



## Outreach Notice - FY25 Fire Positions Grades GS-03 to GS-09 Application Period: August 22 – September 23, 2025

With this upcoming hiring opportunity, Region 2 will be filling **GS-09 and below permanent fire positions**. This includes Engine, Hotshot, Helitack, Handcrew, Aviation, Dispatch, Prevention, Fuels, and Fire Management positions. Approximately 200 positions may be filled across the Region. All potential duty locations will be announced, with vacancies being filled throughout this hiring event in the fall of 2025.

Positions range in tours of duty from permanent seasonal 13/13 to permanent full time 26/0. All positions GS-5 and above are planned to be offered as permanent full time 26/0. The majority of these are national group vacancy announcements where several region's duty stations are grouped together. Please refer to each individual announcement and the listed locations to ensure you are applying to the correct one.

All positions include benefits as a permanent USFS employee. For benefits information, visit our [Forest Service Employment Benefits Webpage](#).

Primary firefighter and some secondary firefighter positions are eligible for additional Firefighter Retirement based on the position, length of employment, and other factors.

This event will be conducted utilizing the Direct Hire Authority, which has been granted by OPM for the Forest Service to fill critical positions in an accelerated manner. The vacancy announcements for these positions are posted on the U.S. Government's official website for employment opportunities at [USAJOBS](#).

**All vacancy announcements open for a 33-day application period starting on 08/22/2025. To be considered for these positions, applications must be submitted by the application deadline, 11:59 Eastern standard time on 09/23/2025.**

**Primary selections for this hiring event will take place between October 27 and November 21. Additional selections will resume after the week of Thanksgiving through December 15, 2025.**

*Interagency Fire Program Management (IFPM) and Forest Service – Fire Program Management (FS-FPM) qualifications must be met by the time of selection.* Most recent IQCS master record and/or signed Agency Certified task book must be attached to your application. If you are selected, you may be required to submit an updated IQCS master record or signed Agency Certified task book as proof of attainment of IFPM requirements prior to a final verbal offer. All other requirements for an announcement are at the closing of the announcement.

**Please direct questions or outreach responses directly to the Fire Management organizations at each Forests.** Specific information about the position(s) and duty location(s) with vacancies is available from the following:

