



File Code: 5100/6130/6150
Route To: (5100), (6130), (6150)

Date: December 21, 2010

Subject: Non-competitive Promotion/Reassignment of Helitack Squad Leader

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

In April 2008, representatives from the Helicopter Program, Human Resources and a Fire and Aviation Management Deputy Director convened to review the current position descriptions (PD) utilized by Helitack organizations with the objective to verify content and standardize national helitack positions. PDs were developed for a GS-9 Supervisory Forestry Technician (Helitack Manager), GS-8 Supervisory Forestry Technician (Assistant Helitack Manager), GS-6 Lead Forestry Technician (Helitack Squad Leader), and a GS-5 Forestry Technician (Firefighter).

During 2010, representatives reconvened to revisit the GS-6 Lead Forestry Technician (Helitack). As a result, it was reclassified to a GS-7 Forestry Technician (Helitack). In essence, Squad leaders typically serve as the advanced initial attack incident commanders once delivered to an incident via helicopter; they fill critical roles and provide leadership on various assignments. The direct daily leadership and supervision support they provide to crews make this one of the most relied upon positions within the helicopter program. Throughout the day, Helitack crews staff and manage multiple fires, placing squads of firefighters on separate fires a high percentage of time. The squad leader is often in command of one or more fires and the personnel assigned while the crew supervisor and/or assistant manage the helicopter and personnel assigned back at the helicopter base. Since the dynamic mission/duty profile has increased within the fire and aviation community, the roles and responsibilities of our current GS-6 Lead Forestry Technician (Helitack) position have also expanded.

Based on our analysis of the GS-06 Helitack position, we have determined the appropriate classification to be a Forestry Technician (Helitack), GS-0462-07, with the organizational title of Helitack Squad Leader.

There are two most common organization structures for Helitack Modules in the Forest Service.

Structure 1

- (1) Helitack Manager, GS-462-9
- (1) Assistant Helitack Manager, GS-462-8
- (2) Helitack Squad Leaders, GS-462-6/7

Structure 2

- (1) Helitack Manager, GS-462-9
- (2) Assistant Helitack Manager, GS-462-8
- (2) Helitack Squad Leaders, GS-462-6/7

It is important to note no other positions in the Helitack organization will be affected by this noncompetitive action. All other positions on the crew must be filled using competitive procedures. This change will not affect the reporting line for Helitack Managers, as who they report to varies within the agency. The Helitack Manager may report to a District FMO, a Base Aviation Manager, a Forest Aviation Officer, or another position.



The implementation of this classification eliminates the GS-462-6 Helitack Squad Leader position. There are three critical action points to consider.

1. Non-competitive promotions for individuals encumbering the eliminated GS-462-6 Helitack Squad Leader position.

All current employees occupying the GS-462-6 Helitack Squad Leader for at least one year (52 weeks) will be noncompetitively promoted to the new Forestry Technician (Helitack), GS-462-7, position upon Human Resources' receipt of an approved request in the SF-52 Tracker. Upon receipt, an effective date of no less than two full pay periods will be established for the non-competitive promotion action. Units are responsible to ensure timely submission of actions.

Enclosure 1 contains step-by-step instructions to initiate and approve the action to non-competitively promote the current employee. Personnel actions cannot be backdated nor are employees entitled to back pay as promotions cannot be processed retroactively (5 CFR 511.701).

2. Non-competitive reassignment for individuals encumbering the eliminated GS-462-6 Helitack Squad Leader position that have not occupied the position for at least one year (52 weeks).

All current employees occupying the GS-462-6 Helitack Squad Leader for less than one year (52 weeks) will be noncompetitively reassigned to the new Forestry Technician (Helitack), GS-462-6, position upon Human Resources' receipt of an approved request in the SF-52 Tracker. Upon receipt, an effective date of no less than two full pay periods will be established for the non-competitive reassignment action. Units are responsible to ensure the timely submission of actions. Upon meeting the one year of specialized experience at the GS-06 level, the unit must submit a request for noncompetitive promotion as identified in number 1 above.

Enclosure 2 contains step-by-step instructions to initiate and approve the action to non-competitively reassign the current employee.

3. For vacant positions, we have closed the GS-6 open continuous announcement (OCR) and opened the new target level GS-07 OCR.
 - a. The GS-6 Helitack Squad Leader open continuous announcement (OCR), OCRP-HLTKSQDLR-462-6G and OCRP-HLTKSQDLR-462-6DP has been closed. No further referral lists will be issued from this OCR.

- b. Actions in Progress. Where referral lists have already been issued or selections made, supervisors can continue with the process.
- c. A new career ladder announcement opened December 13, 2010 target grade level GS-7 OCRP-HLTKSQDLR-462-6/7G & DP. Referral list requests will be accepted after the OCR has been open for 28 days (as per Merit Promotion Plan). The unit may request referral lists at the GS-6 level (with promotion to the GS-7 level) or the target level GS-7. Applicants must meet one year of specialized experience at the GS-5 level to be considered for a GS-6 or one year at the GS-6 level to be considered for a GS-7.

