



Outreach Notice



**USDA Forest Service
Northern Region
Bitterroot National Forest**



The Bitterroot National Forest is outreaching for various permanent fire/fuels positions across the forest. These positions are being filled during the yearly hiring event know as “Fire Hire”.

APPLICATION PERIOD: September 21, 2022 – October 11, 2022

The Northern Region fills 150-200+ permanent wildland firefighter positions across 10 National Forests and Grasslands in Idaho, Montana, and North Dakota. Specialized positions include dispatch, engine crews, fire and fuels management, hotshot crews, hand crews, helitack, smokejumpers, and prevention. All positions could engage in a spectrum of fire management activities including, contributing to fire suppression efforts, performing project work such as fuel inventories, preparing associated reports, and hazardous fuels reduction projects. Region 1 will be filling permanent full time and permanent seasonal fire and fuels positions ranging from GS-0462-03 to GS-0462-08.

The Fire Hire process is used to standardize hiring of permanent wildland firefighter positions to provide consistent practices around the Region and throughout the agency. Fire Hire is currently utilizing a Direct Hire Authority, which has been granted by OPM for the Forest Service to fill critical positions in an accelerated manner. The announcements are open to the public, but many require NWCG qualifications. Each announcement will define what the requirements are.

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The vacancy announcements for these positions will be posted on the US Government's official website for employment opportunities at [USAJOBS](https://www.usajobs.gov).

About the Bitterroot National Forest

The Bitterroot National Forest, its three Ranger Districts (Stevensville RD, Darby/Sula RD, and West Fork RD), and Trapper Creek Job Corps cover 1.6 million acres in west central Montana and Idaho. Approximately 1,500 miles of wilderness and non-wilderness trails provide experiences for hikers, horseback riders, mountain bikers, motorcyclists and ATVs. Approximately 50% of the Forest is designated wilderness - including portions of the Selway-Bitterroot, Frank Church River of No Return, & the Anaconda Pintler – and another 25% of the Forest is inventoried roadless. Neighboring national forests include the Nez Perce, Clearwater, Lolo, and Beaverhead-Deerlodge in Region 1 and the Salmon-Challis and Payette in Region 4. The Forest lies in 3 counties, Ravalli and Missoula in Montana and Idaho County, Idaho. The Forest has been a leader in wilderness fires for over 30 years and more than 600,000 acres of the Forest have burned since 2000. This presents a challenging mission to provide quality public access on fire-affected trails, especially in wilderness settings.

Positions and Vacancy Announcement Numbers – Bitterroot NF

The table below lists all positions that could potentially be filled through Fire Hire on the Bitterroot NF. The number of known vacancies is listed in the vacancies column; **applicants are encouraged to apply to any position and duty station you may be interested in, even if there is not a known vacancy, as those positions may become vacant throughout the Fire Hire process.**