<p><b>Arapaho/Roosevelt NFs and Pawnee NG</b>  Supervisor's Office: Ft. Collins, CO  <a href="http://www.fs.usda.gov/arp">http://www.fs.usda.gov/arp</a>  Contact Information: Scott Nutt, Forest Training Officer <a href="mailto:scott.nutt@usda.gov">scott.nutt@usda.gov</a>  Alternate: Jason Miller, Deputy Fire Staff, <a href="mailto:jason.a.miller@usda.gov">jason.a.miller@usda.gov</a></p>
<p><b>Bighorn National Forest</b>  Supervisor's Office: Sheridan, WY  <a href="http://www.fs.usda.gov/bighorn">http://www.fs.usda.gov/bighorn</a>  Contact Information: Travis Braten, Zone Training Officer <a href="mailto:travis.braten@usda.gov">travis.braten@usda.gov</a>  Alternate: Jon Warder, Forest Fire Management Officer <a href="mailto:jon.warder@usda.gov">jon.warder@usda.gov</a></p>
<p><b>Black Hills National Forest</b>  Supervisor's Office: Custer, SD  <a href="http://www.fs.usda.gov/blackhills">http://www.fs.usda.gov/blackhills</a>  Contact Information: Jared Hohn, Deputy Fire Staff Officer <a href="mailto:jared.j.hohn@usda.gov">jared.j.hohn@usda.gov</a>  Alternate: Aaren Nellen, Zone Training Officer <a href="mailto:aaren.l.nellen@usda.gov">aaren.l.nellen@usda.gov</a></p>
<p><b>Grand Mesa, Uncompahgre and Gunnison NFs</b>  Supervisor's Office: Delta, CO  <a href="http://www.fs.usda.gov/gmug">http://www.fs.usda.gov/gmug</a>  Contact Information: Justin Reece, Forest Training Officer <a href="mailto:justin.reece@usda.gov">justin.reece@usda.gov</a>  Alternate: Cande Read, Administrative Officer <a href="mailto:Candance.Read@usda.gov">Candance.Read@usda.gov</a></p>
<p><b>Medicine Bow/Routt NFs, Thunder Basin NG (MBRTB)</b>  Supervisor's Office: Laramie, WY  <a href="http://www.fs.usda.gov/mbr">http://www.fs.usda.gov/mbr</a>  Contact Information: Melanie Morgan, Forest Training Officer <a href="mailto:Melanie.Morgan@usda.gov">Melanie.Morgan@usda.gov</a>  Alternate: Jeremy Dietz, Deputy Fire Staff Officer <a href="mailto:jeramy.dietz@usda.gov">jeramy.dietz@usda.gov</a></p>
<p><b>Nebraska National Forest and Grasslands</b>  Supervisor's Office: Chadron, NE  <a href="http://www.fs.usda.gov/nebraska">http://www.fs.usda.gov/nebraska</a>  Contact Information: Caleb Meyer, Forest Assistant Fire Management Officer <a href="mailto:Caleb.Meyer@usda.gov">Caleb.Meyer@usda.gov</a>  Alternate: Aaren Nellen, Zone Training Officer <a href="mailto:aaren.l.nellen@usda.gov">aaren.l.nellen@usda.gov</a></p>
<p><b>Pike/San Isabel NFs, Cimarron/Comanche NGs (PSICC)</b>  Supervisor's Office: Pueblo, CO  <a href="http://www.fs.usda.gov/psicc">http://www.fs.usda.gov/psicc</a>  Contact Information: Tom Barter, Zone Training Officer <a href="mailto:thomas.barter@usda.gov">thomas.barter@usda.gov</a></p>
<p><b>Rio Grande National Forest</b>  Supervisor's Office: Monte Vista, CO  <a href="http://www.fs.usda.gov/riogrande">http://www.fs.usda.gov/riogrande</a>  Contact Information: Josh Jordan, Detailed Fire Management Officer, <a href="mailto:joshua.jordan@usda.gov">joshua.jordan@usda.gov</a>  Alternate: Tom Barter, Zone Training Officer <a href="mailto:thomas.barter@usda.gov">thomas.barter@usda.gov</a></p>
<p><b>San Juan National Forest</b>  Supervisor's Office: Durango, CO  <a href="http://www.fs.usda.gov/sanjuan">http://www.fs.usda.gov/sanjuan</a>  Contact Information: Lance Martin, Forest Training Officer <a href="mailto:lance.martin@usda.gov">lance.martin@usda.gov</a>  Alternate: Richard Bustamante, Fire Staff Officer <a href="mailto:richard.bustamante@usda.gov">richard.bustamante@usda.gov</a></p>
<p><b>Shoshone National Forest</b>  Supervisor's Office: Cody, WY  <a href="http://www.fs.usda.gov/shoshone">http://www.fs.usda.gov/shoshone</a>  Contact Information: Travis Braten, Zone Training Officer <a href="mailto:travis.braten@usda.gov">travis.braten@usda.gov</a>  Alternate: Beau Kidd, Deputy Fire Staff <a href="mailto:beau.kidd@usda.gov">beau.kidd@usda.gov</a></p>
<p><b>White River NF/Upper Colorado FMU</b>  Supervisor's Office: Glenwood Springs, CO  <a href="http://www.fs.usda.gov/whiteriver">http://www.fs.usda.gov/whiteriver</a>  Contact Information: Eric White, Zone Training Officer <a href="mailto:eric.white@usda.gov">eric.white@usda.gov</a>  Alternate: Brent Davidson, Deputy Fire Staff Officer, <a href="mailto:michael.davidson@usda.gov">michael.davidson@usda.gov</a></p>

