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USAJOBS

EMERGENCY RESPONSE DISPATCHER

DEPARTMENT OF THE NAVY

Commander, Navy Installations Command

Summary

This is a public notice flyer to notify interested applicants of anticipated vacancies. Applications will not be accepted through this flyer. Interested applicants must follow the directions in the "How to Apply" section of this flyer to be considered. There may or may not be actual vacancies filled from this flyer. Notice of Result letters will not be sent to applicants who respond to this flyer.

[Learn more about this agency](#)

See following
pages 2 - 6

Overview

Accepting applications

Open & closing dates

🕒 02/11/2026 to 02/10/2027

Salary

\$41,659 - \$75,059 per year

GS-4: \$41,659 - 54,160 / GS-5: \$46,610 - 60,593/ GS-06: \$51,957 - 67,543/ GS-07: \$57,736 - 75,059

Pay scale & grade

GS 4 - 7

Location

8 vacancies in the following location:

📍 Washington Navy Yard, DC

Remote job

No

Telework eligible

No

Travel Required

Occasional travel - This position may require travel from normal duty station to CONUS and OCONUS and may include remote or isolated sites. You must be able to travel on military and commercial aircraft for extended periods of time.

Relocation expenses reimbursed

Yes – Relocation incentives as described in 5 USC 5753 may be authorized in accordance with applicable regulations. PCS is not authorized.

Appointment type

Permanent

Work schedule

Full-time

Service

Competitive

Promotion potential

7

Job family (Series)

- [2151 Dispatching](#)

Supervisory status

No

Security clearance

[Secret](#)

Drug test

No

Financial disclosure

[No](#)

Bargaining unit status

[Yes](#) - This is a bargaining unit position.

Announcement number

DE-12883390-26-AML

Control number

857021300

This job is open to



[The public](#)

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

US CITIZENS

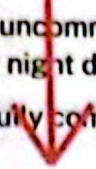
Duties

- You will communicate via radio with responding personnel to pass pertinent information regarding hazards that may be present at the emergency scene and obtain additional assets if requested by the Incident Commander.
- You will verify the location and call back number for a medical patient and determines the severity of the emergency situation using EMD checklists.
- You will utilize computer database to access and secure security areas, recall logged events, track and relay information on special operations, and maintain alarm location diagrams.
- You will maintain logs, forms and status of security and fire personnel on duty and available using the CAD system.

Requirements

Conditions of employment

- **Must be a US Citizen.**
- Must be determined suitable for federal employment.
- Must participate in the direct deposit pay program.
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit e-verify.gov
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Males born after 12-31-59 must be registered for Selective Service.
- **You will be required to obtain and maintain an interim and/or final security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.**
- This is a Mission Essential position. You will be required to ensure organization or facility continuity of operations and/or completion of tasks that are considered essential to the mission designated by a local or command decision.
- Obtain and maintain Telecommunicator 1 and CPR certification within 90 days of entry on duty.
- This is a bargaining unit position.

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- This position is subject to work an uncommon tour, including nights, weekends, and holidays to meet mission requirements. Overtime or night differential pay and/or unusual duty hours may be required.
 - Incumbent is required to successfully complete the **RDC Training Program** to include classroom and On-The-Job Training (OJT). **[Regional Dispatch Center]**
 - **Must be capable of obtaining an Emergency Police Dispatcher (EPD) certification and maintain the certification by recertifying every 2 years. Employee has 6 months from their entrance on duty to obtain certification.**
 - Obtain and maintain APCO or IAED EMD certification within 270 days of entry on duty.
 - As required, incumbent is required to complete training and certify as a communications training officer (CTO) to provide on-the-job training to new hire personnel.
 - Incumbent is required to be certified as a CIC/NCIC/OPENFOX operator.
 - As part of medical surveillance programs the incumbent will be required to take medical examinations to assess his/her medical qualifications for duty involving work with the high level of stress inherent in this job.
 - The potential to work up to 16 hours at a time does exist due to unscheduled absences and/or extreme circumstances such as natural disasters, terrorist attacks, and other all hazards emergency or disaster situations.
 - **This position is considered Key/Emergency-Essential. You will be required to provide immediate and continuing support to ensure the success of combat operations or the availability of combat-essential systems.**

