

# **OUTREACH NOTICE 2021 SEASONAL FIRE VACANCIES**

## **October 16 - 26, 2020**



### **Sawtooth National Forest**

The Sawtooth National Forest will soon be filling Temporary Seasonal (1039hrs) Fire Positions with a duty stations of Burley, Fairfield, Featherville, Ketchum, Stanley, Jerome, and Shoshone Idaho for the 2021 Fire Season. Openings are available at the Forestry Aid (GS-03) and Forestry Technician (GS-04 and GS-05) levels. Positions are available for the Sawtooth Hotshots, Sawtooth Helitack, Handcrews, Engines Modules, Fuels, Fire Prevention, and Dispatch. This notification is being circulated to inform prospective applicants of these upcoming opportunities. Vacancy announcements for these positions will be posted on the U.S. Government's official website for employment opportunities at, [www.usajobs.gov](http://www.usajobs.gov). The Vacancy Announcements will be open for applications on **10/16/2020**. Those that wish to be considered for these positions for must apply to the vacancy announcements by the cut-off date of **10/26/2020**.

Position Title	Grade	Announcement #
Forestry Aid (Suppression)	GS-03	21-TEMPF3-R4-3867-3DH
Forestry Technician (Suppression)	GS-04	21-TEMPF3-R4-3868-4DH
Forestry Technician (Fire Engine Operator)	GS-05	21-TEMPF3-R4-1477-5DH
Forestry Technician (Helitack)	GS-04	21-TEMPF3-R4-0199-4DH
Forestry Technician (Helitack)	GS-05	21-TEMPF3-R4-0200-5DH
Forestry Technician (Hotshot/Handcrew)	GS-04	21-TEMPF3-R4-2036-4DH
Forestry Technician (Hotshot/Handcrew)	GS-05	21-TEMPF3-R4-2037-5DH
Forestry Technician (Fuels)	GS-04	21-TEMPF3-R4-0911-4DH
Forestry Technician (Fuels)	GS-05	21-TEMPF3-R4-0912-5DH
Forestry Technician (Prevention)	GS-04	21-TEMPF3-R4-3868-4DH
Forestry Technician (Prevention)	GS-05	21-TEMPF3-R4-3869-5DH
Forestry Technician (Fire Dispatch)	GS-04	21-TEMPF3-R4-0935-4DH

#### **The Sawtooth National Forest:**

The 2.1 million-acre Sawtooth National Forest is divided into four management units – the Minidoka, Ketchum and Fairfield Ranger Districts and the Sawtooth National Recreation Area. Elevations range from 4,513 to 12,009 feet above sea level offering a great variety of land forms and vegetation. The Sawtooth mountain region sits at the convergence of three mountain ranges and provides some spectacular alpine scenery. In addition to dozens of perpetually snow-capped peaks, there are countless lakes, thick forests and the headwaters of the Salmon River churning its way through the spectacular Sawtooth Valley.

The Forest extends from northern Utah to the Salmon River country in Idaho. More than two million visitor days occur annually on the Forest with four downhill ski areas, including the world-premiere Bald Mountain Ski Area at Sun Valley and world class nordic ski trails in the Wood River Valley. Recreation is year-round, with summer being the busiest time of year. Recreation activities include developed and dispersed camping, hiking, backpacking, horseback riding, floating, fishing, lake shore recreation, mountain biking, motorcycling, snowmobiling, and skiing.

For additional information about these positions contact:

	Duty Station	Contact
Sawtooth Hotshots	Jerome, ID	Kyle West: 208-423-7577
Sawtooth Helitack	Ketchum, ID	Ryder Bennett:208-731-0663
Minidoka Ranger District	Burley, ID	Andrew Addey: 208-677-8294
Fairfield Ranger District	Fairfield, ID & Featherville, ID	Matt Ganguet: 208-764-3479
Ketchum Ranger District & Sawtooth National Recreation Area	Ketchum, ID & Stanley, ID	Nick Yturri: 208-774-3031
South Central Idaho Interagency Dispatch Center	Shoshone, ID	Rob Haddock: 208-732-7286

### Timeline:

**October 16, 2020** – Application announcements will be activated in [www.usajobs.gov](http://www.usajobs.gov).

**October 26, 2020** – Application deadline - Apply through [www.usajobs.gov](http://www.usajobs.gov). Applicants are encouraged to reach out to the Duty locations they are interested in if they have specific questions about the position they are interested in.

Visit [www.fs.fed.us/working-with-us/jobs/temp](http://www.fs.fed.us/working-with-us/jobs/temp) to find out more information on how to apply and what to put in your resume.

### How to Apply:

**Please read the entire announcement and all the instructions on the USAjobs.gov website before you begin.**

**You must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on 10/26/2020.** 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 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 or former permanent or temporary 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: [www.opm.gov/disability/appempl.asp](http://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. If applying for a temporary seasonal wildland fire position 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](mailto:fsjobs@fs.fed.us)

### Things to Keep in Mind When Applying:

- Vacancy Announcements on USAJobs will give examples of the specialized experience for each position advertised. 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 performed so that HR can properly credit.
- If you were a former employee either a permanent or seasonal ensure all SF-50's showing on-boarding /off-boarding and performance for each time period or statement as to why missing that time period is properly loaded into USA Jobs.
- Allow yourself plenty of time to apply for positions. The system closes all announcements at midnight Eastern time on the closing date.
- Print and read the entire vacancy announcement to ensure you have included all required information and documents.

Other places to have questions answered or get further information:

- FS Videos: <https://www.youtube.com/watch?v=T1teSCE2cMk>  
[www.fs.fed.us/working-with-us/jobs/how-to-apply](http://www.fs.fed.us/working-with-us/jobs/how-to-apply)

If you're interested in one of the many position that are available with the U.S. Forest Service be sure to check out <https://fsoutreach.gdcii.com/Outreach> and [www.usajobs.gov](http://www.usajobs.gov) for current or upcoming vacancies.