**Positions Announced this Fire Hire Event:**

Position Title	PP-Series-Grade	Job Opportunity Announcement	Link To USAJobs
<b>ENTRY LEVEL FIREFIGHTER/APPRENTICE</b>			
Wildand Firefighter Apprentice	GW-0456-3/4/5	26-FIRE-P1R2389-WFAP-345DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843646100">https://www.usajobs.gov/GetJob/ViewDetails/843646100</a>
Forestry Tech GS-3/4 FPL 5	GW-0456-3/4/5	26-FIRE-P1R2389JC-FFTR-34DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844014600">https://www.usajobs.gov/GetJob/ViewDetails/844014600</a>
<b>HANDCREWS</b>			
Senior Firefighter IHC/Handcrew	GW-0456-4/5	26-FIRE-P1R2389-IHCRW-45DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844015400">https://www.usajobs.gov/GetJob/ViewDetails/844015400</a>
Lead Forestry Technician (Handcrew)	GW-0462-5/6	26-FIRE-P1R2389-HCREW-56DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844020700">https://www.usajobs.gov/GetJob/ViewDetails/844020700</a>
Forestry Technician (Handcrew)	GW-0456-6/7	26-FIRE-P1VA-HCREWT2-67DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843494900">https://www.usajobs.gov/GetJob/ViewDetails/843494900</a>
Supervisory Forestry Technician Handcrew M	GW-0456-6/7	26-FIRE-P1VA-CREWSUP-67DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843990500">https://www.usajobs.gov/GetJob/ViewDetails/843990500</a>
Supervisory Forestry Technician Handcrew H	GW-0456-7/8	26-FIRE-P1VA-SHDCRW-78DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843494300">https://www.usajobs.gov/GetJob/ViewDetails/843494300</a>
<b>HOTSHOTS</b>			
Senior Firefighter IHC/Handcrew	GW-0456-4/5	26-FIRE-P1R2389-IHCRW-45DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844015400">https://www.usajobs.gov/GetJob/ViewDetails/844015400</a>
Lead Forestry Technician (Hotshot)	GW-0462-5/6	26-FIRE-P1R2389-HCREW-56DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844020700">https://www.usajobs.gov/GetJob/ViewDetails/844020700</a>
IHC Squadleader	GW-0456-6/7	26-FIRE-P1VA-IHCSQLR-67DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844043100">https://www.usajobs.gov/GetJob/ViewDetails/844043100</a>
Supervisory Forestry Techican (Hotshot Asst.)	GW-0462-7/8	26-FIRE-P1VA-IHCASST-78DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843986200">https://www.usajobs.gov/GetJob/ViewDetails/843986200</a>
Supervisory Forestry Technician (Hotshot Supt)	GW-0462-09	26-FIRE-P1VA-IHCSUPT-10DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844020400">https://www.usajobs.gov/GetJob/ViewDetails/844020400</a>
<b>WILDLAND FIRE MODULES</b>			
Senior Firefighter IHC/Handcrew	GW-0456-4/5	26-FIRE-P1R2389-IHCRW-45DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844015400">https://www.usajobs.gov/GetJob/ViewDetails/844015400</a>
Lead Forestry Technician (Handcrew)	GW-0462-5/6	26-FIRE-P1R2389-HCREW-56DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844020700">https://www.usajobs.gov/GetJob/ViewDetails/844020700</a>
Forestry Technician (WFM T2 Asst.)	GW-0456-6/7	26-FIRE-P1VA-HCREWT2-67DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843494900">https://www.usajobs.gov/GetJob/ViewDetails/843494900</a>
Supervisory Forestry Technician (WFM T2)	GW-0456-7/8	26-FIRE-P1VA-SHDCRW-78DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843494300">https://www.usajobs.gov/GetJob/ViewDetails/843494300</a>
Asst Supervisor WFM T1	GW-0456-7/8	26-FIRE-P1VA-HCREWT1-78DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844053300">https://www.usajobs.gov/GetJob/ViewDetails/844053300</a>
Supervisor WFM T1	GW-0456-8/9	26-FIRE-P1VA-WFMSUP-89DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843989200">https://www.usajobs.gov/GetJob/ViewDetails/843989200</a>
<b>HELITACK</b>			
Senior Firefighter Helitack	GW-0456-05	26-FIRE-P1VA-HTKSRRFF-45DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844015800">https://www.usajobs.gov/GetJob/ViewDetails/844015800</a>
Helitack Squadleader	GW-0456-6/7	26-FIRE-P1VA-HTKSQLR-67DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843987900">https://www.usajobs.gov/GetJob/ViewDetails/843987900</a>
Helitack Assistant	GW-0456-7/8	26-FIRE-P1VA-HLTAKMGR-78DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844036800">https://www.usajobs.gov/GetJob/ViewDetails/844036800</a>
Helitack Manager	GW-0456-09	26-FIRE-P1VA-HLTAKMGR-9DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844014700">https://www.usajobs.gov/GetJob/ViewDetails/844014700</a>
<b>ENGINES</b>			
Senior Firefighter Engine	GW-0456-4/5	26-FIRE-P1R2389-ENGSFF-45DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844017200">https://www.usajobs.gov/GetJob/ViewDetails/844017200</a>
