



# FIRE HIRE OUTREACH NOTICE

All applications **MUST** be submitted by **12/01/2015** to be eligible

The Fishlake National Forest is looking for a committed, hardworking, highly skilled workforce to manage wildfires and work in fuels management. The fire and aviation management program is very rewarding and requires talented and skilled people working safely as part of a team in a variety of specialized positions; including engine crews, hand crews, fuels management, and fire prevention.

The Region 4 Fire Hire program has been implemented to streamline the hiring process for permanent fire positions and provide consistent hiring throughout the Region. This hiring process assists the National Forests in the Intermountain Region (R4) to fill vacancies in an efficient and timely manner. **The unique feature of Fire Hire is the ability to immediately backfill positions that have been vacated.**

Included in this outreach are the announcement numbers for GS-0462-04/05 through GS-462-09. Apply to vacancy announcements via the ["USAJOBS"](http://USAJOBS) webpage.

**It is important that applicants understand, although a current position/ location may not be vacant, it could become vacant and filled during the selection period.** Interested individuals should **apply to ALL positions and locations** where you would accept a job offer, whether the position(s) are currently vacant or not.

## Contacts for vacancies:

Name	Duty Location	Office	Cell	Email
<a href="#">Nels Rasmussen</a>	Fillmore, Utah (Acting DAFMO)	435-743-4965 (Desk)	435-979-7188 (Cell)	<a href="mailto:nrasmussen@fs.fed.us">nrasmussen@fs.fed.us</a>
<a href="#">Greg Coleman</a>	Loa/Teasdale, Utah (DAFMO)	435-425-9571 (Desk)	435-691-9571 (Cell)	<a href="mailto:gcoleman@fs.fed.us">gcoleman@fs.fed.us</a>
<a href="#">Clay Matheson</a>	Beaver, Utah (DAFMO)	435-896-1613 (Desk)	435-421-2033 (Cell)	<a href="mailto:cmatheson@fs.fed.us">cmatheson@fs.fed.us</a>
<a href="#">Glen Chappell</a>	Richfield, Utah (DAFMO)	435-896-1073 (Desk)	435-979-8341 (Cell)	<a href="mailto:gchappell@fs.fed.us">gchappell@fs.fed.us</a>
<a href="#">Gayle Sorenson</a>	Richfield (Dispatch), Utah (FFMO)	435-896-1614 (Desk)	435-979-6431 (Cell)	<a href="mailto:gsorenson@fs.fed.us">gsorenson@fs.fed.us</a>
<a href="#">Kent Chappell</a>	Teasdale, Utah (Fuels Specialist)	435-425-9578 (Desk)	435-691-2967 (Cell)	<a href="mailto:kchappell@fs.fed.us">kchappell@fs.fed.us</a>

<a href="#">Cory Norman</a>	<b>Beaver, Utah (Fuels Specialist)</b>	<b>435-896-1074 (Desk)</b>	<b>435-691-2727 (Cell)</b>	<a href="mailto:cnorman@fs.fed.us">cnorman@fs.fed.us</a>
<a href="#">Kelly Cornwall</a>	<b>Richfield, Utah (Fuels Specialist)</b>	<b>435-896-1609 (Desk)</b>	<b>435-691-6001 (Cell)</b>	<a href="mailto:kcornwall@fs.fed.us">kcornwall@fs.fed.us</a>

**Current Vacancies:**

<b>Position</b>	<b>Title</b>	<b>Location</b>	<b>Tour</b>	<b>OCR#</b>	<b>Contact</b>
<b>GS-0462-06</b>	Handcrew Squad Leader (Module Lead)	Loa, UT	13/13	16-FIRESPRING-HANDCREW-6G (Merit) 16-FIRESPRING-HANDCREW-6DP (Demo)	Greg Coleman
<b>GS-0462-06</b>	Engine Squad Leader (Asst. Fire Engine Operator)	Teasdale, UT	13/13	16-FIRESPRING-AFEO-6G (Merit) 16-FIRESPRING-AFEO-6DP (Demo)	Greg Coleman
<b>GS-0462-06</b>	Handcrew Squad Leader (Module Lead)	Beaver, UT	13/13	16-FIRESPRING-HANDCREW-6G (Merit) 16-FIRESPRING-HANDCREW-6DP (Demo)	Clay Matheson
<b>GS-0462-06</b>	Engine Squad Leader (Asst. Fire Engine Operator)	Richfield, UT	13/13	16-FIRESPRING-AFEO-6G (Merit) 16-FIRESPRING-AFEO-6DP (Demo)	Glen Chappell
<b>GS-0462-07/08</b>	Supervisory Forestry Tech. (Engine Module Leader)	Richfield, UT	18/8	16-FIRESPRING-SFEO(H)-78G	Glen Chappell

