

**USDA Forest Service**  
**Handcrew Supervisor Rating Analysis for determining the**  
**Upgrade of Handcrew Supervisor from GS-462-07 to a GS-462-08**

This document has been developed to provide direction when upgrading a Handcrew Supervisor position from a GS-462-07 to a GS-462-08. The grade controlling duties are based on the complexity level of supervision, coordination, qualifications, knowledge of specialized activities in wildland fire management, break-down capabilities of the crew, and/or capabilities to perform specialized tasks during the management of wildland fires for multiple objectives.

If the complexity elements are not present, do not use the GS-08 Handcrew Supervisor position description FS2138. Likewise, it is inappropriate to elect to use the GS-07 Handcrew Supervisor FS0283 for any other reasons (e.g., budgetary) if the GS-08 level is warranted. Since management must certify the accuracy of an Agency Position File (APF), the use of an APF that does not accurately reflect the demands of the job would amount to falsification of an official record.

**Fire Staff Officer/Forest FMO** is to review each of their Handcrew Supervisor positions and determine which APF best describes the work being performed on a regular and recurring basis. "Regular and recurring" means that the situation happens repeatedly, not just a few times a year, and that it is expected to continue.

Please review all items listed below within the table provided. Answer the specific questions pertaining to the position by placing either a "check mark" or an "X" in the appropriate box. If the review determines that all appropriate boxes have been checked as "YES", then the required demonstration has been achieved and the position can be recommended to the Line Officer for upgrade to the GS-0462-8 based on complexity factors.

If Box A or B within the complexity analysis table is checked "NO", then the demonstration of complexities has not been met and the position remains at the existing grade level.

<b>Handcrew Supervisor Rating</b>	<b>YES</b>	<b>NO</b>	<b>DATE</b>
A) Does the position supervise an organized 18-20 person Type 2 IA Handcrew (as defined in the Interagency Standards for Fire and Fire Aviation Operations) identified on an approved Forest organization chart?			
<b>If Box A is checked "Yes", THEN THE HANDCREW IS CONSIDERED A <u>HIGH RATED HANDCREW</u>, and the remainder of the complexity analysis <u>will not need to be completed</u>.</b>  <b>If Box A is checked "No", go to B.</b>			
B) Does the position supervise an organized 10 or more person Wildland Handcrew identified on an approved Forest organization chart?			
<b>If B is checked "Yes", then go through list below:</b>			
Handcrew meets the requirements to break up into smaller teams to perform a variety of operational tasks.			
Is the supervisor of the Handcrew expected to function as a qualified NWCG Crewboss (CRWB)			
Does the Handcrew have the qualifications to function independently in the absence of the supervisor?			

Supervisor and Handcrew have the qualifications to implement a prescribed burn plan (such as Burn Boss or Firing Boss).			
Supervisor and Handcrew performs lay out and preparation of prescribed fire or hazardous fuels projects.			
Supervisor and Handcrew is skilled and equipped with GPS systems and has the capability to transfer information to mapping software, and can manage the information to produce digital or hardcopy maps.			
Supervisor and Handcrew monitors and documents fire effects to determine if management objectives for wildland or prescribed fires are being met.			
Utilizes fire behavior modeling programs to determine current and expected fire behavior on planned and unplanned ignitions.			
Does the position supervise a Handcrew that responds to fires in wildland urban interface/intermix situations and works with Interagency resources?			
<b>If at least 7 or more boxes in the above table under B are checked “Yes”, THEN THE HANDCREW IS CONSIDERED A <u>HIGH</u> RATED HANDCREW.</b>			
<b>If there are 3 or more boxes in the above table under B that are checked “No”, THEN THE HANDCREW IS CONSIDERED A MODERATE RATED HANDCREW.</b>			

**The Handcrew Supervisor Rating Analysis must be certified below with original signatures and attached to the 52 Tracker Request in order to upgrade the position from a GS-462-07 to a GS-462-08.**

**Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statement may constitute violations of such statutes or their implementing regulations.**

<b>Name and Title of Fire Staff Officer/Forest FMO</b>		<b>Typed Name and Title of Forest Supervisor</b>	
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>