Assistant Fire Engine Operator (AFEO)	GW-0462-5/6	26-FIRE-P1R2389JC-AFEO-56DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844021100">https://www.usajobs.gov/GetJob/ViewDetails/844021100</a>
Fire Engine Operator (FEO)	GW-0456-6/7	26-FIRE-P1R2389JC-FEOH-67DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844028700">https://www.usajobs.gov/GetJob/ViewDetails/844028700</a>
Supervisory Fire Engine Operator (SFEHO)	GW-0456-7/8	26-FIRE-P1R2389-SFEOH-78DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844015000">https://www.usajobs.gov/GetJob/ViewDetails/844015000</a>
<b>FUELS CREWS/ FUELS TECH.</b>			
Senior Firefighter IHC/Handcrew	GW-0456-4/5	26-FIRE-P1R2389-IHCRW-45DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844015400">https://www.usajobs.gov/GetJob/ViewDetails/844015400</a>
Forestry Technician (Handcrew squadleader)	GW-0462-5/6	26-FIRE-P1R2389-HCREW-56DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844020700">https://www.usajobs.gov/GetJob/ViewDetails/844020700</a>
Forestry Technician (Handcrew)	GW-0456-6/7	26-FIRE-P1VA-HCREWT2-67DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843494900">https://www.usajobs.gov/GetJob/ViewDetails/843494900</a>
Supervisory Forestry Tech Handcrew (Moderate)	GW-0456-6/7	26-FIRE-P1VA-CREWSUP-67DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843990500">https://www.usajobs.gov/GetJob/ViewDetails/843990500</a>
Supervisory Forestry Tech Handcrew (High)	GW-0456-7/8	26-FIRE-P1VA-SHDCRW-78DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843494300">https://www.usajobs.gov/GetJob/ViewDetails/843494300</a>
Fuels Technician - non supv	GW-0456-6/7	26-FIRE-P1R2389-DFUEL-67DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844013600">https://www.usajobs.gov/GetJob/ViewDetails/844013600</a>
Fuels Technician - non supv	GW-0462-08	26-FIRE-P1R2389-FFUELS-8DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844015600">https://www.usajobs.gov/GetJob/ViewDetails/844015600</a>
Fuels DAFMO	GW-0456-8/9	26-FIRE-P1R2389JC-DFLS-89DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844023600">https://www.usajobs.gov/GetJob/ViewDetails/844023600</a>
<b>DISPATCH</b>			
IA Dispatcher	GW-0462-4/5/6/7	26-FIRE-P1VA-IADISP-4567DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844028300">https://www.usajobs.gov/GetJob/ViewDetails/844028300</a>
Asst. Center Manager	GW-0462-8/9	26-FIRE-P1VA-IAADCM-89DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844028500">https://www.usajobs.gov/GetJob/ViewDetails/844028500</a>
<b>PREVENTION</b>			
Prevention Technician-Secondary	GW-0456-6/7	26-FIRE-P1VA-PREV2-67DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844016900">https://www.usajobs.gov/GetJob/ViewDetails/844016900</a>
Prevention Specialist	GW-0456-8/9	26-FIRE-P1VA-PREVSUP-89DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844053100">https://www.usajobs.gov/GetJob/ViewDetails/844053100</a>
<b>AVIATION/AIRTANKER BASE</b>			
ATGS-Air Tactical Group Supervisor	GW-0456-8/9	26-FIRE-P1VA-ATGS-89DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844042900">https://www.usajobs.gov/GetJob/ViewDetails/844042900</a>
Airtanker Tech	GW-0456-05	26-FIRE-P1VA-AIRTNKB-5DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844043900">https://www.usajobs.gov/GetJob/ViewDetails/844043900</a>
Airtanker 67	GW-0456-6/7	26-FIRE-P1VA-AIRTNKB-67DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843989000">https://www.usajobs.gov/GetJob/ViewDetails/843989000</a>
Asst. Airtanker Base Manager	GW-0462-7/8	26-FIRE-P1VA-AIRTNKB-78DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843989100">https://www.usajobs.gov/GetJob/ViewDetails/843989100</a>
Airtanker Base Manager	GW-0456-8/9	26-FIRE-P1VA-AIRTNKB-89DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844029100">https://www.usajobs.gov/GetJob/ViewDetails/844029100</a>
<b>FIRE MANAGEMENT</b>			
District/Zone AFMO High Cplx	GW-0456-8/9	26-FIRE-P1R2389-DZFMOH-89DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844014000">https://www.usajobs.gov/GetJob/ViewDetails/844014000</a>
District/Zone AFMO Moderate Cplx	GW-0462-8/9	26-FIRE-P1VA-ADZFMOM-89DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/843988800">https://www.usajobs.gov/GetJob/ViewDetails/843988800</a>
Supervisory Forest Technician (JCAFMO)	GW-0462-8/9	25-FIRE-P1VA-JCAFMO-89DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844025300">https://www.usajobs.gov/GetJob/ViewDetails/844025300</a>
<b>HEAVY EQUIPMENT</b>			
Equipment Operator	WG-5716-10	25-FIRE-P1VA-EQOPTR-10DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844039500">https://www.usajobs.gov/GetJob/ViewDetails/844039500</a>
Equipment Operator	WL-5716-10	26-FIRE-P1VA-EQOPLDR-10DH	<a href="https://www.usajobs.gov/GetJob/ViewDetails/844053900">https://www.usajobs.gov/GetJob/ViewDetails/844053900</a>

