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## 2017 Temporary Positions Outreach Notice



### Wallowa-Whitman National Forest

## **Outreach Notice—Temporary Positions Announcement Period: November 15-21, 2016**

Are you hard working and love the outdoors? Are you looking for a job where you can learn the skills necessary to advance in different professions? The Pacific Northwest Region is looking for a seasonal workforce to work in different types of jobs on 17 national forests and scenic area located in Oregon and Washington. Jobs include specialized positions in fire and in natural resources. Information is available on the Pacific Northwest Region's website (<http://www.fs.usda.gov/main/r6/jobs>) listing all vacant temporary fire and natural resources vacancies and locations.

Vacancy announcements for these positions are posted on: [www.usajobs.gov](http://www.usajobs.gov). This application submittal period for all 2017 temporary jobs in Oregon and Washington will begin on **November 15, 2016** and end on **November 21, 2016**. All applicants who have applied to the announcements on or before the listed cutoff date, and are found to be qualified and in the quality group, will be referred for consideration to the selecting officials by **February 6, 2017**.

**Please address your outreach response to the contact listed for each location. Additional information about the position is available from the direct supervisor. Your response is important.**

### **The Process & Timeline:**

**November 15, 2016— Application period opens in USAJobs.** Apply only through USAJobs. Applicants are encouraged to apply for locations **where they would accept a position if offered**.

**November 21, 2016—Application deadline.**

**February 6–17, 2017— Application evaluation.** Subject matter experts will generate reference evaluations and gather this information for selecting officials. **Supervisory Reference Checks will occur during this time period. Please ensure your references are notified of this and they are available at the email address (preferred) or phone number provided on your application.**

**February 6-17, 2017 - Applicants selected for jobs will be notified by a Forest Service representative by phone. Tentative selectees should be available by phone during this time and should have computer access to complete documents within 72 hours of being contacted with the tentative selection.**

**April 2017—First effective dates for positions.** Look for the effective date on the Official Confirmation Letter, all other selection notices are tentative pending onboarding and employment suitability adjudication. Official Confirmation Letters will be received approximately 1 month prior to your start date, it is important to be in contact with your supervisor to confirm your reporting date and ensure all onboarding processes have been completed.

**Note:** Interagency Fire Program Management (IFPM) and Forest Service – Fire Program Management (FS-FPM) qualifications must be met at time of vacancy closing for certain positions. Additionally, age requirements (at least 18 years of age with few exceptions) must be met at time of vacancy closing.

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

**REGION 6 (OR/WA) TEMPORARY HIRING INFORMATION IS ALSO AVAILABLE ON OUR WEBSITE: <http://www.fs.usda.gov/detail/r6/jobs/?cid=fseprd512302>**