ASC-HRM Fire Team will work with the supervisor to review and process the non-competitive promotion or reassignment actions. Both of the newly classified Helitack Squad Leader positions, (career ladder, GS-0462-06 and full performance level GS-0462-07) have been approved for special retirement coverage under Title 5, USC sections 8336(c) and 8412(d).

You may contact Lynda Kinney at (505) 563-9222 or lyndakinney@fs.fed.us for specific questions concerning this memorandum.

/s/ Janet Ford (for)

ROBIN D. BAILEY, JR.

Director of Human Resources Management

/s/ Victoria C. Christiansen (for)

TOM HARBOUR

Director, Fire and Aviation Management

Enclosures

cc: Bill VanBruggen, Eric J Bush, Erin Newman, pdl wo ops asc hrm fire team, pdl wo ops hrm hros, Richard Z Martinez, pdl wo spf fam regional fire directors

Request a SF-52 via the HCM 52 Tracker

Non-Competitive Promotion Helitack Squad Leader, GS-462-7

1.	Log into the HCM 52 Tracker. Click the Request SF-52 link located in the upper right hand corner.
2.	<p>Organization Unit Code. Enter your complete organization unit code by clicking the down arrow. A lookup box will appear.</p> <p>Note: Use the lookup search feature by typing 11 and your specific Region two digit number. For example: 11 (Forest Service), 04 (Region 4). You can use the down arrow on your computer to locate your National Forest and Ranger District or continue typing in the codes.</p> <p>Click the Next button.</p>
3.	<p>Click the Select Duty Station City button. Follow the instructions on the screen to select the accurate duty station.</p> <p>Click the Next button. Hit the Tab button on your computer twice to skip to the next step.</p>
4.	<p>Who needs to know about this request? Click the down arrow to enter the appropriate information (if applicable). A lotus notes address lookup box will appear. DO NOT enter the name of the person who will eventually approve this 52. This block is optional.</p> <p>Hit the Tab button on your computer.</p>
5.	<p>Who needs to concur on this request? Click the down arrow to enter the appropriate information (if applicable). A lotus notes address lookup box will appear. DO NOT enter the name of the person who will eventually approve this 52. This block is optional.</p> <p>Hit the Tab button on your computer.</p>
6.	<p>Do you want to fill or classify a position? Click No. Click the Next button.</p> <p>Note: This is not a request to fill because the job is not vacant, it is a non-competitive promotion of an encumbered position. This is not a request to classify because an Agency position description that has already been classified by ASC-HCM.</p>
7.	Is the existing target GS-14 or above? Click No . Click the Next button.
8.	Action Requested. Click the down arrow . Double Click on Promotion .
9.	Is this a permanent employee? Click Yes . Click the Next button.
10.	Promotion Options. Click the down arrow . Double Click on Accretion of Duties .
11.	<p>Do you have the position's Job Code (MR#)? Click Yes. Enter FS1987 in the Job Code (MR#) field and click the Next button.</p> <p>Note: This is a request to non-competitively promote to a GS-462-7 Helitack Squad Leader that has or will have at least 52 weeks of pay status in the his/her position by the proposed effective date (you will enter the proposed effective date in step 22 below).</p> <p>Click the Tab button on your computer twice to skip to the next step.</p>

Job Aid

12.	Is this series a one-grade interval or two-grade interval? Click the radio button for One . Click the Next button.
13.	Name of employee? Use the format indicated to enter the legal birth name. Do not enter a nickname or partial name. Click the Next button.
14.	Enter the date of birth in the format indicated. Click the Next button.
15.	Enter the social security number in the format indicated. Click the Next button
16.	Enter the GS . Click the Next button.
17.	Enter the series as 0462 . Click the Next button.
18.	Enter the grade as 07 . Click the Next button
19.	Enter the title as Forestry Technician (Helitack) . Click the Next button
20.	Remarks. Upgrade to GS-07 Helitack Squad Leader based on 12/6/2010 letter. Hit the Tab button on your computer.
21.	Supervisor of Record. Click the down arrow to enter the appropriate information. A lotus notes address lookup box will appear. Double click on the name. Click the Next button.
22.	Click the Pay Period Calendar link or number in box. Enter the effective date. Note: This date is to be set at least two (2) full pay periods from the <u>approval date</u> of the SF-52. Click the Next button.
23.	Action Requested by. If your name should be in this block, click on Me otherwise, click the down arrow to enter the appropriate information. A lotus notes address lookup box will appear. Double click on the name. Click the Next button.
24.	Enter the title of the requesting person Click the Next button. Request Date will be pre-populated with the current date the request is entered. Do not change this date.
25.	Is the approver an acting? Click the Yes or No and follow the instructions. Click the down arrow . A lotus notes address lookup box will appear. Double click on the name. Click the Next button.
26.	Click the down arrow . Double click on the title. Click the Next button. A pop-up reminder message will appear, click ok .
27.	Select the appropriate. Save as Draft and Close – use this option if you want to come back later and add your attachments. This will keep your request in a pending status. Save & Close – Use this option to move it forward to the approver. You will no longer be able to add your attachments or change any information on this request. Save and Email Approver & Close - Use this option to move it forward to the approver. You will no longer be able to add your attachments or change any information on this request. Manager request is complete.

