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Subject: Status of FireHire Positions and Announcements

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

The primary purpose of this letter is to update you on national open continuous recruitment (OCR) announcements for permanent Engine, Helitack, Hotshot, and Handcrew positions developed in February, March and April by teams of subject matter fire experts, Fire & Aviation Management, and Human Capital Management (HCM) staff. Existing position descriptions for fire modules were reviewed to develop Standard Position Descriptions (SPD's) that would work nationally across all units within 80% accuracy. The group worked to attain a high level of integration across the existing position descriptions. The following tasks were completed by each work group to develop the announcements:

- Identified SPD's
- Established Career Ladders
- Reviewed Interagency Fire Program Management (IFPM) requirements to ensure inclusion in the announcement as conditions of employment
- Developed Knowledge, Skills, Abilities and specialized experience statements for the Avue questionnaire; and
- Finalized OCR announcements

Based on the revisions to the SPDs and announcement questionnaires, the current OCRs for Engine, Helitack, and Handcrew positions are now closed, and new ones are being issued. The following timeline applies:

Current Announcements (Engine, Helitack, Handcrew)

- 06/24/2008 - Last date for managers/supervisors to request a referral list from closed announcements
- 06/27/2008 - Last date for Human Resources to create referral list from closed announcements

New Announcements (Engine, Helitack, Handcrew)

- First two weeks of June 2008 - Announcements open (see Enclosure 1)
- 06/30/2008 - First date for managers/supervisors to request a referral list request on new announcements, or 28 days after the announcements have been opened.
- **IMPORTANT:** Your duty location must be posted 28 days to request a referral list.



Please review the announcement to ensure your duty location is included. If you did not provide your specific duty locations to the designated Fire Subject Matter Expert attending the workshop, your duty location may be missing in the announcement.

Announcements created included specific duty locations for the function advertised, e.g. only Hotshot duty stations were entered into the Hotshot announcement. This was done to prevent applicants from choosing duty locations where no specific fire function is located. Missing locations will be added immediately upon receipt. If your specific location was not included, please email rlrvine@fs.fed.us.

Announcements and the decisions and recommendations made by each of the individual work groups are provided in Enclosure 1. The SPDs will be used for all future positions; employees in position description other than these updated SPDs will remain in their current position descriptions.

The Washington Office, Fire and Aviation Management (WO-FAM) and HCM are working closely together to meet the field's needs in filling fire positions. Due to your willingness to work with us, we believe this project has been a success. We appreciate those who have participated in this important endeavor and plan to review all recommendations made by the teams. Additional national announcements are underway. Dispatch and District Fire Management Officer (DFMO)/Assistant DFMO workgroups met this month to establish and create centralized announcements. Those announcements will open shortly. Once the field season ends, we plan to work with Prevention and Air Tanker organizations. Other fire organizations are being reviewed for inclusion in this project as well.

On a separate issue, managers are requesting referral lists be closed when there is an adequate pool of candidates. As long as there are adequate numbers of quality applicants from which to choose, the referral list should remain active and selections should continue. We surmise that managers are requesting that referral lists be closed because the names of some applicants who were outreach to did not appear on the referral lists. Enclosure 2 provides reasons and suggestions as to why applicants do not appear on referral lists or weren't selected. The Applicant Verification Sheet was developed for supervisors and applicants to review and complete and is intended to address the most common reasons for applicants not appearing on a list. This document should be used prior to calling HCM because repeated calls cause negative impacts on getting positions filled.

The Avue application process is an automated self-rating system, based on the information provided by the applicant. If an applicant is not referred due to untimely submission or incomplete/incorrect information provided on their application, they cannot be added after the referral lists are generated. There are no legal concessions that would allow them to be considered. However, applicants do have the opportunity to update and resubmit their applications so they may be considered on future referral lists. The Unit/Forest determines, after outreach, when the referral list is generated. Based on that request, the referral list will be generated within 2-3 business days by HCM. It is the responsibility of the Unit/Forest to ensure a sufficient candidate pool, including those responding to outreach/recruitment.

A guide for filling vacant positions advertised through Open Continuous Fire Announcement is posted on the "Request for Referral List" database. To expedite filling your positions, supervisors and managers should review and follow the guide.

Please work through your chain-of-command to provide feedback that can enhance this process. Contact Neal Hitchcock, FAM Deputy Assistant Director for Operations, at 208-387-5949, or nhitchcock@fs.fed.us, or Erin Newman, 505-563-7416, or enewman@fs.fed.us with further questions. If you have specific questions regarding your case, please contact the case manager assigned in the request for referral list database or the national 52 Tracker.

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