**Other Positions that may become vacant during the Fire Hire process:**

<b>Position</b>	<b>Title</b>	<b>Location</b>	<b>Tour</b>	<b>OCR#</b>	<b>Contact</b>
<b>GS-0462-07/08</b>	Supervisory Forestry Tech. (Engine Module Leader)	Beaver, UT	18/8	16-FIRESPRING-SFEO(H)-78G	Clay Matheson
<b>GS-0462-06</b>	Engine Squad Leader (Asst. Fire Engine Operator)	Beaver, UT	13/13	16-FIRESPRING-AFEO-6G (Merit) 16-FIRESPRING-AFEO-6DP (Demo)	Clay Matheson
<b>GS-0462-08</b>	Wildland Fire Module (WFM) Supervisor	Beaver, UT	18/8	16-FIRESPRING-HCREW(H)-78G	Clay Matheson
<b>GS-0462-07</b>	Handcrew Squad Leader (Module)	Beaver, UT	13/13	16-FIRESPRING-HCREW(H)-7G	Clay Matheson
<b>GS-0462-3/4/5</b>	Apprentice	Beaver, UT	13/13	16-FIRESPRING-WFAP-345DP	Clay Matheson
<b>GS-0462-07/08</b>	Supervisory Forestry Tech. (Engine Module Leader)	Fillmore, UT	18/8	16-FIRESPRING-SFEO(H)-78G	Nels Rasmussen

<b>GS-0462-07/08</b>	Supervisory Forestry Tech. (Engine Module Leader)	Fillmore, UT	18/8	16-FIRESPRING-SFEO(H)-78G	Nels Rasmussen
<b>GS-0462-06</b>	Engine Squad Leader (Asst. Fire Engine Operator)	Fillmore, UT	13/13	16-FIRESPRING-AFEO-6G (Merit) 16-FIRESPRING-AFEO-6DP (Demo)	Nels Rasmussen
<b>GS-0462-06</b>	Engine Squad Leader (Asst. Fire Engine Operator)	Fillmore, UT	13/13	16-FIRESPRING-AFEO-6G (Merit) 16-FIRESPRING-AFEO-6DP (Demo)	Nels Rasmussen
<b>GS-0462-3/4/5</b>	Apprentice	Fillmore, UT	13/13	16-FIRESPRING-WFAP-345DP	Nels Rasmussen
<b>GS-0462-07/08</b>	Supervisory Forestry Tech. (Engine Module Leader)	Teasdale, UT	18/8	16-FIRESPRING-SFEO(H)-78G	Greg Coleman
<b>GS-0462-07</b>	Handcrew Supervisor - Module	Loa, UT	18/8	16-FIRESPRING-HCREW(H)-78G	Greg Coleman
<b>GS-0462-4/5</b>	Handcrew Senior Firefighter	Loa, UT	13/13	16-FIRESPRING-IHCHCRW-45G (Merit) 16-FIRESPRING-IHCHCRW-45DP (Demo)	Greg Coleman
<b>GS-0462-3/4/5</b>	Apprentice	Loa, UT	13/13	16-FIRESPRING-WFAP-345DP	Greg Coleman
<b>GS-0462-07/08</b>	Supervisory Forestry Tech. (Engine Module Leader)	Richfield, UT	18/8	16-FIRESPRING-SFEO(H)-78G	Glen Chappell
<b>GS-0462-06</b>	Engine Squad Leader (Asst. Fire Engine Operator)	Richfield, UT	13/13	16-FIRESPRING-AFEO-6G (Merit) 16-FIRESPRING-AFEO-6DP (Demo)	Glen Chappell
<b>GS-0462-3/4/5</b>	Apprentice	Richfield, UT	13/13	16-FIRESPRING-WFAP-345DP	Glen Chappell
<b>GS-0462-08/09</b>	Asst. IA Center Manager	Richfield, UT	PFT	16-FIRESPRING-IADISP-89G	Gayle Sorenson
<b>GS-0462-5/6/7</b>	IA Dispatcher	Richfield, UT	18/8	16-FIRESPRING-IADISP-567G (Merit) 16-FIRESPRING-IADISP-567DP (Demo)	Gayle Sorenson
<b>GS-0462-06/07</b>	District Fuels Technician	Teasdale, UT	PFT	16-FIRESPRING-DFUEL-67G	Kent Chappell
<b>GS-0462-06/07</b>	District Fuels Technician	Beaver, UT	PFT	16-FIRESPRING-DFUEL-67G	Cory Norman
<b>GS-0462-06/07</b>	District Fuels Technician	Richfield, UT	PFT	16-FIRESPRING-DFUEL-67G	Kelly Cornwall

