

Northern Region Fire Hire Outreach Notice—Fire Positions 2017

The Northern Region is looking for a committed, hardworking, highly skilled workforce to suppress wildfires and work in fuels management on 11 National Forests located in Idaho, North Dakota and Montana. The fire and aviation management program is very rewarding and requires talented people working safely as part of a team in a variety of specialized positions; including dispatch, engine crews, fuels technicians, hand crews, helitack, interagency hotshot crews, and prevention. The Fire Hire program is being implemented to streamline the hiring process for permanent fire positions and provide consistent hiring around the Region. This hiring process assists the National Forests in the Northern Region to fill vacancies in a more efficient and timely manner.

Included is the outreach for GS-0462-04 through 09 current permanent fire positions covered by the 2017 R1 Regional Announcements. The vacancy announcements for these positions are posted on the U.S. Government's official website for employment opportunities at, usajobs.gov. Those that wish to be considered for these positions in the Spring Fire Hire event must apply to the vacancy announcements by the cutoff date of **November 15, 2016**. The Certificates of Candidates for these positions will be issued to the selecting officials on **January 27, 2017**. 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. **The positions listed in this outreach are the current and potential vacancies available in the Northern Region. During the Spring Fire Hire, additional positions may become vacant and will be filled. Please apply to any position announcement and duty station you are interested in, as those positions may become vacant during the Fire Hire process and will be filled.**

Please respond to the outreach if you are interested in filling a vacant position through the Fire Hire process. Your response is important. Please address your outreach response to the contact listed for each location. Additional information about the position is available from the direct supervisor.

The Process and Timeline

October 15, 2016—Outreach begins. Information is available on the Northern Region's website listing all vacant permanent fire vacancies and locations from the GS-0462-04 through 09 levels.

November 1, 2016-Vacancies Announcements. Announcement numbers are available in USA jobs to accept applications.

November 15, 2016—Application deadline. Apply through USAJobs. Applicants are encouraged to apply for multiple locations (**where they would accept a position if offered**), even if vacancies for certain locations are not listed as vacant. Vacancies may occur during the hiring process and could be filled during Selection Week.

February 6, 2017—Application evaluations begin. Subject matter experts will generate Reference Evaluations and gather this information for selecting officials.

February 13-17, 2017—Selections. Representatives from each forest will make recommendations for hiring. Applicants selected will be notified by a Forest Service representative by phone. Applicants not selected will be notified by e-mail.

March 19 to April 2, 2017—First effective date (excluding drug testing, transfer of station, and less than Permanent Full Time appointments).

Note: Interagency Fire Program Management (IFPM) and Forest Service – Fire Program Management (FS-FPM) qualifications must be met prior to selection.

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

Additional information for applicants can be found at: [Northern Region Fire Hire Web Page](#)

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 November 15, 2016. 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.

Step 1 – Create a USAJOBS account (if you do not already have one) at 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 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. Non-Award 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. 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.

9. A current copy of your IQCS Master Record showing your training and qualifications for the position. 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

Land Management Workforce Flexibility Act

Important Note: Under the Area of Consideration for the identified ENGSRFF GS-4/5, IHCHCRW GS-4/5, HTKSRFF GS4/5, AIRTANK GS-5 and SMKJMPR GS-5/6 Merit announcements, Region 1 will be including the Land Management Workforce Flexibility Act (LMWFA) for eligible applicants. So, along with Forest Service-wide applicants already in career or career-conditional appointments, temporary employees who meet the LMWFA eligibility requirements may also apply to the merit announcement. For this Act, a time-limited competitive appointment is either a temporary appointment or a term appointment defined as:

- Temporary Appointment is a competitive nonpermanent appointment for a period not to exceed 1-year (may be extended up to a maximum of 1 additional year for a total of 24 months of service). This includes 1039 appointments.
- Term Appointment is a competitive nonpermanent appointment for a period of more than 1-year but not more than 4 years.
- *Excepted service temporary appointments do not count toward eligibility for this Act.*

Eligibility Criteria:

- Appointed to the initial time-limited appointment under open, competitive examination (e.g., OPM competitive list of eligible, Demonstration Project Authority, Delegated Examining, etc.); and
- Must have served in the specific land management agency/agencies under 1 or more time-limited appointment(s) for more than 24 months (without a break in service of two or more years); and
- Performance was at an acceptable level throughout the (more than) 24 months of employment; and
- Most recent separation was for reasons other than misconduct or performance

Applicants MUST provide the following to prove eligibility:

Documentation of Service Time eligibility: Copies of their Notification of Personnel Action(s) (SF-50s) showing the employee has served in appropriate appointment(s) for a period/periods that total more than 24 months **without** a break in service of two or more years. (Include initial hire actions, extensions, conversions and termination/separation SF-50s for each period of work). *Failure to provide proper documentation in order to determine eligibility may result in the applicant being not LMWFA Eligible.*

Land Management Agencies are defined as:

- **USDA:**
 - Forest Service
- **Department of Interior agencies:**
 - Bureau of Land Management
 - National Park Service
 - Fish and Wildlife Service
 - Bureau of Indian Affairs

Bureau of Reclamation

Northern Region Fire Hire Outreach Notice Reply

If you are interested in any of these positions, please complete the following information by **November 15, 2016** and **send to the respective contacts and duty locations** listed in the Northern Region Fire Hire Outreach.

Please respond to the outreach if you are interested in filling either a vacant position or one that may become vacant through the Fire Hire process. Your response is important in allowing supervisors to know who has applied to their positions and allows you the opportunity to learn more about the position prior to it being filled. Additionally, please only respond to the Merit (Government, not Demo) Announcement and vacancy if you are already a permanent Federal employee.

Personal Information:

Name:

Address:

E-mail:

Phone:

Current title/series/grade:

Do you qualify for the 462 Series: Yes No

Are you currently a permanent Federal employee? Yes No

IF YES, current Agency and location:

Current Red Card Qualifications:

Individuals selected via a MERIT Promotion announcement during the Northern Region's Fire Hire event will be offered the following relocation benefits to the extent allowed by the Federal Travel Regulations:

- Transportation of employee and immediate family
- Miscellaneous moving expense
- Sell or buy residence transaction or lease termination expenses (reimbursement of realtor fees)
- Transportation and temporary storage of household goods
- Extended storage of household goods
- Transportation of a mobile home or boat in lieu of shipment of household goods
- Relocation income tax allowance (RITA)
- Househunting per diem and transportation for employee and spouse
- Temporary quarters subsistence expense
- Shipment of personal vehicle

Use of relocation services company and home marketing incentives (commonly referred to as house buy) are not authorized unless specifically indicated in the position information below.

Individuals selected via a DEMO announcement will not be offered relocation benefits.