

## HOTSHOT MODULE

**New Open/Continuous Recruitment Notices opened February 5, 2008**

The following position descriptions were adopted and approved as the Standard Position Descriptions (SPD) for Interagency Hotshot Crews (IHC). Positions and career ladders for these positions are as follows:

| Title                     | OCR Notice Numbers            | SPD Number  |
|---------------------------|-------------------------------|---|
| <b>Superintendent</b>     | ADS08-FSJOBBS-IHC(SUPT)-09    | A8014 (Single Grade)  |
| <b>Assistant Supt</b>     | ADS08-FSJOBBS-IHC(ASST)-07/08 | AR5768S/AR5769S (Career Ladder)<br>May request filling at target level GS-08 or career ladder GS-07 with promotion to the GS-08.    |
| <b>Squad Leader</b>       | ADS08-FSJOBBS-IHC(SQDLDR)-06  | AFM06A (Single Grade)   |
| <b>Senior Firefighter</b> | ADS08-FSJOBBS-IHC(SRFF)-0405  | A9088/A9089 (Career Ladder) May request filling at target level GS-04 OR GS-05; OR career ladder GS-04 with promotion to the GS-05. |

The Hotshot workgroup made the following **determinations**:

- The GS-09 PD Superintendent will continue as the SPD.
- The GS-08 PD Assistant Superintendent specified by the workgroup was classified and has been incorporated as an SPD. A career ladder GS-07 PD was developed.
- The GS-06 PD Squad Leader will continue as the SPD
- The GS-05 Lead Crew was deleted because the National IHC Operations Guide does not reflect a Lead Crew only a Senior Firefighter
- The GS-04/05 PD Senior Firefighter will continue as the SPD.

**Recommendation**: Establishment of a national GS-07 Squad Leader. A classification review is being conducted with FAM, WO-HCM, & ASC-HCM classifiers.

## Hotshot Workgroup

Rich Dolphin – Supt, Smokey Bear IHC (R3)      Jay Bertek – Supt, El Cariso IHC (R5)  
 Shawna Legarza – Supt, San Juan IHC (R2)      Neil Austin – Supt, Winema IHC (R6)  
 Matt Hoggard – Supt, Black Mountain IHC (R4)      Darin Fisher – Supt, Prescott IHC (R3)  
 Denise Atencio – Regional IFPM Coordinator (R3)  
 Sarah Robertson – Regional Fire Operations (R6)  
 Lynda Kinney – ASC-HCM, Lead, Fire Team      Tony Cuellar – ASC-HCM, FireHire Team  
 Erin Newman – Program Specialist, WO-FAM      Lauren Reynolds, HRL, HCM-ASC

## ENGINE MODULES

**New Open/Continuous Recruitment Notice to open May 28, 2008**

The following position descriptions have been adopted and approved as the Standard Position Descriptions for fire engine modules. Positions and career ladders for these positions are as follows:

| Title  | OCR Notice Numbers              | SPD Number   |
|--|---------------------------------|--|
| <b>Supvry Fire Engine Operator</b> (used interchangeably with Engine Captain, Engine Foreman, Engine Supervisor, Engine Module Leader, or Supervisory Fire Engine Operator.) | ADS08-FSJOBBS-ENG-SFEO-0708     | FS1470/FS1471 (Career Ladder)<br>May request filling at target level GS-08 or career ladder GS-07 with promotion to the GS-08.                         |
| <b>Supvry Fire Engine Operator</b>   | ADS08-FSJOBBS-ENG-SFEO-0607     | FS1473/FS1474 (Career Ladder)<br>May request filling at target level GS-07 or career ladder GS-06 with promotion to the GS-07.                         |
| <b>Fire Engine Operator</b>  | ADS08-FSJOBBS-ENG-FEO-07        | FS 1472 (Single Grade)   |
| <b>Squad Leader</b>  | ADS08-FSJOBBS-ENG(LEAD/AFEO)-06 | FS 1478 (Single Grade)   |
| <b>Senior Firefighter</b>  | ADS08-FSJOBBS-ENG-SRFF-0405     | FS1476/1477 (Career Ladder or Single Grade)<br>May request filling at target level GS-04 OR GS-05; OR career ladder GS-04 with promotion to the GS-05. |

The Engine workgroup made the following **determinations**:

A. Eliminated the engine type from the GS-08 position description and created a Complexity Analysis Rating Supplemental Sheet to specifically identify positions that may meet the criteria for conversion or upgrade from the GS-462-07 Supervisory Engine Captain to that of a GS-462-08.