## The Positions

Applications must be submitted through “[USAJOBS](#)”. Each announcement has instructions on how to apply. Applicants are encouraged to apply for multiple locations, even if vacancies for certain locations are not listed as vacant, vacancies may occur during the hiring process and be filled at that time.

**As the positions above are filled, other positions may become available.** Please be sure to apply for all positions that you are interested in at all duty stations that you are interested in. **All positions have minimum standards (IFPM/FSPM) to meet and all requirements must be met at the time of hiring.**

USAJOBS Webpage: <https://www.usajobs.gov/>

For more R-4 Fire Hire information go to: <http://www.fs.usda.gov/main/r4/fire-aviation>

For more info on IFPM go to: <http://www.fs.fed.us/fire/management/ifpm/index.html>

All positions are Primary Fire Positions and the engine positions have a Commercial Driver’s License (CDL) requirement.

**It is recommended that the candidate contact the listed supervisors for position information and consideration.**

## The Region

The Intermountain Region in Ogden, Utah provides administrative oversight and support to thirteen National Forests located in [Utah](#), [Nevada](#), eastern California, western Wyoming, and southern and central Idaho. The region covers 31,816,792 acres in the National Forest Systems. There are approximately 2200 permanent employees in Region 4.

## The Forest

The Fishlake National Forest located in south-central Utah, encompasses 1.5 million acres in Beaver, Garfield, Iron, Juab, Millard, Piute, Sanpete, Sevier and Wayne Counties. The Forest features majestic stands of aspen encircling open mountain meadows that are lush with a diverse community of forbs and grasses. Fish Lake, from which the forest takes its name, is considered by many to be the gem of Utah. The largest natural mountain lake in the state, it offers trophy fishing and bird watching. The mountains of the Fishlake are a source of water for many of the neighboring communities and agricultural valleys in the region. Hunting, fishing and OHV use are among the most popular forms of recreation enjoyed by forest visitors.

## How to Apply

You can apply for any of these positions on the open & continuous announcements at “USAJOBS” by the application closing date. If you are interested, you must submit your application before the December 01, 2016 (EST) closing date. **All applicants must attach a current copy of their IQCS Master Record to their application. Applicants will need to identify the duty location related to the positions you are interested in.** Through the announcement you will be instructed to electronically attach additional information (e.g.; resume, SF-50, training documentation/ certificates, college transcripts, etc.)

## **The Process and Timeline**

### **October 15, 2015**

Managers will be sending outreach announcements out on their vacant positions. It is highly recommend that candidates make contact with supervisors of these positions to discuss their interest in the jobs. The outreach map will give you lists of all current fire hire vacancies in the Region and lists of all GS4-GS9 fire positions in the Region.

### **December 01, 2015**

Applications must be submitted through "[USAJOBS](#)". **Applicants must attach a copy of their IQCS Master Record or equivalent that will show they meet the IFPM requirements for the job.** Applicants are encouraged to apply for multiple locations, but only locations that they would accept a job at. You should apply for any position that you would be willing to accept even if it isn't vacant at the beginning of fire hire. The position could become vacant during hiring week and it will be filled in the backfill process at that time.

### **February 08-09, 2016**

Beginning February 08 reference checks will be sent out to applicant supervisors. The reference forms have to be back by February 20. Reference forms will be available on this page for the supervisor to send in if they won't be available during this time or if they would like to get them completed ahead of time.

### **February 22-26, 2016**

Subject Matter Experts (SME) will meet to level applications per the R4 fire hire leveling criteria.

### **February 29 – March 04, 2016**

Representatives from each forest will make recommendations for hiring. Applicants selected this week will be notified by a Forest Recommending Official by phone. Human Resource Management will notify applicants not selected either electronically or via email.

### **April 04, 2016 - First Effective Date**

This is the first possible starting date (excluding drug testing, transfer of station, and less than Permanent Full Time appointments). This date may be negotiated with supervisor.

