



File Code: 5100

Date: July 20, 2006

Route To:

Subject: AD-I THSP, Assistant Mobilization/Facilities Manager
To: Susan Millsap, Incident Business Management Specialist,
Pacific Southwest Region

I have approved an AD-I rate for the position of THSP – Assistant Mobilization/Facilities Manager, the position has been approved at \$24.52. This rate is valid through 2006, and a copy of this letter must accompany the original time record to the payment center.

This position is utilized at the Northern California Service Center (NCSC), which is the focal point for operational coordination of logistical support for fire and incident management for Federal and State agencies within the Geographic Area. The incumbent works for the Coordinator and helps the Mobilization Center Facilities Supervisor to manage the arrivals and departures of fire crews and personnel through NCSC or other mobilization centers during emergency fire mobilizations. The incumbent coordinates the orderly transfer of incoming personnel and equipment from aircraft on the ramp to busses and ground transportation for delivery to incidents. The incumbent manages temporary staging areas at the mobilization center and insures that food; water and adequate facilities are provided and maintained for transient personnel. Coordinates transfer from ground transport to aircraft for departing personnel, insuring accurate and orderly weighing and manifesting of personnel and equipment for air transportation by chartered carriers from the ramp at North Ops and from other designated airports.

The incumbent uses specialized knowledge of the NCSC facilities to help maintain essential infrastructure during periods of peak fire activity. This includes the Uninterrupted Power Supply, “UPS” system that provides emergency power to the Northern California Coordination Center in the event of a power failure as well as water and environmental control systems for all of the facility. The incumbent works with contractors and vendors to insure completion of services and projects according to specifications.

/s/ *Susie Stingle-Russell*
SUSIE STINGLEY- RUSSELL
Acting Asst. Director - NOPS
NCSC – Pacific Southwest Region

cc:
Mary Ann Szymoniak
Mike Lococo
Stacy Casey