**Whitman Ranger District: Baker City, Unity & Halfway, OR**  
**Contact Information: (541)523-6391**

Title	Announcement #	Grade	Contact Info:	Duty Location	Housing Information
Biological Science Aid	17-TEMP-R6-0404-3BIOL-DT	GS-03	Adrian Cuzick <a href="mailto:alcuzick@fs.fed.us">alcuzick@fs.fed.us</a>	Baker City, OR	No Gov. Housing
Range Technician	17-TEMP-R6-0455-5RAN-DT	GS-05	Adrian Cuzick <a href="mailto:alcuzick@fs.fed.us">alcuzick@fs.fed.us</a>	Baker City, OR	No Gov. Housing
Forestry Aid - Timber	17-TEMP-R6-0462-3TSP-DT	GS-03	John Jesenko <a href="mailto:jjesenko@fs.fed.us">jjesenko@fs.fed.us</a>	Baker City, OR	No Gov. Housing
Forestry Aid – General	17-TEMP-R6-0462-2AID-DT	GS-02	John Jesenko <a href="mailto:jjesenko@fs.fed.us">jjesenko@fs.fed.us</a>	Baker City, OR	No Gov. Housing
Forestry Tech – Timber Sale Prep	17-TEMP-R6-0462-4TIMB-DT	GS-04	John Jesenko <a href="mailto:jjesenko@fs.fed.us">jjesenko@fs.fed.us</a>	Baker City, OR	No Gov. Housing
Forestry Tech – Timber Sale Prep	17-TEMP-R6-0462-5TSP-DT	GS-05	John Jesenko <a href="mailto:jjesenko@fs.fed.us">jjesenko@fs.fed.us</a>	Baker City, OR	No Gov. Housing
Customer Service Representative	17-TEMP-R6-0303-3CSR-DT	GS-03	Adrian Cuzick <a href="mailto:alcuzick@fs.fed.us">alcuzick@fs.fed.us</a>	Baker City, OR	No Gov. Housing
Biological Science Tech – Invasive Plants	17-TEMP-R6-0404-4WEED-DT	GS-04	Adrian Cuzick <a href="mailto:alcuzick@fs.fed.us">alcuzick@fs.fed.us</a>	Baker City, OR	No Gov. Housing
Forestry Tech – Lookout	17-TEMP-R6-0462-5LOUT-DT	GS-05	Joel McCraw <a href="mailto:jmccraw@fs.fed.us">jmccraw@fs.fed.us</a>	Baker City, OR	
Bio Science Tech – Plants/Noxious Weeds	17-TEMP-R6-0404-5PLAN-DT	GS-05	Adrian Cuzick <a href="mailto:alcuzick@fs.fed.us">alcuzick@fs.fed.us</a>	Baker City, OR	No Gov. Housing
Forestry Aid – Fire	17-TEMP-R6-0462-2FIRE-DT	GS-02	Joel McCraw <a href="mailto:jmccraw@fs.fed.us">jmccraw@fs.fed.us</a>	Baker City, OR Unity, OR Halfway, OR	Gov. Housing available for Unity & Halfway only
Forestry Aid – Fire Suppression	17-TEMP-R6-0462-3SUP-DT	GS-03	Joel McCraw <a href="mailto:jmccraw@fs.fed.us">jmccraw@fs.fed.us</a>	Baker City, OR Unity, OR Halfway, OR	Gov. Housing available for Unity & Halfway only
Forestry Tech – Fire Suppression	17-TEMP-R6-0462-4SUP-DT	GS-04	Joel McCraw <a href="mailto:jmccraw@fs.fed.us">jmccraw@fs.fed.us</a>	Baker City, OR Unity, OR Halfway, OR	Gov. Housing available for Unity & Halfway only
Forestry Tech – Fire Suppression	17-TEMP-R6-0462-5SUP-DT	GS-05	Joel McCraw <a href="mailto:jmccraw@fs.fed.us">jmccraw@fs.fed.us</a>	Baker City, OR Unity, OR	Gov. Housing available for Unity only
Forestry Aid – Recreation	17-TEMP-R6-0462-3FTAID-DT	GS-03	Jay Moore <a href="mailto:jbmoore@fs.fed.us">jbmoore@fs.fed.us</a>	Baker City, OR	No Gov. Housing
Forestry Tech – Recreation	17-TEMP-R6-0462-4REC-DT	GS-04	Jay Moore <a href="mailto:jbmoore@fs.fed.us">jbmoore@fs.fed.us</a>	Baker City, OR	No Gov. Housing
Forestry Tech – Recreation	17-TEMP-R6-0462-5REC-DT	GS-05	Jay Moore <a href="mailto:jbmoore@fs.fed.us">jbmoore@fs.fed.us</a>	Baker City, OR	No Gov. Housing