FIRE HIRE 2023 ANNOUNCEMENTS	USAJOBS VACANCY ANNOUNCEMENT	VACANCIES	DISTRICT/UNIT (DUTY STATION)
Aviation / Helitack			
Helitack - Assistant Manager GS-7/8	23-FIRE-R146P2C-HTKAST-78DH	0	
Helitack - Squad Leader GS-6/7	23-FIRE-R146P2C-HKSQRL-67DH	0	
Helitack - Senior Firefighter GS-4/5	23-FIRE-R146P2C-HTKSRF-45DH	0	
Dispatch			
Initial Attack Dispatcher - GS-4/5/6/7	23-FIRE-R1P2C-IADISP-4567DH	1	Supervisor's Office (Hamilton, MT)
Engine			
Engine - Supervisory Fire Engine Operator GS-7/8	23-FIRE-R1P2C-SFE0H-78DH	1	Darby/Sula RD (Darby, MT)
Engine - Fire Engine Operator GS-6/7	23-FIRE-R1P2C-FE0H-67DH	1	West Fork RD (Darby, MT)
Engine - Assistant Fire Engine Operator GS-5/6	23-FIRE-R1P2C-AFEO-56DH	0	
	23-FIRE-R1P2C-ENGSRFF-45DH		Darby/Sula RD (Darby, MT) Darby/Sula RD (Sula, MT) Stevensville RD (Stevensville, MT)
Engine - Senior Firefighter GS-4/5		3	
Fuels			
District Fuels Specialist	23-FIRE-R1P2C-DFUEL-8DH	1	Stevensville RD (Stevensville, MT)
Handcrew/Hotshot			
Hotshot - IHC Assistant Superintendent GS-7/8	23-FIRE-R146P2C-IHCASST-78DH	1	Supervisor's Office/IHC (Darby, MT)
Handcrew - Supervisory GS-7/8 (High Complexity)	23-FIRE-R1P2C-HCREW-78DH	0	
Handcrew - Supervisory GS-6/7 (Moderate Complexity)	23-FIRE-R146P2C-SHCREW-67DH	0	
Hotshot - Squad Leader GS-6/7	23-FIRE-R146P2C-HCSQRL-67DH	0	
Handcrew - Squad Leader GS-6/7	23-FIRE-R1P2C-HCREWH-67DH	0	
Handcrew/Hotshot - Squad Leader GS-5/6	23-FIRE-R1P2C-HCREW-56DH	0	
	23-FIRE-R1P2C-HCSRFF-45DH		Darby/Sula RD (Darby, MT) Darby/Sula RD (Sula, MT) Supervisor's Office/IHC (Darby, MT) West Fork RD (Darby, MT)
Handcrew/Hotshot - Senior Firefighter GS-4/5		8	Trapper Creek Job Corps (Darby, MT)
Prevention			
Prevention Technician GS-6/7	23-FIRE-R1P2C-PREV2-67DH	0	
Wildland Firefighter - Entry Level/Apprentice			
Wildland Firefighter - Wildland Fire Apprentice GS-3/4/5	23-FIRE-R1P2C-WFAP-345DH	0	
Wildland Firefighter - Forestry Aid/Technician GS-3/4	23-FIRE-R1P2C-FFTR-34DH	0	

District/Unit	Duty Station
Stevensville RD	Stevensville, MT
Darby/Sula RD	Darby, MT Sula, MT
West Fork RD	Darby, MT
Trapper Creek Job Corps	Darby, MT
Bitterroot IHC	Darby, MT
Bitterroot Helitack	Hamilton, MT
Bitterroot Dispatch	Hamilton, MT

Bitterroot National Forest Contacts

Outreach responses should go directly to the Fire Management contacts for each District/Program listed below. Specific information about the position(s) and duty location(s) is available from the units. Your response is important if you are interested in filling a position through the **Phase 2C** Fire Hiring process.

- Bitterroot – Mark Wilson mark.e.wilson@usda.gov/Matthew Young matthew.young@usda.gov
- Darby/Sula DFMO (Detailed) – Josh Bransford josh.bransford@usda.gov
- Stevensville RD DFMO – Warren Appelhans warren.appelhans@usda.gov
- West Fork RD FMO (Detailed) – Bret Lewis bret.lewis@usda.gov
- Bitterroot Hotshots – John (Jay) Wood john.d.wood@usda.gov
- Trapper Creek Job Corps – Will Hall william.hall@usda.gov
- Bitterroot Helitack – John McKee john.mckee@usda.gov/Joshua Woodard joshua.woodard@usda.gov
- Bitterroot Dispatch – Joy Williamson jennifer.williamson@usda.gov

Process and Timeline

❖ **September 21, 2022** – Vacancy Announcements OPEN in [USAJOBS](https://www.usajobs.gov).

❖ **October 11, 2022** – Application DEADLINE for the positions listed above.

To be considered, applicants must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of the announcement.

❖ **October 12, 2022** – HR Qualification Review period begins. Applicants may receive qualification review notices from USAJOBS/HR in this timeframe.

❖ **November 7, 2022** – Hiring Managers will begin the hiring process.

All applicants who have applied to the announcements on or before the listed closing date and are found to be qualified will be referred for consideration. Applicants should check the status of their application during this time in USAJobs.

❖ **November 7 - 14, 2022** – Supervisory Reference Checks and possible Interviews (this timeframe is an estimate). Ensure your references and supervisors are notified and available at the email address (preferred) or phone number provided on your application.

❖ **November 28 - December 16, 2022** – Selections. Representatives from each unit will make recommendations for hiring. It is critical to be available via phone and email during this time.

❖ **March, 2023** – Anticipated effective date (report to duty).