Qualifications

GS-04 - Your resume must also demonstrate at least one year of general experience at or equivalent to the GS-03 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: 1) Operating radio communication equipment; 2) Receiving incoming telephone or alarm systems calls; and 3) Maintaining logbooks/records. **NOTE: This information must be supported in your resume to be considered for the position.**

GS-05 - Your resume must also demonstrate at least one year of specialized experience at or equivalent to the GS-04 grade level or pay band in the Federal service or equivalent experience in the private or public sector. **Specialized experience must demonstrate the following: 1) Operating electronic computer-based systems for emergency (Police, fire, and or EMS) dispatching management; 2) Working multiple equipment/systems (e.g., Computer Aided Dispatch (CAD) system, alarm systems, dispatch recording devices, multi-channel radios) during emergency situations; and 3) Disseminating information from incoming callers during emergency situations. NOTE: This information must be supported in your resume to be considered for the position.**

GS-06 - Your resume must also demonstrate at least one year of specialized experience at or equivalent to the GS-05 grade level or pay band in the Federal service or equivalent experience in the private or public sector. **Specialized experience must demonstrate the following: 1) Operating electronic computer-based systems for emergency (Police, Fire, and/or EMS) dispatching management; 2) Operating multiple equipment/systems (i.e., Computer Aided Dispatch (CAD) system, dispatch recording devices, multi-channel radios) during emergency situations; and 3) Disseminating information from incoming callers during emergency situations. NOTE: This information must be supported in your resume to be**

considered for the position.

GS-07 - Your resume must also demonstrate at least one year of specialized experience at or equivalent to the GS-06 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: 1) Operating electronic computer-based systems for emergency (Police, Fire, and/or EMS) dispatching management; 2) Operating multiple equipment/systems (i.e., Computer Aided Dispatch (CAD) system, alarm systems, dispatch recording devices, multi-channel radios) during emergency situations; 3) Disseminating information from incoming callers during emergency situations; 4) Effectively carrying out several tasks at the same time such as operating radios, telephones, and typing while efficiently communicating with the public, police, fire, and/or medical personnel; and 5) Conducts operational checks of communications and telephone equipment, notes discrepancies in accordance with established procedures. **NOTE: This information must be supported in your resume to be considered for the position.**

Additional qualification information can be found from the following Office of Personnel Management website: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

PHYSICAL DEMANDS: The work is mainly sedentary. Walking, standing and stooping, reaching and handling/grasping documents may occur in performing duties of the position.

Incumbent must have color vision adequate to distinguish between green, red and yellow lights on alarm and equipment control panels and read information from a multi-colored computer screen.

Incumbent must be able to write and speak English clearly and distinctly so that they are easily understood over the telephone and radio and documentation is easily readable.

Incumbent must be able to clearly hear conversations over the phone and radio regardless of the age or sex of the caller and to distinguish between different audible alarm tones used in dispatch. Incumbent may use hearing correction devices to augment their natural hearing in order to meet the requirements listed.

Although the physical activity of this job is that of an office environment, the emergency nature of the work, the rigid time constraints for response actions, the emotional state of the persons calling for service, and the nature and consequences of the decisions the incumbent is required to make, **categorize this position as one of high mental and emotional stress.**

WORK ENVIRONMENT: Incumbent's normal work site is within an RDC facility. The communications facility is a climate-controlled room. Employees work at consoles equipped with CAD, multiple channel radios, 911 telephone system, computers and other electronic equipment.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment.

Education

In lieu of general/specialized experience, you may qualify with the following education or combination of both education and experience:

GS-04 Successfully completed two years of education above high school level.

OR

Have a combination of experience and education as described above that equates to one year of general experience. The percentage of the required education plus the percentage of the required experience equals one hundred percent of the qualification's requirement.

GS-05 Successfully completed four years of education above high school level.

OR

Have a combination of experience and education as described above that equates to one year of experience. The percentage of the required education plus the percentage of the required experience equals one hundred percent of the qualification's requirement.

