HUMBOLDT- TOIYABE NATIONAL FOREST
NORTHEAST NEVADA INTERAGENCY FIRE MANAGEMENT

Fire Management Positions Outreach

All applications MUST be submitted by 01/02/2014 to be eligible

The Northeast Nevada Interagency Fire Management Program and Mountain City Ranger District of the Humboldt Toiyabe National Forest are 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, Dispatch, fuels management, and fire prevention.

The Region 4 Fire Hire program is being 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-0462-05 through GS-09 current permanent fire positions covered by the Open Continuous Rosters (OCRs). Apply to vacant announcements via the "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:

Interested applicants, or those desiring further information, should contact Troy Phelps, District Fire Management Officer at (775) 778-6121 or email at tdphelps@fs.fed.us.

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Current Vacancies:

Position	Title	Location	Tour	Vacancy Announcement #	Contact
GS-0462-4/5 Forestry Technician Fire	Senior Firefighter	Elko, NV	13/13	Announcement is listed on USAJOBS under vacancy announcement An OCR14-462-ENGSRFF-4/5G and OCR14-462-ENGSRFF-4/5DP	Troy Phelps
GS-0462-8/9 Forestry Technician (Dispatch)	Assistant Interagency Dispatch Center Manager	Elko, NV	26/0	Announcement is listed on USAJOBS under vacancy announcement An OCR14-462-IADISP-8/9G and OCR14-462-IADISP-8/9DP	Troy Phelps

Other Positions that may become vacant;

GS-0462-5/6 Forestry Technician (IA Dispatch)	Initial Attack Dispatcher	Elko, NV	13/13	Announcement is listed on USAJOBS under vacancy announcement OCR14-462-IADISP-5/6/7G and OCR14-462-IADISP-5/6/7DP	Troy Phelps
GS-0462-5/6 AFEO	Fire Engine Operator	Elko, NV	18/8	Announcement is listed on USAJOBS OCR14-462-AFEO-6G and OCR14-462-AFEO-6DP	Troy Phelps
GS-0462-6/7 SFEO	Engine Captain	Elko, NV	18/8	Announcement to listed at USAJOBS OCR14-462-SFEO(M)-6/7G and OCR14-462-SFEO (M)-6/7 DP	Troy Phelps

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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.fed.us/r4/fire_hire/

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
At over 6.3 million acres, the Humboldt-Toiyabe (H-T) is the largest National Forest in the contiguous United States. The Forest spans Nevada's high elevation watersheds, with an additional one million acres of land in Eastern California, along the Sierra Front. The Forest consists of four distinct geographic areas, the Sierra Nevada, Central Nevada, Northeastern Nevada, and the Spring Mountains outside of Las Vegas. The Nevada portion of the Forest extends from the Oregon/Idaho border south to Las Vegas, and from California to Utah. The Forest administers 5.3 million acres in 12 of Nevada's 17 counties; and one million acres in 7 California counties. For additional Forest information check out the H-T website at: http://www.fsweb.h-t.r4.fs.fed.us

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Northeast Nevada Interagency Fire Management

Through a Service First Agreement between the Humboldt-Toiyabe National Forest and an Interagency Agreement with Western Region Office Bureau of Indian Affairs for the Eastern Nevada Agency, the Elko District of the Bureau of Land Management Fire Management program manages all aspects of wildland fire management across these agencies public lands in Northeast Nevada. The level of cooperation and coordination between cooperating agencies is exceptional. This results in effective working relationships between all suppression resources, regardless of agency affiliation. This interagency program consists of 11 engines, a helitack crew, the Ruby Mountain Hotshots, several ENA type 2 crews, an air attack platform, and the interagency dispatch center.

The Elko District is considered one of the highest fire load offices within the BLM. The district averages over 150 fires per season for approximately 100,000 acres, with an average season of June 1- September 15. However, the district has experienced several extreme seasons in the last few years. From 1999-2001 we had 300 fires per year and burned a total of 1,000,000 acres. During the 2006 season, we had over 250 fires and burned 945,000 acres and in 2007 we had 160 fires for just fewer than 700,000 acres

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**,** please submit your application before the January 02, 2014 closing date. **All applicants must attach a current copy of their IQCS Master Record to their application. Applicants will need to pick Elko NV to identify the duty location related to the positions they are interested in**. Through the announcement you will be instructed to electronically attach additional information (eg; resume, SF-50, training documentation/ certificates, college transcripts, etc.)

The Process and Timeline

December 2, 2013
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.

January 2, 2014
Applications must be submitted through eRecruit hiring services. **Applicants must attach a copy of their IQSC 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 10-21, 2014
Beginning February 4 we will go over the applications and send out reference checks to applicant supervisors. The reference forms have to be back by February 14. 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 24 - 28, 2014
Subject Matter Experts (SME) will meet to level applications per the R4 fire hire leveling criteria.

March 3 - 7, 2014
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, 2014 - 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.

Forest Service – Fire Program Management (FS-FPM) qualifications must be met by October 1, 2013.

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Outreach Notice Form

If you are interested in these positions
please complete the Outreach Form **no later than December 20, 2013.**

Fire Management Positions Outreach Form

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

Position Title/Series/Grade:
Location:
PERSONAL INFORMATION:
Name:
Address:
E-mail:
Phone:
Current title/series/grade:
Are you currently a Federal employee?
IF YES, current Agency and location:

Please email the completed outreach form no later than December 3, 2013 to:
Troy Phelps at tdphelps@fs.fed.us.

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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 (January 2, 2014).

Step1 – Create a USAJOBS account (if you do not already have one) at 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, 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