**La Grande Ranger District: La Grande, OR**

Contact Information: (541)963-7186

Title	Announcement #	Grade	Contact Info:	Duty Location	Housing Information
Forestry Tech – Recreation	17-TEMP-R6-0462-5REC-DT	GS-05	Andrew Steele <a href="mailto:andrewsteele@fs.fed.us">andrewsteele@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Biological Science Aid	17-TEMP-R6-0404-3BIOL-DT	GS-03	Scott Schaefer <a href="mailto:sschaefer@fs.fed.us">sschaefer@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Biological Science Tech – Fisheries	17-TEMP-R6-0404-7FISH-DT	GS-07	Scott Schaefer <a href="mailto:sschaefer@fs.fed.us">sschaefer@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Range Tech	17-TEMP-R6-0455-5RAN-DT	GS-05	Scott Schaefer <a href="mailto:sschaefer@fs.fed.us">sschaefer@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Tech – Recreation	17-TEMP-R6-0462-4REC-DT	GS-04	Andrew Steele <a href="mailto:andrewsteele@fs.fed.us">andrewsteele@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Aid – Timber	17-TEMP-R6-0462-3TSP-DT	GS-03	Lisa Laufenberg-Soward <a href="mailto:llaufenbergsoward@fs.fed.us">llaufenbergsoward@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Aid – Recreation	17-TEMP-R6-0462-3FTAID-DT	GS-03	Andrew Steele <a href="mailto:andrewsteele@fs.fed.us">andrewsteele@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Tech – Recreation/OHV	17-TEMP-R6-0462-5ROHV-DT	GS-05	Andrew Steele <a href="mailto:andrewsteele@fs.fed.us">andrewsteele@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Tech – Timber Sale Prep	17-TEMP-R6-0462-4TIMB-DT	GS-04	Lisa Laufenberg-Soward <a href="mailto:llaufenbergsoward@fs.fed.us">llaufenbergsoward@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Tech – Timber Sale Prep	17-TEMP-R6-0462-5TSP-DT	GS-05	Lisa Laufenberg-Soward <a href="mailto:llaufenbergsoward@fs.fed.us">llaufenbergsoward@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Visitor Information Assistant	17-TEMP-R6-1001-4VIS-DT	GS-04	Kate Rust <a href="mailto:krust@fs.fed.us">krust@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Biological Science Tech – Natural Resources	17-TEMP-R6-0404-7NTRL-DT	GS-07	Scott Schaefer <a href="mailto:sschaefer@fs.fed.us">sschaefer@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Biological Science Tech – Invasive Plants	17-TEMP-R6-0404-4WEED-DT	GS-04	Scott Schaefer <a href="mailto:sschaefer@fs.fed.us">sschaefer@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Biological Science Tech – Invasive Plants	17-TEMP-R6-0404-5WEED-DT	GS-05	Scott Schaefer <a href="mailto:sschaefer@fs.fed.us">sschaefer@fs.fed.us</a>	La Grande, OR	No Gov. Housing Crew Lead Position
Biological Science Tech – Plants/Noxious Weeds	17-TEMP-R6-0404-5PLAN-DT	GS-05	Scott Schaefer <a href="mailto:sschaefer@fs.fed.us">sschaefer@fs.fed.us</a>	La Grande, OR	No Gov. Housing Crew Lead Position
Forestry Tech – Lookout	17-TEMP-R6-0462-5LOUT-DT	GS-05	Woody Wright <a href="mailto:wawright@fs.fed.us">wawright@fs.fed.us</a>	La Grande, OR	
Forestry Aid – Fire	17-TEMP-R6-0462-2FIRE-DT	GS-02	Kat Naughton <a href="mailto:knaughton@fs.fed.us">knaughton@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Aid – Fire Suppression	17-TEMP-R6-0462-3SUP-DT	GS-03	Kat Naughton <a href="mailto:knaughton@fs.fed.us">knaughton@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Tech – Fire Suppression	17-TEMP-R6-0462-4SUP-DT	GS-04	Kat Naughton <a href="mailto:knaughton@fs.fed.us">knaughton@fs.fed.us</a>	La Grande, OR	No Gov. Housing

