

**Intelligence Support Position
Eastern Area Exception Rate 2007
Exception Position 3 – Level AD-F (\$17.56)**

This position serves as staff support to the Intelligence Section of a center and works directly for the Intelligence Coordinator. The Intelligence Support position provides assistance to the GACC/NICC Intelligence Coordinator during periods of heavy fire activity for those offices that require additional staffing/coverage due to workload, position vacancies, etc.

Responsibilities include but not limited to:

- Demonstrates basic computer and telecommunications skills in the following areas: file management, word processing, printing documents, data entry, internet navigation, electronic mail (including DMS), fax machine, phone system.
- Demonstrates the ability to utilize Intelligence related computer applications including, but not limited to: WIMS, Situation Reporting program, ICS-209 program, Resource status (ROSS), Lightning maps
- Demonstrates familiarity with the different types of maps in use within the dispatch/coordination environment
- Demonstrates the ability to gather Intelligence in the following areas as required by national, geographic, and local guidelines: Daily fire weather observations and indices, Fire weather products such as forecasts, watches, red flag warnings, spot forecasts, lightning maps, weather outlook/summaries, Situation status, Significant incidents, Resource status, Cumulative fire statistics
- Demonstrates the ability to generate Intelligence products in the following area as required by national, geographic, and local guidelines: SIT reports, ICS-209s, Resource status summaries, Briefings (oral and written), Maps, specialized Intelligence products as warranted by current situation or local requirements: Managers summaries, MAC group products, Weekly/year-end summaries
- Distributes Intelligence products via the methods identified in local standard operating procedures, which may include: Electronic mail systems, posting to a web site, display/information boards, phone fax, radio
- Follows the locally established protocols for transfer of sensitive information: Crash rescue, accident medevac, search and rescue, hazmat, law enforcement, fire shelter deployment, fatality protocols, responds appropriately to emergency situations.
- Assists the Intel Coordinator in preparing information for daily briefings to the Center Manager, Deputy Center Manager and upon request, the Area Coordinating Group and selected groups such as multi-agency coordinating (MAC) group, and agency staff personnel on large incidents or problems incidents, multiple incidents situations, resource availability, and other significant or major events pertaining to all incidents.
- Possesses basic knowledgeable of National Fire Danger Rating System (NFDRS), Weather Information Management system (WIMS), general PC applications (EXCEL, ACCESS database, Microsoft word, etc.), and Resource Ordering and Status System (ROSS).
- Demonstrates the ability to work professionally with internal and external customers.
- Effectively maintains unit files/records according to local guidelines.
- Recognizes the various incident and resource types commonly used.
- Resolves questions and issues by using available sources and reference materials.