*Transcripts must be submitted with your application if qualifying using education.

Additional information

This position is covered by the Department of Defense Priority Placement Program.

Several vacancies may be filled.

This position is subject to work an uncommon tour, including nights, weekends, and holidays to meet mission requirements. Overtime or night differential pay and/or unusual duty hours may be required.

This position is subject to recall 24 hours a day, 7 days a week.

Duty hours are not permanent and shift work is required in order to provide 24 hour, 7 days a week, 365 days per year coverage.

There is potential for the employee to be exposed to extremely high levels of mental and emotional stress due to the nature of incoming calls and incidents, emergency nature of the work, the rigid time constraints for response actions, the emotional state of the persons calling for service, and the nature and consequences of the decisions the employee is required to make.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.

Federal annuitant information: The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at: <http://www.secnv.navy.mil/donhr/Documents/CivilianJobs/FedCivAnnuitants.pdf>.

Veteran's preference does not apply when selecting individuals under this specific hiring authority.

However, if you claim veteran's preference, you will be required to submit supporting documentation with your application as described in the Required Documents section below.

Candidates should be committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution.

Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits.](#)

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How you will be evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Resumes are restricted to no more than 2 pages. Illegible/unreadable resumes will not be considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

As vacancies occur, the Human Resources Office will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this flyer. You will be rated based on the information provided in your resume, along with your supporting documentation.

If selected, you may be required to provide additional supporting documentation.

If after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, you may be found ineligible/not qualified.

Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

All qualification requirements must be met before being considered for any vacancies.

Required Documents

A complete resume is required. Resumes are restricted to no more than 2 pages. Illegible/unreadable resumes will not be considered. Your resume must show relevant experience, job title, duties and accomplishments. Your resume must show complete information for each job entry to support minimum qualifications. The following information should be provided in your resume: employer's name, starting and end dates (Mo/Yr), hours per week if experience was less than full time (35-40 hours per week), and pay plan, series and grade level (e.g. GS-0201-09) for relevant federal experience. TIP: A good way to ensure you include all essential information is to use the Resume Builder in USAJOBS to create your resume.

Are you claiming membership in any professional organizations, or possession of a license, certificate or credentials? Check the **Conditions of Employment** section above to see if any are required. If you claim membership, license, certification, or credentials, you must submit a copy of said document in your application package.

Are you using education as a substitute for some or all of the experience requirement? Is there a basic education requirement for this position? Check the **Education** section above to see what is allowed and what is required. Any claims you make in your resume or assessment questionnaire regarding education or degrees **MUST** be supported by submitting with your application official or unofficial transcripts or a list of courses, grades earned, completion dates, and quarter and semester hours earned issued from your school. While unofficial transcripts are acceptable for initial application, an official transcript will ultimately be required if you are selected for the position. You may submit a copy your degree(s) if specific coursework does not have to be verified.

Are you a veteran claiming 5-point veterans' preference or claiming sole survivorship preference? You must submit a copy of your latest DD-214 Certificate of Release or Discharge from Active Duty (any copy that shows all dates of service, as well as character of service [Honorable, General, etc.] is acceptable) OR a VA letter that shows dates of service or service connected disability AND character of service. If you have more than one DD-214 for multiple periods of active duty service, submit a copy for each period of service. If you were issued a DD-215 to amend aforementioned information on the DD-214 you must submit that too. If you are not sure of your preference eligibility, visit the Department of Labor's website: [Veterans' Preference Advisor](#)

Are you a disabled veteran or claiming 10-point veterans' preference?

If you are eligible to claim 10 point veterans preference you must submit a DD-214 Certificate of Release or Discharge from Active Duty as described above for 5-point preference.

You must also provide the applicable supporting documentation of your disability (e.g. disability letter from the VA) as described on Standard Form-15 (SF-15). http://www.opm.gov/forms/pdf_fill/SF15.pdf.

Are you an active duty service member? Active Duty Service Members are required to submit a statement of service printed on command letterhead and signed by the command. The statement of service must provide the branch of service, rate/rank, all dates of service, the expected date of discharge and anticipated character of service (Honorable, General, etc.).