## Outreach Notice Form

If you are interested in these positions, please complete the Outreach Form on the following page.

### Fire Management Positions Outreach Form

Yes, I am interested in the following position(s):

PERSONAL INFORMATION:
Name:
Address:
E-mail:
Phone:
Current title/series/grade:
Are you currently a Federal employee?
IF YES, current Agency and location:
Describe your skill level and interest:

Please email the completed outreach form to the listed supervisor of the position you are interested in.....

## **Application Instructions:**

**Please read the entire announcement and all the instructions before you begin.**

**You must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement (December 01, 2015).**

**Step1 – Create a USAJOBS account** (if you do not already have one) at [www.usajobs.gov](http://www.usajobs.gov). It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

**Step 2 - Create a Resume with USAJOBS** or upload a Resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

**Step 3 - Search** for job by announcements by typing in the complete announcement number in the search section under “What”. You have to type in a complete announcement number that includes the G or DP on the end of the announcement number. The announcements with the G are for current federal employees with career appointments. These are the Merit Promotion announcements. Example: 16-FIRESPRING-AFEO-6G

The announcement numbers with the DP on the end are for non-federal applicants to apply for. This includes summer temp employees. These are called the Demo announcements. Example: 16-FIRESPRING-AFEO-6DP

In order to change between the Merit Promotion “G” and the Demo “DP” announcements you have to make sure on the left side of the page under “REFINE YOUR RESULTS” that you click on the radial button for “U.S. Citizen” if you want “Demo” or the radial button for “Federal Employees” if you are a current federal employee and need the “Merit Promotion” announcement.

**Step 4 - Click "Apply Online"** and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required.

You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

#### **REQUIRED DOCUMENTS:**

The following documents must be submitted to constitute a complete application package. It is your responsibility to ensure that all required documents are received within the required timeframes. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service etc. Failure to submit required, legible documents will result in elimination from consideration.

1. Resume that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience; and, 5) other qualifications **(including IQCS Master Record)**.
2. 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.
3. DD-214 (Member 4 Copy) and/or SF-15 Application for 10-point Veteran Preference if claiming Veterans' Preference or eligibility for appointment under the VRA, VEOA, or 30% Disabled Veterans hiring authority.
4. SF-50 Notification of Personnel Action if you are a current or former Federal employee that will verify your federal status, position title, series and grade. FSA County employees must provide the most recent Notification of Personnel Action (Form SF-50-B or FSA-50) that verifies permanent status. Also provide the SF-50 that reflects the highest grade level held on a permanent basis or the full performance level of your current position, whichever is higher.
5. Annual Performance Appraisal if you are a current Federal employee. Submit the most recently completed annual performance appraisal (dated within 18 months) which identifies the employee's official rating of record, signed by the supervisor, or a statement advising why the performance appraisal is unavailable. Do not submit a performance plan.

6. Certification of Disability if you are eligible for appointment based on a disability under the Schedule A hiring authority. This certification can be documented by a counselor from a State Vocational Rehabilitation Agency or the Vocational Rehabilitation and Employment Service of the Department of Veterans Affairs; by a statement or letter on a physician/medical professionals' letterhead stationary; or by statements, records, or letters from a Federal Government agency that issues or provides disability benefits. The certification must verify the applicant has a severe disability, is eligible under a Schedule A appointment authority, and he or she is able to perform the essential duties of the position. The certification must also describe any needed reasonable accommodation. You can review additional information at: <https://www.opm.gov/disability/appempl.asp>.

7. If you are eligible for appointment based on service in the Peace Corps, Vista, Action Cooperative, or another special authority, submit proof of eligibility.

8. CTAP/ICTAP documentation if separated from Federal service or pending separation based on a reduction in force (RIF) or other management workforce reduction action. Proof of eligibility must include a separation notice or Certificate of Expected Separation, SF-50 that documents the RIF separation action or most recent SF-50 (that is not an award), and latest performance appraisal (dated within the last 18 months) or a statement advising why one is unavailable.

NOTE: 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.

**Please remember to submit a copy of your IQCS Master Record when applying to any of these announcements!!!**

**AGENCY CONTACT INFO:**

*HRM Contact Center*

*Phone: 877-372-7248 Option 2*

*Fax: 866-338-3718*

*TDD: 800-877-8339*

*Email: [fsjobs@fs.fed.us](mailto:fsjobs@fs.fed.us)*