



UINTA-WASATCH-CACHE NATIONAL FOREST
Intermountain Region (R4) Fire Hire
Outreach Notice—Wildland Fire Positions
GS-462-04 - GS-462-08



October 15th, 2015



'USDA is an equal opportunity provider and employer'

The **Uinta-Wasatch-Cache National Forest** is looking for committed, hardworking, highly skilled fire fighters to work in wildland fire suppression and in fuels management. 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, apprentice, engine crews, fuels management, hand crews, helitack, interagency hotshot crews, smokejumpers and prevention.

It is important that applicants understand, a current position may not be vacant however, it could become vacant and filled during the selection period. This is called the backfill process. Interested individuals should apply to **all** positions and locations where they would be **willing** to accept a job offer, whether the position(s) are currently vacant or not.

For full consideration please respond to the outreach. 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. You may use the attached outreach response form.

All applicants must attach a current copy of their IQCS Master Record or equivalent to their USAJOBS application showing that they meet the Interagency Fire Program Management (IFPM) qualification requirements. Recommended documentation type is .PDF or .DOC. Please contact your servicing Dispatch Center to obtain a copy of this record and ensure that you have it attached to your USAJOBS application prior to submission. For more information on IFPM and FSFPM qualifications refer to the IFPM web page at <http://www.fs.fed.us/fire/management/ifpm/index.html>

This outreach is for all GS-0462-04 thru GS-0462-08 current permanent fire and fuels positions covered by the new regional announcements. The vacancy announcements for these positions will be posted on the U.S. Government's official website for employment opportunities at, www.usajobs.gov. Those that wish to be considered for these positions in the 2016 Spring R4 Fire Hire event **must** apply to the new regional announcements during the period of **November 2nd 2015** to **December 1st 2015**. During the selection week candidates will be given **4 hours** to respond to voicemails or emails from the recommending officials. If they do not hear back they will move on to the next candidate and the candidates name will be withdrawn from the R4 Fire Hire. On the R4 Fire Hire web page map http://www.fs.fed.us/r4/fire/r4fire_hire/ there will be a list of vacant positions and positions that have the potential to become vacant during the selection week. If you do not have a permanent job with the government or you are a summer temporary you need to apply through the DEMO process. Pick the Regional vacancy announcement number you want to apply to and put **a DP at the end of the number**. Example- **16-FIRESRING-HCREW (H) 6DP**.

If you are a permanent government employee you need to apply to the Merit Promotion. You will put **a G** after the Regional vacancy announcement number. Example-**16-FIRESRING-HCREW (H) 6G**. For instructions on how to search for jobs and fill out your applications go to the R4 Fire Hire Web page shown above.

The Process and Timeline

Mid October — Outreach begins: Information is available on the Intermountain Region's website listing all vacant permanent fire vacancies and locations for the GS-0462-04 thru GS-0462-08.

December 1st, 2015 - Application deadline: Apply through USAJOBS, www.usajobs.gov. Applicants are encouraged to apply for multiple locations (where you will accept a position if offered), even if vacancies for certain locations are not listed as vacant, as vacancies may occur during the hiring process.

February 8th -19th, 2016 - Reference Collection Weeks: Applicants need to let their supervisors know they will be contacted by Fire Hire officials requesting reference checks for the applicants.

February 22-26, 2016 - SME week: Subject Matter Experts will meet to review applications per the R4 fire hire reviewing criteria.

February 29th - March 4th, 2016 - Selection Week: Representatives from each forest will make recommendations for hiring. Applicants selected will be notified by a Forest Service representative by phone. Applicants not selected should be notified by HRM via e-mail. It is highly recommended to be around your phone all during this week.

April 4th, 2016 - First Possible Effective Date: (excluding drug testing, transfer of station, and less than Permanent Full Time appointments). Date can be negotiated with current supervisor and employee.

HOW TO APPLY:

Note: 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 (December 1, 2015). 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 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 – Search for job by announcements by typing in the complete announcement number in the search section under "What". You have to type in a complete announcement number that includes the G or DP on the end of the announcement number. The announcements with the G on the end are for current federal employees with appointments. Example: 16-

FIRESPRING-FEO(H)-7G These are the Merit Promotion announcements. The announcement numbers with the DP on the end are for non-federal applicants to apply for. This includes summer temp employees. These are called the Demo announcements. Example: 16-FIRESPRING-FEO(H)-7DP. In order to change between the Merit Promotion "G" and the Demo "DP" announcements you have to make sure on the left side of the page under "REFINE YOUR RESULTS" that you click on the radial button for "U.S. Citizen" if you want "Demo" or the radial button for "Federal Employees" if you a current federal employee and need the Merit Promotion announcement. It could be very easy to apply to the wrong announcement so make sure you have the above part correct.