Direct Hire Authority

These positions will be filled utilizing a Direct-Hire Authority. All applicants who meet the minimum qualifications, to include any selective placement factor(s), if applicable, will be referred to the selecting official. Preference Eligibility (Veterans Preference), Land Management Workforce Flexibility Act (LMWFA), and traditional rating and ranking of applicants is not applicable within Direct Hire Authority.

Who May Apply

Applications can be submitted from any U.S. citizen. Interagency Fire Program Management (IFPM) and Forest Service – Fire Program Management (FS-FPM) qualifications must be met prior to vacancy closing date. A current copy of your IQCS Master Record will be required for most positions. Before a certificate is issued to the selecting official, the resume and attached documentation is reviewed to ensure you meet all qualification requirements.

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A current copy of your IQCS Master Record will be required for most positions in this outreach because of these qualification requirements.

Transfer of Station

Transfer of Station expenses will most likely not be offered for selected candidates in Region 1. Selected applicants may qualify for incentives in accordance with agency policy.

How to Apply

Print and read the entire announcement and all the instructions before you begin. Address specialized experience in your resume as denoted in “how you will be evaluated”.

Create a USAJOBS account

(If you do not already have one) at www.usajobs.gov. As part of your profile, set up automatic email notification to be informed of status of your application as it changes. Without automatic notification, you must log into your USAJOBS account to check on the status of your application.

Create a Resume with USAJOBS or upload a Resume into your USAJOBS account.

Customize your resume to ensure it documents duties and accomplishments you have that directly relate to the position to verify qualifications are met. Your resume must directly support your responses to the online questionnaire. Preview the questionnaire at the link at the end of the “How You Will Be Evaluated” section.

Apply Online

Within the vacancy announcement for which you are applying, click “Apply Online”. Follow the prompts to complete the Questionnaire, to attach documentation, and to submit. Your application and attached documents can be edited anytime while the announcement is open by selecting “Update Application” under “Application Status”.

The following documents are examples of what may be required and/or attached to constitute a complete application package. It is your responsibility to ensure all required documents are current copies, correctly attached, within the required timeframe, and legible. Read the entire announcement for requirements.

- **Resume** that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience, including start/stop dates and hours worked per week; and, 5) other qualifications (including IQCS/IQS Master Record).
 - Applicants should include a COVER LETTER outlining their current situation, desired/acceptable location(s), current home and work address, and any additional information to assist the hiring managers in making decisions. Resumes should include document headers with the applicant name.
 - If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document.
- **IQCS Master Record** showing your current training and qualifications.
- **College Transcripts** if education is required for meeting basic qualifications and/or you are substituting education for specialized experience. An unofficial copy is sufficient with the application, however, if selected, an official college transcript will be required.
- **Certification of Disability** if you are eligible based on a disability under the Schedule A hiring authority.
- **Proof of Eligibility** if you are eligible for appointment based on service in the Peace Corps, Vista, Action Cooperative, or other special authority.
- **CTAP/ICTAP** documentation if separated from Federal Service or pending separation based on a reduction-in-force (RIF) or other management workforce reduction action.

Human Resources Office Contact Information

HRM Contact Center

Phone: 877-372-7248 Option 2

TDD: 800-877-8339

Email: HRM_Contact_Center@usda.gov

Things to keep in mind when applying

- Vacancy Announcements in USAJOBS will give examples of specialized experience for each position. Ensure your resume matches the listed specialized experience requirement in plain language. This should be listed under a work experience that shows title, series, grade, and time period (include dates and hours/week) performed so HR can properly credit.
- Ensure all required documents are attached to your application. Review them for accuracy and currency. Ensure you have a current IQCS Master Record.
- Allow adequate time to apply for positions. The USAJobs application process takes time and detailed attention to requirements.

Other places to get further information

- FS Videos: [Welcome to the Forest Service: Applying for a Job](#)
- USAJobs YouTube Videos: [How to Apply for Federal Jobs](#)

Bitterroot NF website: <https://www.fs.usda.gov/bitterroot/>

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To file a complaint of discrimination write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Ave, SW, Washington, DC 20250-9401 or call (202) 720-5964 (voice or TDD). USDA Forest Service is an equal opportunity provider and employer.