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Subject: New GS-0301 National Standard Position Descriptions for Key Fire and Aviation Management Positions

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

In 2011, Fire and Aviation Management (FAM) and Human Resource Management (HRM) convened a series of meetings with subject matter experts from the field to develop national standard position descriptions (NSPD) for seven FAM positions at the GS-12 and GS-13 target grade levels.

As mentioned in Chief Tidwell's memo dated July 8, 2011, Occupational Series for Fire Management Positions, these NSPDs are the first of many FAM managerial positions that are to be transitioned to the GS-0301 Administrative/Managerial occupational series. In October 2011, the U.S. Department of Agriculture approved the following GS- 0301 NSPDs for special retirement coverage under Title 5, U.S.C. sections 8336(c) and 8412(d):

- FS2112/FS2113, Forest FMO-High Complexity (GS-0301-12/13)
- FS2114/FS2110, Forest FMO-High Complexity (GS-0301-11/12)
- FS2115/FS2111, Forest FMO-Moderate Complexity (GS-0301-11/12)
- FS2108/FS2109, Forest (Deputy) AFMO-High Complexity (GS-0301-11/12)
- FS2116/FS2117, GACC Center Manager (GS-0301-12/13)
- FS2106/FS2107, GACC Deputy Center Manager (GS-0301-11/12)
- FS2118/FS2105, Smokejumper Base Manager (GS-0301-11/12) *

*The Smokejumper Base Manager GS-0301-11/12 NSPDs (FS2118/FS2105) are on hold pending resolution of the medical requirements. Notification will be sent to the field when the NSPDs are ready for implementation.

Filling Vacancies:

Open Continuous Recruitment (OCR) announcements will be advertised beginning in January 2012 using the above-listed GS-0301 NSPDs. Previous position descriptions in the GS-0462 or GS-0401 occupational series for the above-listed positions are obsolete and will be abolished. In the meantime, details and non-competitive temporary promotions (NTE 120 days) can be used pending advertisement of the permanent GS-0301 positions.

When the OCRs for the above positions are advertised, requests for referral lists may be submitted; however, the referral lists cannot be generated from the OCRs until they have been opened for 10 calendar days (per the Merit Promotion Plan). Hiring units may request referral lists at the lower grade level (with non-competitive promotion to the target grade level) or at the target grade level only. As a reminder, all applicants must meet the basic qualification requirement of 90 days of primary/rigorous firefighting (or equivalent experience outside federal employment) for these positions.



Reassigning GS-0462 or GS-0401 Incumbents to the GS-0301 NSPDs:

Employees now in the GS-0462 or GS-0401 series occupying one of the above-listed seven positions will be required to be reassigned into the applicable GS-0301 NSPD position. This will be accomplished through a non-competitive reassignment and employees will not be required to submit resumes. Non-competitive promotions are not authorized through this process.

The National Fire Employment Team will complete the reassignment actions on a Region by Region basis for all affected incumbents after verification by the appropriate Line Officer and Regional Fire Director. HRM will provide a report of all FAM employees at the GS-0401 or GS-0462-11, 12, or 13 grade levels in the positions listed above, to assist with the determination. If the incumbent is in a career ladder and has not yet met the target grade, he/she may be reassigned to the same grade in the GS-0301 series with non-competitive promotion potential to the target grade level as usual when all qualification requirements are met. Processing the reassignments will begin in January 2012.

For information on the GS-0301 project, please visit the below website:

<http://fsweb.wo.fs.fed.us/fire/fam/301/index.htm> .

If you have any questions, please contact Tom Harbour at tharbour@fs.fed.us or (202) 205-1483, or Roy Roosevelt at roosevelt@fs.fed.us or 505-563-9208.

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