Step 4 - 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

The Intermountain 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 Uinta-Wasatch-Cache National Forest:

The Uinta-Wasatch-Cache is one of the thirteen National Forests in the Intermountain Region as well as one of the urban National Forests in the Forest Service System. It covers an area that includes northern and north-central Utah, and southwestern Wyoming. This area also includes the largest population center within the State of Utah, which is known as the Wasatch Front. The Forest is heavily influenced and impacted from over a million people living in close proximity. The Uinta-Wasatch-Cache National Forest has a net acreage of 2,169,596 acres. It is divided into seven Ranger Districts: Salt Lake, Kamas/Heber, Ogden, Pleasant Grove, Spanish Fork, Logan, and Evanston/Mountain View (in Wyoming). Scenic beauty on the Forest offers unlimited recreational opportunities throughout the year. Whether you enjoy skiing, snowboarding, snowmobiling, hiking, mountain biking, camping, picnicking, fishing, boating, swimming, horseback riding, etc., you can find the recreational experience you are seeking. Because of the abundance of recreation opportunities and the large urban population along the Wasatch Front, the Uinta-Wasatch-Cache National Forest is one of the most heavily visited in the entire National Forest System.

Northern Utah and southwestern Wyoming enjoy four distinct seasons. Temperatures range from an average low in the mid-teens in the winter to average highs in the summer in the low '90's. Annual precipitation averages approximately 16 inches.

Contact Name	Title	Email Address
Mike Scott	Helitack Supervisor	msscott@fs.fed.us
Terry Swinscoe	North Zone FMO	terryaswinscoe@fs.fed.us
Allen Briggs	South Zone FMO	acbriggs@fs.fed.us
Roy Fetzner	IHC Superintendent	rfetzner@fs.fed.us
Sean Lodge	NUIFC Manager	slodge@fs.fed.us
Michael Byers	UWCNF/R4 Recruiter	mbyers@fs.fed.us

The Districts:

For individual information on the Ranger Districts on the Uinta-Wasatch-Cache National Forest, go to: <http://www.fs.usda.gov/uwcnf>

The Fire Program:



- **7 Engines** – 5 Type 4 Engines (*Ogden, Salt Lake City, Pleasant Grove, Spanish Fork, UT & Mountain View, WY*) with 7 person crews and 2 Type 6 Engines (*Logan & Heber, UT*) with 7 person crews. They Respond to Initial Attack on new starts and also provide national extended fire operations. Arduous pack test required.
- **2 Initial Attack Squads** – (*South Weber & Spanish Fork, UT*) 10 person squads. Support local initial attack and national extended fire operations. Arduous pack test required.
- **4 Helicopters** – (*Ogden, UT*) 2 Type 3 Helicopters, 1 Type 2 National Helicopter and 1 Type 1 National Helicopter. Support helicopter operations, crew shuttle and other fire operations. Arduous pack test required.
- **Logan Hotshots** – (*Logan, UT*) 20 person National type 1 crew. Supports national extended fire operations. Arduous pack test required.
- **Fuels Management** – (*Ogden and Spanish Fork, UT*) Collect fuels moisture samples, forest fuel loading inventory, implement fuel reduction treatments and supports the wildland fire / prescribed fire program.
- **Northern Utah Interagency Dispatch** – (*Draper, UT*) Receives fire reports, direct resources, and supports suppression operations.
- **Prevention Technicians** – (*Ogden, Salt Lake City, Pleasant Grove & Spanish Fork, UT*) Educate, Engineer and Enforce Forest and Fire Regulations. Pack test required.
- **Tanker Base** – (*Ogden, UT*) Direct loading and movement of aircraft, coordinate communication with the pilots and Hill Air Force Base Resources.



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OUTREACH RESPONSE FORM

NAME: _____.

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

AGENCY EMPLOYED WITH: _____ USFS _____ BLM _____ OTHER

TYPE OF APPOINTMENT: _____ PERMANENT TEMPORARY _____ TERM

VRA _____ PWD _____ OTHER

CURRENT REGION/FOREST/DISTRICT: _____

CURRENT SERIES AND GRADE: _____

CURRENT POSITION TITLE: _____

CURRENT SUPERVISOR'S NAME AND PHONE NUMBER: _____

INTEREST: _____

<u>Contact Name</u>	<u>Title</u>	<u>Email Address</u>
Mike Scott	Helitack Supervisor	mscott@fs.fed.us
Terry Swinscoe	North Zone FMO	terryaswinscoe@fs.fed.us
Allen Briggs	South Zone FMO	acbriggs@fs.fed.us
Roy Fetzer	IHC Superintendent	rfetzer@fs.fed.us
Sean Lodge	NUIFC Manager	slodge@fs.fed.us
Michael Byers	UWCNF/R4 Recruiter	mbyers@fs.fed.us

Thank you for your interest!