

**Enclosure 1**

**Implementation Guidelines for New Handcrew NSPDs**

**Step 1: Determining Handcrew Rating Level**

The Rating Analysis for Handcrew Supervisors (see Enclosure 2) was developed to assist units in determining the appropriate grade structures for their handcrew supervisors. Units with non-IHC handcrews (i.e. Type 2 IA, Type 2, or Wildland Fire Modules) are responsible for completing the rating analysis to determine the appropriate grade structure for their Handcrew. Handcrew positions will be staffed based on the results of the rating analysis. It is not expected that all crews would meet the High Rating structure to be upgraded to the GS-0462-08 position. Therefore, if they do not meet the high rating structure the supervisor would remain in the current GS-0462-07 NSPD (FS0283).

There are two approved grade structures for Handcrews based on the Complexity Analysis:

<b>High Rating</b>	<b>Moderate Rating</b>
<ul style="list-style-type: none"> <li>• Supervisor, GS-0462-07/08 (FS2137/FS2138)</li> <li>• Assistant (non-supvy), GS-0462-07 (FS2139)</li> <li>• Squad Leader, GS-0462-06 (FS0280)</li> <li>• Senior Firefighters, GS-0462-04/05 (FS2036/FS2037)</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor, GS-0462-07 (FS0283)</li> <li>• N/A</li> <li>• Squad Leader, GS-0462-06 (FS0280)</li> <li>• Senior Firefighters, GS-0462-04/05 (FS2036/FS2037)</li> </ul>
<ul style="list-style-type: none"> <li>• A High Rated Handcrew will be staffed with one GS-0462-07/08 (FS2137/FS2138) supervisory Handcrew Supervisor.</li> <li>• If the High rating grade structure is warranted by the unit, the incumbent GS-0462-07 Handcrew Supervisor will be non-competitively promoted to the new GS-0462-08 Handcrew Supervisor NSPD.</li> <li>• As the GS-0462-07 Handcrew Assistant (FS2139) is a new position, it must be filled using competitive procedures.</li> <li>• Units have discretion in determining the number of GS-07 Assistant positions that are filled.</li> </ul>	<ul style="list-style-type: none"> <li>• A Moderate Rated Handcrew will staff the crew supervisor position with the existing GS-0462-07 (FS0283) Handcrew Supervisor PD.</li> <li>• The GS-462-07 Assistant PD (FS2139) <u>is not</u> available for use on a Moderate Rated handcrew.</li> </ul>
<ul style="list-style-type: none"> <li>• The GS-06 Squad Leader (FS0280) and GS-04/05 Senior Firefighter (FS2036/FS2037) positions in the Handcrew organization are not affected by the rating, and may be used on handcrews of either rating level.</li> <li>• Units have discretion in determining the number of Squad Leaders and Senior Firefighter positions that are filled.</li> <li>• GS-06 and GS-04/05 positions are to be filled using the normal competitive procedures.</li> </ul>	

The High Rated Handcrew Supervisor position was developed to be a two grade career ladder (for example GS-07/08) as this allows flexibility for filling this position. The SME workgroup *did not* recommend a career ladder for the Assistant Handcrew position. The position will remain a straight GS-07, because the consensus of the group is that there is a sufficient applicant pool at the GS-06 grade level.

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The Handcrew Rating is independent of the IFPM Complexity Analysis, just as it is with determining Engine Complexity. The Forest Service IPFM/FS-FPM Crosswalk will be updated to reflect these changes.

**Step 2: Handcrew supervisory positions that are currently encumbered** (if handcrew supervisor position is currently vacant, skip Step 2 and proceed with Step 3)

**High Rating:** For units with Handcrews that meet the requirements of a high rating, the following procedures should be followed:

1. A non-competitive promotion to the GS-8 grade is warranted for individuals encumbering the GS-462-07 Handcrew Supervisor position that meet the High Rating analysis, provided that:
  - a. Incumbent has occupied the GS-462-07 Handcrew Supervisor position for at least one year (52 weeks) in order to be noncompetitively promoted to the new GS-462-08 (FS2138) Supervisory Forestry Technician position upon receipt of an approved SF-52 from the Tracker. Units should submit these non-competitive promotion actions at least 2 pay periods in advance of the effective date. A complete package includes the Handcrew Supervisor Rating Analysis. This document must be attached to SF-52 request. (See enclosure 3)
  - b. Incumbents that do not yet meet the OPM qualification requirements will be reassigned to the GS-0462-07 career ladder NSPD (FS2137) and will be promoted to the new GS-462-08 (FS2138) Supervisory Forestry Technician position upon meeting time in grade AND one year of specialized experience in the GS-07 Handcrew Supervisor position. Requests for personnel actions must be submitted by the unit in the SF-52 Tracker. Units should submit these non-competitive promotion actions at least 2 pay periods in advance of the effective date. A complete package includes the Handcrew Supervisor Rating Analysis. This document must be attached to SF-52 request. (See enclosure 4)
2. The new GS-462-07 Assistant Handcrew Supervisor position on high rated crews must be filled using competitive procedures as this was a newly created position.

Personnel actions cannot be backdated nor are employees entitled to back pay for promotions as they cannot be processed retroactively (5 CFR 511.701).

**Moderate Rating:** If the handcrew rating analysis results in a moderate rating for the unit's handcrew, no further action is needed provided the recommended grade structure and NSPDs approved for moderate rating handcrews are being used.

Forests that staff handcrews using a grade structure below the grades described for moderate rating should refer to the June 4, 2008 Memo and Enclosure for guidance on recommended grade structure and OCRs for Handcrew positions. <http://www.fs.fed.us/fire/management/ifpm/documents.html>

**Step 3: Handcrew Supervisory positions that are currently vacant:**

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1. Two new separate OCRs for the High Rated GS-7/8 Handcrew Supervisor (FS2137/FS2138) and the GS-7 Handcrew Assistant (FS2139) will be created. When created, the OCRs will be posted on: [http://fsweb.asc.fs.fed.us/HRM/employment/Open\\_Continuous\\_Recruitments.php](http://fsweb.asc.fs.fed.us/HRM/employment/Open_Continuous_Recruitments.php)
2. The existing Handcrew GS-7 OCR for FS2083 will remain available for filling the supervisory position of Moderate Rated Handcrews.

### **Classification Issues**

Organization needs and structure vary based on individual forest programs. Under the previous Handcrew NSPDs, some crew supervisors may not have been graded appropriately given the level of responsibility and performance expected out of the position. In addition, the GS-07 PD for some of the Handcrew Supervisors did not reflect the duties of existing crew configurations.

The SMEs acknowledged that there exist some Handcrews that currently do not meet the Interagency Hotshot Crew or the newly created Handcrew NSPDs due to the uniqueness of the crew's function or purpose. Several regions have developed Type 2 or Type 2 IA Handcrews with special emphasis on diversity recruitment or Job Corps affiliations as a development path into other positions. These crews do not meet the intent of the IHC or newly created Handcrew NSPDs because of the added program management responsibilities that the special emphasis places on the handcrew supervisor. The Handcrew SME group recommended that an additional SME group be convened in 2012 to develop NSPDs that specifically addresses the duties of these unique handcrews.