**Eagle Cap & Wallowa Valley Districts: Enterprise & Joseph, OR, Clarkston, WA, & Riggins, ID**

Contact Information: (541)426-5546

Title	Announcement #	Grade	Contact Info:	Location	Housing Information
Forestry Tech – Timber Sale Prep	17-TEMP-R6-0462-4TIMB-DT	GS-04	Clint Foster <a href="mailto:clintonpfoster@fs.fed.us">clintonpfoster@fs.fed.us</a>	Joseph, OR	Limited Gov. Housing
Forestry Tech – Fuels	17-TEMPF-R6-0462-5FUEL-DT	GS-05	Tyko Issacson <a href="mailto:tissacson@fs.fed.us">tissacson@fs.fed.us</a>	Joseph, OR	Housing Available at Sled Springs
Forestry Tech – Recreation	17-TEMP-R6-0462-5REC-DT	GS-5	Sweyn Wall <a href="mailto:swall@fs.fed.us">swall@fs.fed.us</a>	Joseph, OR	
Biological Science Tech – Wildlife	17-TEMP-R6-0404-5BST-DT	GS-05	Patricia Johnson <a href="mailto:pljohnson@fs.fed.us">pljohnson@fs.fed.us</a>	Joseph, OR	Limited Gov. Housing
Biological Science Tech – Wildlife	17-TEMP-R6-0404-6BIOWI-DT	GS-06	Patricia Johnson <a href="mailto:pljohnson@fs.fed.us">pljohnson@fs.fed.us</a>	Joseph, OR	Limited Gov. Housing
Biological Science Tech – Wildlife	17-TEMP-R6-0404-7WILD-DT	GS-07	Patricia Johnson <a href="mailto:pljohnson@fs.fed.us">pljohnson@fs.fed.us</a>	Joseph, OR	Limited Gov. Housing
Forestry Tech – Recreation	17-TEMP-R6-0462-4REC-DT	GS-04	Mike Ball <a href="mailto:mtball@fs.fed.us">mtball@fs.fed.us</a>	Joseph, OR Clarkston, WA	No Gov. Housing
Forestry Tech – Wilderness	17-TEMP-R6-0462-04WLDTR-DT	GS-04	Sweyn Wall <a href="mailto:swall@fs.fed.us">swall@fs.fed.us</a>	Joseph, OR	
Forestry Tech – Wilderness	17-TEMP-R6-0462-5FWT-DT	GS-05	Sweyn Wall <a href="mailto:swall@fs.fed.us">swall@fs.fed.us</a>	Joseph, OR	
Forestry Aid – Recreation	17-TEMP-R6-0462-3FTAID-DT	GS-03	Mike Ball <a href="mailto:mtball@fs.fed.us">mtball@fs.fed.us</a>	Joseph, OR Halfway, OR	Housing Available for Halfway position only
Forestry Tech – Recreation/OHV	17-TEMP-R6-0462-5ROHV-DT	GS-05	Sweyn Wall <a href="mailto:swall@fs.fed.us">swall@fs.fed.us</a>	Joseph, OR	
Forestry Tech – Timber Sale Prep	17-TEMP-R6-0462-5TSP-DT	GS-05	Clint Foster <a href="mailto:clintonpfoster@fs.fed.us">clintonpfoster@fs.fed.us</a>	Joseph, OR	Limited Gov. Housing
Park Ranger	17-TEMP-R6-0025-4PR-DT	GS-04	Sweyn Wall <a href="mailto:swall@fs.fed.us">swall@fs.fed.us</a>	Joseph, OR	
Park Ranger	17-TEMP-R6-0025-5PARK-DT	GS-05	Sweyn Wall <a href="mailto:swall@fs.fed.us">swall@fs.fed.us</a>	Joseph, OR	
Visitor Info Assistant	17-TEMP-R6-1001-4VIS-DT	GS-04	Mike Ball <a href="mailto:mtball@fs.fed.us">mtball@fs.fed.us</a>	Halfway, OR Riggins, ID	Housing Available for Halfway position only
Customer Service Representative	17-TEMP-R6-0303-3CSR-DT	GS-03	Mike Ball <a href="mailto:mtball@fs.fed.us">mtball@fs.fed.us</a>	Riggins, ID	No Gov. Housing
Forestry Tech – Trails	17-TEMP-R6-0462-4FTTR-DT	GS-04	Mike Ball <a href="mailto:mtball@fs.fed.us">mtball@fs.fed.us</a>	Joseph, OR Riggins, ID	Limited Gov. Housing for Riggins Position only
Forestry Tech – Trails	17-TEMP-R6-0462-5TRA-DT	GS-05	Sweyn Wall <a href="mailto:swall@fs.fed.us">swall@fs.fed.us</a>	Joseph, OR	
Park Ranger	17-TEMP-R6-0025-3PRAN-DT	GS-03	Sweyn Wall <a href="mailto:swall@fs.fed.us">swall@fs.fed.us</a>	Joseph, OR	
Forestry Tech – Lookout	17-TEMPF-R6-0462-5LOUT-DT	GS-05	Jason Lyman <a href="mailto:jlyman@fs.fed.us">jlyman@fs.fed.us</a>	Joseph, OR	Gov. Housing Available at Sled Springs
Forestry Aid – Fire	17-TEMPF-R6-0462-2FIRE-DT	GS-02	Jason Lyman <a href="mailto:jlyman@fs.fed.us">jlyman@fs.fed.us</a>	Joseph, OR	Gov. Housing Available at Sled Springs
Forestry Aid – Fire Suppression	17-TEMPF-R6-0462-3SUP-DT	GS-03	Jason Lyman <a href="mailto:jlyman@fs.fed.us">jlyman@fs.fed.us</a>	Joseph, OR	Gov. Housing Available at Sled Springs
Forestry Tech – Fire Suppression	17-TEMPF-R6-0462-4SUP-DT	GS-04	Jason Lyman <a href="mailto:jlyman@fs.fed.us">jlyman@fs.fed.us</a>	Joseph, OR	Gov. Housing Available at Sled Springs
Forestry Tech – Fire Suppression	17-TEMPF-R6-0462-5SUP-DT	GS-05	Jason Lyman <a href="mailto:jlyman@fs.fed.us">jlyman@fs.fed.us</a>	Joseph, OR	Gov. Housing Available at Sled Springs
Laborer	17-TEMP-R6-3502-2LBR-DT	WG-02	Dana Taylor <a href="mailto:danaltaylor@fs.fed.us">danaltaylor@fs.fed.us</a>	Joseph, OR	No Gov. Housing
Bio Science Tech – Plants	17-TEMP-R6-0404-7BST-DT	GS-07	Jason Lyman <a href="mailto:jlyman@fs.fed.us">jlyman@fs.fed.us</a>	Joseph, OR	Gov. Housing Available at Sled Springs