Request a SF-52 via the HRM 52 Tracker

Reassignment - Helitack Squad Leader, GS-462-6

1.	Log into the HRM 52 Tracker. Click the Request SF-52 link located in the upper right hand corner.
2.	<p>Organization Unit Code. Enter your complete organization unit code by clicking the down arrow. A lookup box will appear.</p> <p>Note: Use the lookup search feature by typing 11 and your specific Region two digit number. For example: 11 (Forest Service), 04 (Region 4). You can use the down arrow on your computer to locate your National Forest and Ranger District or continue typing in the codes.</p> <p>Click the Next button.</p>
3.	<p>Click the Select Duty Station City button. Follow the instructions on the screen to select the accurate duty station.</p> <p>Click the Next button. Hit the Tab button on your computer twice to skip to the next step.</p>
4.	<p>Who needs to know about this request? Click the down arrow to enter the appropriate information (if applicable). A lotus notes address lookup box will appear. DO NOT enter the name of the person who will eventually approve this 52. This block is optional.</p> <p>Hit the Tab button on your computer.</p>
5.	<p>Who needs to concur on this request? Click the down arrow to enter the appropriate information (if applicable). A lotus notes address lookup box will appear. DO NOT enter the name of the person who will eventually approve this 52. This block is optional.</p> <p>Hit the Tab button on your computer.</p>
6.	<p>Do you want to fill or classify a position? Click No. Click the Next button.</p> <p>Note: This is not a request to fill because the job is not vacant, it is a non-competitive reassignment. This is not a request to classify because it is an Agency position description that has already been classified by ASC-HRM.</p>
7.	Is the existing target GS-14 or above? Click No . Click the Next button.
8.	Action Requested. Click the down arrow . Double Click on Reassignment .
9.	Is this a permanent employee? Click Yes . Click the Next button.
10.	Reassignment Options. Click the down arrow . Double Click on Non-Competitive .
11.	<p>Do you have the position's Job Code (MR#)? Click Yes. Enter FS1986 in the Job Code (MR#) field and click the Next button.</p> <p>Note: This is a request to reassign an employee that is currently in a GS-06 Helitack Squad Leader position that <u>does not</u> have at least 52 weeks of pay status in his/her position by the proposed effective date to be eligible for the non-competitive promotion (you will enter the proposed effective date in step 22 below).</p> <p>Click the Tab button on your computer twice to skip to the next step.</p>

Job Aid

12.	Is this series a one-grade interval or two-grade interval? Click the radio button for One . Click the Next button.
13.	Name of employee? Use the format indicated to enter the legal birth name. Do not enter a nickname or partial name. Click the Next button.
14.	Enter the date of birth in the format indicated. Click the Next button.
15.	Enter the social security number in the format indicated. Click the Next button
16.	Enter the GS . Click the Next button.
17.	Enter the series as 0462 . Click the Next button.
18.	Enter the grade as 06 . Click the Next button
19.	Enter the title as Forestry Technician (Helitack) Click the Next button
20.	Remarks. Reassignment to GS-06 Helitack Squad Leader based on 12/6/2010 letter. Hit the Tab button on your computer.
21.	Supervisor of Record. Click the down arrow to enter the appropriate information. A lotus notes address lookup box will appear. Double click on the name. Click the Next button.
22.	Click the Pay Period Calendar link or number in box. Enter the effective date. Note: This date is to be set at least two (2) full pay periods from the <u>approval date</u> of the SF-52. Click the Next button.
23.	Action Requested by. If your name should be in this block, click on Me otherwise, click the down arrow to enter the appropriate information. A lotus notes address lookup box will appear. Double click on the name. Click the Next button.
24.	Enter the title of the requesting person Click the Next button. Request Date will be pre-populated with the current date the request is entered. Do not change this date.
25.	Is the approver an acting? Click the Yes or No and follow the instructions. Click the down arrow . A lotus notes address lookup box will appear. Double click on the name. Click the Next button.
26.	Click the down arrow . Double click on the title. Click the Next button. A pop-up reminder message will appear, click ok .
27.	Select the appropriate. Save as Draft and Close – use this option if you want to come back later and add your attachments. This will keep your request in a pending status. Save & Close – Use this option to move it forward to the approver. You will no longer be able to add your attachments or change any information on this request. Save and Email Approver & Close - Use this option to move it forward to the approver. You will no longer be able to add your attachments or change any information on this request. Manager request is complete.