QUALIFICATIONS AND CERTIFICATION and chapter 60 of the National
Interagency Mobilization Guide: <http://www.nifc.gov/news/mobguide/index.html>

Objective or purpose of position: Communications Coordinator (COMC)
A Communications Coordinator must be assigned when a second 4390 Starter System is assigned to any incident within a one hundred (100) mile radius of the first assigned 4390 Starter System. The Communications Coordinator should be requested as a name requested position. The GACC will coordinate filling the request with the National Incident Radio Support Cache (NIRSC) in Boise, ID by calling the National Communications Duty Officer (CDO) at 208-387-5644. Rental vehicle, lap top computer and cellular phone should be authorized when placing the request. It is important that this position be ordered as early as possible to alleviate the possibility of frequency conflicts during multi-incident situations.

Duties:

The incumbent is assigned to a Geographic Area Coordination Center (GACC) whenever incident levels requires an on-site communications coordination and reports directly to the NIICD-Communications Duty Officer (CDO).

The incumbent:

- Manages the allocation of communications resources at the Geographic Area level. This includes communications equipment, personnel, and associated supplies. The COMC provides support to the assigned Geographic Area and reports daily to the NIIC Communications Duty Officer (CDO).
- Provides operational guidance in the areas of incident radio frequency spectrum management for the Geographical Area including all frequencies for ground tactical, command, logistics, and air operations
- Has responsibility for the resolution of incident radio frequency interference problems to incident radio systems within the Geographical Area. This includes international interference problems with Mexico and Canada.
- The COMC will not be assigned to specific incidents or to an Area Command Team. Situations may occur when communications coordination is required between multiple Geographic Areas. Under these circumstances, a COMC may be assigned to a NIIC Resource Order to provide overall coordination and support to COMCs assigned to the affected Geographic Areas.
- During complex or multiple fire situations, the COMC will request additional qualified personnel to be assigned as field COMCs. Any situation involving complex air operations will require that a COMC be

requested a specifically for air operations. The COMC should be current with procedures needed to obtain such resources.

- Maintains an accurate inventory of all air/tactical/command/logistics frequencies, communications equipment and personnel (COMT, COML) assigned to (GACC) incidents under their control.
- Keep current on the availability of communications resources for future Geographic Area and National requirements.
- Tracts all frequencies assigned to the GACC.
- Keeps current on the availability of communications resources for future Geographic Area and National requirements.
- Maintains frequent contact with NIICD-CDO to coordinate resources in adjacent Geographical Areas. When other Geographic Areas have an assigned COMC maintains continual contact to coordinate communications assignments between the two GACCs.
- Provide problem-solving recommendations and advice on communications issues to the respective Geographic Area Coordinators, the Area Command Teams, and/or to Incident Management Teams within a complex or single incident. National as well as Geographic Area priorities will be considered when making recommendations and/or providing advice.
- Maintains daily contact with individual incidents coordinating equipment and frequencies.
- Assist incidents with communication system design and in obtaining specialized communications equipment.

Knowledge Required by the Position

The following knowledge and abilities are required:

Expert knowledge at the professional level of incident radio communication system design, management and operation, with extensive experience in the management and utilization of the related radio frequency spectrum at the incident and GACC level.

Ability to make necessary technical evaluation of incident radio interference problems and by analysis (including applications of computer programs where appropriate) determines the cause and appropriate remedy.

Ability to apply standard electronic and electrical engineering practices in the evaluation of a wide variety of incident radio facilities including a comprehensive and expert knowledge of special symbols and terminology related to frequency management activities, e.g. high frequency (HF), very high frequency (VHF), frequency bands, propagation methods, modulation, class of station, types of emission, high and low-band, wide and narrow band, power output, bandwidth, etc.

A comprehensive technical knowledge of the various types of emergency communications equipment available to support all-risk incident. In addition, the incumbent has the experience and ability to respond to all types of situations and to decide the proper course of action and then to rapidly develop viable concepts for communications support that meets the needs of the assigned incident. The incumbent must organize, manage, and meld this equipment into a functioning emergency communications traffic flow in relation to system use and the expansion or contraction of the system to meet user requirements.

A comprehensive knowledge of state-of-the-art communications technologies and how to apply them either in an effective manner when designing emergency communications system or with the processes.

associated with designing communications systems for agency use. These designs take into account the need for digital encryption, cellular radio, satellite communications techniques and the current digital requirements.

A complete and comprehensive technical and field operational knowledge of the radio propagation characteristics of low power, portable communications equipment operating in the VHF Lo-band, VHF Hi-band, and UHF frequency bands utilizing analog and/or digital signaling, frequency modulation (FM), and well as equipment operating in the VHF frequency band of 118-136 MHz utilizing amplitude modulation (AM). In addition, a comprehensive knowledge of L and KU band microwave propagation characteristic is needed for the installation and operation of emergency satellite and terrestrial microwave systems used in conjunction with the low power systems. This includes a complete comprehension of the path/power limitations and the effect of various terrain/obstacle types of both FM and AM modulation schemes for all frequency bands from HF to KU band microwave.

Knowledge of, and experience as Communications Technician and Communications Unit Leader in Type I, II, and All-Risk Incidents. Knowledge will include duties, theory, and practice, and must be at sufficient level to design and explain complex linking systems to field units.

Interpersonal skills required for meeting and dealing with people for a wide variety of background and occupations.

A complete and comprehensive understanding of the dispatch organization is required. This includes ordering, mobilizing, tracking and demobilizing resources.

Ability to develop, organize, prepare and present in both written form and orally

Position will be supervised by (provide position title): Communications Duty Officer at NIFC

Qualifications/training of AD employee that justifies or supports hiring him/her into this position:

Required courses are:

Incident Communication Technician S-258

Communications Unit Leader S-358

Communications Coordinator (no S-number)

Prerequisite Experience:

Communications Unit Leader AND Satisfactory position performance as a Communications Coordinator

Name of person providing this description (please print)

Date

Christine Peters
Signature approval of NPS National Incident Bus Lead

10-31-2017
Date