B. Reschedule the fire prevention position descriptions review due to the complexity and number of existing positions to be evaluated. The Team recommended subject matter experts from the prevention organization meet to provide the best review of the existing positions and duties. This separate review would allow the prevention subject matter experts the opportunity to provide a focused and careful assessment of the various grade level positions as was done for the engine fire module review.

C. Appropriate use of the above announcements.

**GS-08 Supvry Fire Engine Operator** Target grade level GS-08. This position is for a Supervisory Forestry Technician on a **highly** complex engine as the Engine Captain.

To meet the GS-08 grade level, the position must meet the level of complexity as described in the "USDA Forest Service Complexity Analysis Rating Sheet – Supvry Fire Engine Operator Position" (SFEO Rating Sheet). This analysis must be completed prior to filling vacant positions previously identified at a lower grade level or to evaluate current encumbered GS-07 positions for the GS-08 position. In both cases, attach the SFEO Rating Sheet to the action.

For a current incumbent, request an upgrade of the position by submitting a request through the national 52 Tracker. In the national 52 Tracker, click "yes" on "Do you want to fill or classify a position"; under "Action Requested" click on Recruit/Fill; under "Recruit/Fill Options" click on "Other"; and in Remarks make the following notation: "This position was reviewed as a reclassification upgrade from a GS-07 SFEO position to a GS-08 SFEO position and met the GS-08 criteria as verified by the Line Officer." Attach the approved Rating Sheet to the action.

**GS-07 Supvry Fire Engine Operator** Target grade level GS-07. This position is for a Supervisory Forestry Technician on a **moderate** complexity Engine as Engine Captain.

**GS-07 Fire Engine Operator** – Target grade level GS-07. This GS-07 position can only be used when the engine has a GS-08 Supervisor. This position is for a Non-Supervisory Forestry Technician which serves as the Engine Engineer. "Engine Engineer" is the term used interchangeably with Assistant Captain, Assistant Engine Operator or Lieutenant

D, Establishment of two grade level career paths in lieu of a three grade ladder path (eg. GS-3/ 4/5).

### **Recommendations:**

A. Each position description reflect the agreed upon name (in parentheses) once established by a national team working on titles for modules.

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### Engine Workgroup

Tim Davis – Battalion Chief 11 Angeles National Forest Region 5  
 Dennis Darling – AFMO Pike and San Isabel National Forests Region 2  
 Aaron Hulburt - Supervisory Forestry Technician Prescott National Forest Region 3  
 Todd Lerke - Forest Service Engine Operator Steering Committee  
 Rich Nieto - Regional Fire and Aviation Operations Director Region 3  
 Roger Fryar - Assistant Fire Team Leader Ozark-St. Francis National Forests Region 8  
 Mary McManus – HR Specialist Human Capital Management ASC  
 Lauren Reynolds, Human Resources Liaison. HCM-ASC

Robin Irvine, National FireHire Team Lead, HCM-ASC/Region 5  
Joy Thomas National FireHire/Temp Team Program Manager, ASC-HCM/Region 5  
Allen Nicholas Forest - Supervisor Shawnee National Forest Region 9  
Wade Spang - Deputy Director Aviation and Fire Management Region 9.

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## HANDCREW MODULES

**New Open/Continuous Recruitment Notice to open May 28, 2008**

Based on the current organization, the following position descriptions have been adopted and approved as the Standard Position Descriptions for handcrew modules. Positions and career ladders for these positions are as follows:

| Title                      | OCR Notice Numbers          | SPD Number  |
|----------------------------|-----------------------------|---|
| <b>Handcrew Supervisor</b> | ADS08-FSJOBBS-HANDCREW-07   | AFM07A (Single Grade)   |
| <b>Squad Leader</b>        | ADS08-FSJOBBS-HANDCREW-06   | AFM06A (Single Grade)   |
| <b>Senior Firefighter</b>  | ADS08-FSJOBBS-HANDCREW-0405 | A9088/A9089 (Career Ladder or Single Grade) May request filling at target level GS-04 OR GS-05; OR career ladder GS-04 with promotion to the GS-05. |

The Handcrew workgroup made the following **determinations**:

A. Create separate announcements (rather than to use a dual hotshot/handcrew announcement) to help managers target applicants specifically for the handcrew positions and mitigate the high declination rate of applicants who prefer the hotshot positions.