**Wallowa-Whitman Supervisors Office: Baker City, OR**

Contact Information: (541)523-1230

Title	Announcement #	Grade	Contact Info:	Duty Location	Housing Information
Survey Tech	17-TEMP-R6-0817-5SVY-DT	GS-05	Laura Livingston	Baker City, OR	No Gov. Housing

**Blue Mountain Interagency Dispatch Center: La Grande, OR**

Contact Information: 541-975-5402

Title	Announcement #	Grade	Contact Info:	Duty Location	Housing Information
Forestry Tech – Fire Dispatcher	17-TEMPF-R6-0462-4DISP-DT	GS-04	Josh Hewitt <a href="mailto:jjhewitt@fs.fed.us">jjhewitt@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Tech – Fire Dispatcher	17-TEMPF-R6-0462-5DISP-DT	GS-05	Josh Hewitt <a href="mailto:jjhewitt@fs.fed.us">jjhewitt@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Materials Handler	17-TEMP-R6-6907-5MHND-DT	WG-05	Josh Hewitt <a href="mailto:jjhewitt@fs.fed.us">jjhewitt@fs.fed.us</a>	La Grande, OR	No Gov. Housing

**Grande Ronde Rappel Crew: La Grande, OR**

Contact Information: 541-975-5448

Title	Announcement #	Grade	Contact Info:	Duty Location	Housing Information
Forestry Tech - Helitack	17-TEMPF-R6-0462-5HELI-DT	GS-05	Kyle Johnson <a href="mailto:kylejohnson@fs.fed.us">kylejohnson@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Tech - Helitack	17-TEMPF-R6-0462-4HELI-DT	GS-04	Kyle Johnson <a href="mailto:kylejohnson@fs.fed.us">kylejohnson@fs.fed.us</a>	La Grande, OR	No Gov. Housing