## Positions:

Announcements will include all potential duty stations where a position may be hired if a vacancy occurs. New vacancies resulting from selections from within this hiring event will be backfilled immediately. Local forests will be conducting focused outreach for known vacancies to be hired under the announcements listed above. Each announcement will cover the respective duty locations within that region. When applying in USAJobs, select the duty locations you are interested in applying for. Keep in mind you may have to apply for more than one announcement if you are willing to work in multiple locations or in different regions. This outreach will be continuously updated and re-distributed as announcement numbers are created and USA Jobs links become active.

## Direct Hire Authority

These positions will be filled utilizing a Direct-Hire Authority. All applicants who meet the minimum qualifications, to include any selective placement factor(s), if applicable, will be referred to the selecting official. Before a certificate is issued to the selecting official, the resume is reviewed to ensure you meet all the qualification requirements. A rating will not be used; veteran's preference does not apply due to the existence of Direct Hire authority. **Land Management Workforce Flexibility Act (LMWFA)** is not applicable within Direct Hire Authority.

## Who May Apply

Applications will be accepted from any U.S. citizen. Direct Hire Authority will be used to fill positions. Preference Eligibility (Veterans Preference) and traditional rating and ranking of applicants does not apply to these vacancies.

## Incentives/Transfer of Station

Recruitment/Relocation Incentives and TOS may be available to those who qualify.

## How to Apply

Please thoroughly review the entire announcement and all the instructions before you begin. **Ensure you completely read and address specialized experience in your resume as denoted in "how you will be evaluated"**.

You must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the cut-off date or closing date of the 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 FS HRM Contact Center Phone: 877-372-7248 Option 2 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 to be entered into the system prior to its closing. This agency provides reasonable accommodation for applicants with disabilities on a case-by-case basis. Please contact FS HRM Contact Center 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's recommended as part of your profile to set up automatic email notification to be informed when the status of your application changes. Without automatic notification, you must 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. – It is advised to create your own resume and upload it instead of using the USAJobs resume builder.**

You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position to verify 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"

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 select "Update Application" to continue. Please read the required documents section of the announcement. The required documents must be submitted to constitute a complete application package. It is your responsibility to ensure all required documents are received by the closing date of the announcement. Failure to submit required legible documents will result in elimination from consideration. Below are **examples** of required documents, please read the entire announcement you are applying to.

- **Resume** that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience, including hours worked per week and exact dates worked; and 5) other qualifications (including IQCS/IQS Master Record).
- **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.
- **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.
- **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. **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 statement or letter on a physician/medical professionals' letterhead stationery; or by statements, records, or letters from a Federal Government agency that issues or provides disability benefits. The certification must verify the applicant. The certification must also describe any needed reasonable accommodation. You can review additional information at: [Federal Employment of People with Disabilities](#).
- **Proof of Eligibility** if you are eligible for appointment based on service in the Peace Corps, Vista, Action Cooperative, or another special authority.
- **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.
- **IQCS or IQS 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 many positions. Signed Agency Certified Task books will be accepted as proof of the required qualification.

*NOTE: If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resource Office. If you are adding to, rather than replacing previous submission, you must upload both the old document and the new document.*

### Agency Contact Information:

#### **HRM Contact Center**

phone: 877-372-7248 Option 2

TDD: 800-877-8339

Email: [HRM\\_Contact\\_Center@usda.gov](mailto:HRM_Contact_Center@usda.gov)

Agency Information: USDA Forest Service

Do not mail in applications. See instructions on How to Apply.

### 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 HR can properly credit. Ensure all required documents are properly loaded into USAJOBS.
- Ensure all required documents listed in the vacancy announcement are attached to your application.
- Allow yourself plenty of time to apply for positions. The announcements close at midnight Eastern on the closing date.
- Print and read the entire vacancy announcement to ensure you have included all required information and documents.
- Ensure you have a current IQCS or IQS Master Record

### Application and Resume Prep Assistance

- For application and resume tips and webinars, visit the [Forest Service Application Tips and Webinar Webpage](#).