

USDA FOREST SERVICE
CAREER INTERN PROGRAM (CIP)



NORTHERN REGION - REGION ONE
(Montana, Northern Idaho, North Dakota, South Dakota)

OPEN CONTINUOUS OUTREACH

Bulletin Number: R1-2011-CIP-OPEN

Responses will be accepted continuously from July 1, 2010 to June 30, 2011.

This Bulletin is to alert interested individuals that the Northern Region of the US Forest Service is now assessing interest in its Career Intern Program.

WHAT IS THE CAREER INTERN PROGRAM?

The Career Intern Program allows individuals to be appointed to a 2-year full-time internship that provides formal training and developmental assignments. Upon successful completion of the program, the intern may be eligible for non-competitive permanent placement within the agency.

About the USDA FOREST SERVICE

Established in 1905, the Forest Service is an agency of the U.S. Department of Agriculture. The US Forest Service administers programs for applying sound conservation and utilization practices to natural resources of the national forests and national grasslands, for promoting these practices on all forest lands through cooperation with states and private landowners, and for carrying out extensive forest and range research to meet the needs of present and future generations. The Forest Service is also the largest forestry research organization in the world, and provides technical and financial assistance to state and private forestry agencies.

National forests are America's great outdoors. They encompass 191 million acres of land, which is an area equivalent to the size of Texas. National forests provide opportunities for recreation in open spaces and natural environments. With more and more people living in urban areas, national forests are becoming more important and valuable to Americans. People enjoy a wide variety of activities on national forests, including backpacking in remote and roadless wilderness areas, mastering an all-terrain vehicle over a challenging trail, enjoying the views along a scenic byway, or fishing on a great trout stream, to mention just a few.

Gifford Pinchot, the first Chief of the Forest Service, summed up the purpose of the Forest Service - - "To provide the greatest amount of good for the greatest amount of people in the long run."

The Forest Service has a workforce of approximately 30,000 employees that reflects the full range of diversity of the American people. This includes cultural and disciplinary diversity, as well as diversity in skills and abilities.

The Forest Service motto, "Caring for the Land and Serving People" captures the spirit of [our mission](#), which we accomplish through five main activities.

For more information about the Forest Service, visit our website at <http://www.fs.fed.us/>.

About the Northern Region

The Northern Region area encompasses 25 million acres spread over 5 states. Included are 12 national forests located within northeastern Washington, northern Idaho, and Montana; and the national grasslands in North Dakota and northwestern South Dakota. For over a century, Northern Region employees have been on the front lines of conservation, resource utilization, and wildland management. Today, there is more excitement, greater challenges, and more career choices than ever before available to people who join the Nation's premier forest management agency. Managing 51 thousand square miles of the most magnificent lands in our nation is a great responsibility. Managing it in ways that are most effective for the land, water, air, wildlife, and people of America is our mission.

For more information about the Northern Region of the Forest Service, visit our website at <http://www.fs.fed.us/r1/>

WHAT ACADEMIC MAJORS/TARGET OCCUPATIONS DOES THE FOREST SERVICE USE?

For Technician Positions: Vocational/Technical, Associate, or Bachelor degree.

For Professional Positions: Bachelor, Masters, or Doctorate degree, depending on the complexity level of individual positions.

The following is a list of academic majors and corresponding occupations the Northern Region may be filling in the coming year. Refer to the Office of Personnel Management Operating Manual for Qualification Standards for General Schedule Positions at <http://www.opm.gov/qualifications/index.asp> for determining academic requirements. You must be pursuing an academic major that directly relates to one of our target occupations. We typically target the following occupations:

<u>Academic Major</u>	<u>Target Occupation</u>
Archeologist	Archeologist
Botany	Botanist
Biology	General Biological Scientist
Accounting/Business Admin/Mgmt*	Budget Analyst
Cartography/Geographical Information Systems	Cartographer Cartographic Technician
Civil Engineering	Civil Engineer
Civil/Construction Engineering Technology	Civil Engineering Technician

Business Admin/Mgmt*	Contract Specialist Realty Specialist
Ecology	Ecologist
Economics	Economist
Entomology	Entomologist
Fisheries Biology	Fish Biologist
Forestry	Forester
Forestry (Fire Management)	Forester - Fire/Fuels
Forestry (Timber/Silviculture)	Forester - Timber
Forestry (Recreation or Wilderness Management)	Forester - Recreation/Wilderness
Forestry/Agriculture/General Biological Science/Natural Resource Management/Fire Science	Forestry Technician - (Fire/Fuels, Timber, Recreation/Wilderness, Trails) Select One
Geology	Geologist
Hydrology	Hydrologist
Journalism	Public Affairs
Land/Cadastral Surveying	Land Surveyor
Landscape Architecture	Landscape Architect
Natural Resource Management	Natural Resource Management
Range Science	Rangeland Management Range Technician
Soil Science	Soil Scientist
Wildlife Biology	Wildlife Biologist

*Other academic majors will be accepted for this occupation.