**La Grande Interagency Hotshot Crew: La Grande, OR**

Contact Information: (541)975-5481

Title	Announcement #	Grade	Contact Info:	Duty Location	Housing Information
Forestry Tech - Hotshot	17-TEMPF-R6-0462-5HSHC-DT	GS-05	Josh Diacetis <a href="mailto:jrdiacetis@fs.fed.us">jrdiacetis@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Tech - Hotshot	17-TEMPF-R6-0462-4HSHC-DT	GS-04	Josh Diacetis <a href="mailto:jrdiacetis@fs.fed.us">jrdiacetis@fs.fed.us</a>	La Grande, OR	No Gov. Housing

**Union Interagency Hotshot Crew: La Grande, OR**

Contact Information: (541)975-5485

Title	Announcement #	Grade	Contact Info:	Duty Location	Housing Information
Forestry Tech - Hotshot	17-TEMPF-R6-0462-5HSHC-DT	GS-05	Jody Prummer <a href="mailto:jprummer@fs.fed.us">jprummer@fs.fed.us</a>	La Grande, OR	No Gov. Housing
Forestry Tech - Hotshot	17-TEMPF-R6-0462-4HSHC-DT	GS-04	Jody Prummer <a href="mailto:jprummer@fs.fed.us">jprummer@fs.fed.us</a>	La Grande, OR	No Gov. Housing

**ABOUT THE FOREST:** The Wallowa-Whitman National Forest is 2,521,280 acres ranging from 875 to 9,845 feet above sea level. Plant life varies from desert-like countryside of Hells Canyon to the alpine vegetation of the Eagle Cap Wilderness and Seven Devils Mountains. Generally, winters are cold and snowy, spring and fall are mild, and summers are hot and dry. There are seven Ranger Districts with additional offices in Clarkston, Washington and Riggins, Idaho. The Forest lands include: Eagle Cap Wilderness, Hells Canyon Wilderness, Monument Rock Wilderness, North Fork John Day Wilderness, and Hells Canyon National Recreation Area. For additional information visit our web site (<http://www.fs.fed.us/r6/w-w>).

## HOW TO APPLY:

**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.** Assistance is available during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office well before the closing date for an alternate method. All hardship application packages with supporting documents must be received no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing. This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

**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 - 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, delays in the mail service etc. Failure to submit required, legible documents will result in elimination from consideration.

1. **Resume** must include: 1) personal information; 2) education; 3) work experience including work schedule, hours worked per week, dates of employment; and title, series and grade if applicable; 4) supervisors phone number, e-mail address for each work period listed, and whether we may contact for reference checks; and 5) other qualifications.

2. **College Transcripts** if education is required for meeting basic qualifications and/or used as a substitute for specialized experience. An unofficial copy is sufficient; however, if selected, an official transcript will be required prior to entering on duty. Education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U.S. Department of Education website at <http://www.ed.gov>. All transcripts must be in English or include English translation.

3. DD-214, Certificate of Release from Active Duty showing dates of service and discharge under honorable conditions. Disabled veterans must include VA letter & SF-15 if claiming 10 pt. preference. Current active duty members must submit certification that they are expected to be discharged or released from active duty under honorable conditions no later than 120 days after date the certification is submitted.

**Work Experience:** Your resume must clearly document the following for each block of work experience the beginning month and year

the work assignment started and ended; the hours worked per week; position title, and series and grade if applicable; and description of duties performed. This information must be provided for each permanent, temporary or seasonal appointment/work assignment and must be clearly documented as a separate block of time. **Incomplete applications or those that provide vague and/or conflicting information may not be evaluated for consideration.**

4. 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>.

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

6. 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.

7. A current copy of your IQCS Master Record showing your training and qualifications for the position for certain positions. If an IQCS Master Record is not available, some form of documented proof of training and qualifications will be needed for most positions.

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.

#### **AGENCY CONTACT INFO:**

*HRM Contact Center*

*Phone: 877-372-7248 Option 2*

*TDD: 800-877-8339*

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