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Subject: National Standard Position Descriptions for Handcrew Positions

To: Regional Foresters, Station Directors, Area Director, IITF Director and Deputy Chiefs

The latest standardized position descriptions in Fire and Aviation Management (FAM) have been released. Subject Matter Experts (SMEs) from FAM and Human Resources Management (HRM) developed new National Standard Position Descriptions (NSPDs) for handcrew positions in conjunction with the newly created Forest Service rating analysis for Handcrew Supervisors (Enclosure 2).

The rating analysis and new NSPDs were developed by a geographically diverse group of SMEs to meet staffing needs for agency regular handcrews. Forest Service handcrews engage in many fire management activities: fire suppression, initial attack, fuels management work, and wildland fire monitoring. As such, the SME group developed the rating analysis for Handcrew Supervisors to scale the grade structure for Forest Service handcrews engaged in different types of handcrew work and complexities.

The new handcrew NSPDs are separate from the NSPDs developed for nationally recognized Interagency Hotshot Crews (IHC). In addition, the SME group noted the existence of several non-IHC handcrews which have special emphasis on diversity recruitment or Job Corp affiliations that possess duties which were not congruent with the new handcrew NSPDs. The handcrew SME group recommended an additional SME group to develop position descriptions that describe the duties of these unique handcrews.

Standardizing position descriptions allows for consistency across the Agency, and eases hiring employees through Open Continuous Rosters. The following NSPDs are to be used depending on the outcome of the handcrew rating analysis:

- GS-0462-07/08 (FS2137/FS2138) Supervisory Forestry Technician (Handcrew-High)
- GS-0462-07 (FS2139) Assistant Forestry Technician (Handcrew-High)
- GS-0462-07 (FS0283 –pre-existing) Supervisory Forest Technician (Handcrew-Moderate)

Specific implementation information about the new NSPDs, determining the handcrew rating, and information on how to promote/reassign incumbent employees into the new NSPDs are enclosed. Units with non-IHC handcrews should use Enclosure 2, the rating analysis for Handcrew Supervisors, for the rating level and the appropriate grade levels.

Please contact Evans Kuo at ekuo@fs.fed.us or (208) 387-5974 with further questions.

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