CAREER INTERN PROGRAM INFORMATION AND ELIGIBILITY REQUIREMENTS:

General Eligibility Requirements:

- U.S. citizenship
- Bachelor's or Graduate Degree with an overall college GPA of 3.0 or better if applying based on education. Documented experience if applying for technician positions based on experience.
- Must have already graduated or be within 6 months of graduation
- Diverse professional experiences, training, and competencies
- Demonstrate leadership potential, and community service

Salary (current rates) and Benefits:

Salary may vary depending on your level of education and experience.

Salary rates are:

- GS-5; \$14.74 per hour, \$30,772 per year

- GS-7; \$18.26 per hour, \$38,117 per year
- GS-9; \$22.34 per hour, \$46,625 per year

Benefits consist of:

- Vacation and Sick Leave
- Health Insurance
- Life Insurance
- Federal Employees Retirement System
- Investment and Savings Plan
- Promotion
- Flexible Work Hours
- Family Leave
- Family Friendly Programs

Professional Development:

Two years participation in a formal training program to provide the skills needed for careers in the sciences and in administration/professional areas. On-the-job training to learn to handle the everyday situations of a career with the Forest Service.

Rotational Training:

Rotational assignments to expose interns to challenging assignments in regional supervisors or ranger district offices; including assignments to a variety of disciplines within the Forest Service to give the intern an overall understanding of the Forest Service.

HOW TO NOTIFY US OF YOUR INTEREST IN THE NORTHERN REGION'S CAREER INTERN OPPORTUNITIES:

Complete and submit the following documents via either email, **or** fax **or** surface mail (one method only). **The forms may be obtained electronically from**

<http://www.fs.usda.gov/goto/r1/jobs/cip>

Submit all of the following documents to the address in the "Where To Send" section.

1. **Career Intern Statement of Interest** – in field #1 of this form, please enter **ONE** of the target occupations listed above that you are interested in.
2. **Your Resume**, which should include the Bulletin Number **R1-2011-CIP-OPEN**, veteran's preference (if ELIGIBLE), all work experience (with start and end dates using month/year), education, training, self-development, awards, commendations, outside activities, or other information relevant to the target occupation.
3. **Copy of college transcript(s)** (official or unofficial). If unofficial transcripts are submitted with the application, current official transcripts may be required on selection.

4. **AD-1086, USDA Applicant Supplement Sheet** (optional).
5. Copy of DD-214, Report of Separation from Active duty, will be required before appointment for those claiming Veteran's Preference and additional documentation may be required. Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard.
6. SF-15, Claim for 10-Point Veteran, as well as proof required on the form, if you are claiming compensable disability preference. Individuals may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran.

IMPORTANT NOTE:

Materials submitted by students will be filed electronically on a Forest Service server as they are received so that they can be efficiently accessed by supervisors all across Region One. The electronic versions of student notifications of interest will be edited to protect personal information before posting. **Please assist us in keeping your personal information confidential by not including information such as your Social Security Number, Student ID number or any other identifying information in your materials, including your resume. Applicants should edit all other documents so that personal information is omitted, or blacked-out on printed or photocopied pages.** Please take the time to protect your personal information so that your materials can be posted for review as soon as possible. Contact information, such as addresses and phone numbers are not considered personal information. All electronically filed applications will be archived on June 30 of each year. **If you want to be considered for positions the following year, please send us updated information after July 1.**

To be considered for positions beginning in the summer of 2011, you should notify us of your interest by April 1; however, responses to this Bulletin will be accepted anytime during the year.

Selections may be made by supervisors at any time throughout the year. Not all positions will be filled in the next year, and positions may be filled with other than CIP appointees.

WHERE TO SEND:

Student materials will be accepted via email, **or** fax, **or** surface mail. Submit using **ONE** method only. Electronic versions submitted by email using a *Word* or *.rtf* format are preferred. Scanning, editing, and conversions of hard-copy materials for electronic posting may delay those documents being posted and reviewed in a timely fashion.

<p><u>Surface Mail:</u></p> <p>USDA Forest Service Federal Building Attn: Engineering Admin Assistant – R1 2011 CIP Open Response P.O. Box 7669, 200 E. Broadway Missoula, MT. 59802</p>	<p><u>Fax:</u></p> <p>(406) 329-3198 Subject: R1 2011 CIP Open Response</p> <p>(Please include the number of pages you transmit, and a return voice-number)</p>	<p><u>E-Mail:</u></p> <p>r1_scep_cip@fs.fed.us Subject: R1 2011 CIP Open Response</p>
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Persons with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with their job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis. Reasonable Accommodation Contact: Margie Irvine at (406) 329-3170.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue SW, Washington, DC 20250-9410 or call 202-720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

CONTACT INFORMATION:

<p>Contact: Harvey Hergett E-Mail: hhergett@fs.fed.us Phone: 406-329-3172 Fax: 406-329-3198</p>		<p>Reasonable Accommodations: Margie Irvine E-Mail: meirvine@fs.fed.us Phone: 406-329-3170 Fax: 406-329-3124</p>
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