B. Establishment of two grade level career paths in lieu of a three grade ladder path (eg. GS-3/4/5).

**Recommendations:**

A. Review current configuration of a Handcrew module. The highest grade of a standard PD for the hand crew leader is a GS-7. As some hand crew leaders supervise a 20 person fire module, it is incongruent with other fire module leaders such as GS-9 Hot Shot superintendents and GS-9 helitack managers.

1) Create a Team at the national level (comprised of national leadership and current field Representative with knowledge base of current issues) with decision authority to work on:

- handcrew module configuration;
- disparity between grades of Handcrew Supervisors; and
- size and use of current handcrew operations. Handcrew categories to review include: organized twenty person Type 2 IA handcrews; Wildland Fire Use Modules; and local District crews which vary from seven to ten crewmembers.

2) Based on outcome of review, create a Team to establish SPDs and national announcements.

Handcrew Workgroup

Mike Black, R4 Boise NF

Matthew Hilden, R5 Stanislaus NF

Jon Lucas, R5 Stanislaus NF

Robin Irvine, National FireHire Team Lead, ASC-HCM/Region 5

Bill Van Bruggen, Acting Deputy Director Aviation and Fire Management Region 3.

## HELITACK MODULES

**New Open/Continuous Recruitment Notice to open May 28, 2008**

The following position descriptions have been adopted and approved as the Agency Standard Position Descriptions for Helitack modules. Positions and career ladders for these positions are as follows:

| Working Title                        | OCR Notice Numbers             | SPD Number  |
|--------------------------------------|--------------------------------|---|
| <b>Helitack/Helicopter Mgr</b>       | ADS08-FSJOBH-HLTK(HLTKMGR)09   | FS0868 Target Grade GS-09 (Single Grade)  |
| <b>Asst. Helitack/Helicopter Mgr</b> | ADS08-FSJOBH-HLTK(ASSTMGR)0708 | FS0834/FS0835 Target Grade GS-08 (Career Ladder)<br>May request filling at target level GS-08 or career ladder GS-07 with promotion to the GS-08.     |
| <b>Squad Leader</b>                  | ADS08-FSJOBH-HLTK(SQDLDR)06    | AFM06B (Single Grade)   |
| <b>Senior Firefighter</b>            | ADS08-FSJOBH-HLTK(SRFF)0405    | FS0199/FS0200 (Career Ladder or Single Grade) May request filling at target level GS-04 OR GS-05; OR career ladder GS-04 with promotion to the GS-05. |

The Helitack workgroup made the following **determinations**:

- A. A career ladder GS-07 PD for the GS-08 position.
- B. Establishment of two grade level career paths in lieu of a three grade ladder path (eg. GS-3/4/5).

**Recommendations:**

- A. Review the GS-06 position as a supervisory position in the standard organizational structure for a helitack crew, upgrading the lead position from a lead GS-6 to a supervisory GS-7. This would be a logical career ladder as well as provide a better chain of command for supervision. An interagency SME helitack committee is already reviewing this position.

- B. Review GS-08 position as supervisory.
- C. Develop SPDs for the following:
  - Regional Airbase Manager
  - Regional Rappel Training & Equipment Specialist
- D. Develop a separate non-supervisory Helicopter Manager PD for Region 8.

Helitack Workgroup

Don Campbell, R4, Boise NF  
Eric Bush, R6, Malheur NF  
Kevin Murray, R5, Los Padres NF.  
John Vinson, R8, Ocala NF  
Aaron Schoolcraft, R3 RO  
Lauren Reynolds, Human Resources Liaison. HCM-ASC  
Bill Van Bruggen, Acting Deputy Director Aviation and Fire Management Region 3.