

Eastern Region Outreach – Spring Fire Hire

April 13, 2021



Eastern Region Fire Hire Outreach Notice—Temporary Fire Positions

GS-0462-03 thru GS-0462-05

GS-2151-04 and GS-2151-05

WG-5716-05

April 13, 2021

The Eastern Region is looking for a committed, hardworking, highly skilled workforce to suppress wildfires, work in fuels management, perform as dispatchers or support fire dozer operators on 5 National Forests and 1 Tallgrass Prairie located in Illinois, Indiana, Minnesota, Missouri, New Hampshire, Ohio, and Pennsylvania.

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 suppression firefighters, fuels techs, dispatchers, fire dozers swampers, engine crews, and helitack.

The Fire Hire program is being implemented to streamline the hiring process for temporary fire positions and provide consistent hiring around the Region and throughout the agency. This hiring process assists the national forests in the Eastern Region to fill vacancies in a more efficient and timely manner.

This outreach is for GS-0462-03 through GS-0462-05, GS-2151-04/05 and WG-5716-05 temporary seasonal fire, dispatch, fire dozer helpers, and fuels positions. The vacancy announcements for these positions are posted on the U.S. Government's official website for employment opportunities: [USAJobs](https://www.usajobs.gov). These are regional vacancy announcements with a specific opening and closing date. The vacancy announcements will be open for applications on May 5, 2021. **Those who wish to be considered for these positions in the Temporary Fire Hire event must apply to the vacancy announcements by the closing date of May 17, 2021.**

The Certificates of Candidates for these positions will be issued to the selecting officials on or about June 18, 2021. All applicants who have applied to the announcements on or before the listed closing date and are found to be qualified will be referred for consideration. While these are the current vacancies available throughout the Eastern Region and throughout the agency, please apply to any position and duty station you may be interested in as those positions may become vacant through the temporary Fire Hire process. Applicants should check the status of their application during this time in their USAJobs account.

Carefully read the entire vacancy announcement. Follow the instructions on how to apply and submit needed documentation. **Incomplete applications may result in not being referred for consideration.**

Please respond to the outreach if you are interested in filling a vacant position through the Fire Hire process. 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.

Demonstration Project Authority (Demo):

Some positions will be filled utilizing the Demonstration Project Authority. The announcement numbers will contain the letters "DT". You will be evaluated for this job based on how well you meet the position qualifications.

You will be evaluated based on how your application materials reflect the qualification requirements of this position.

Once the application process is complete, we will review your application to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume, supporting documentation and responses to the online questionnaire will be made. Your responses to the online questionnaire will be used to measure the degree to which your background matches the requirements for this position. Qualified applicants will be placed in one of three

Eastern Region Outreach – Spring Fire Hire

April 13, 2021

predefined categories: Best Qualified, Well Qualified and Qualified. However, your resume must support your responses to the scored occupational questionnaire, or your score may be lowered. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. Candidates placed in the Best Qualified category will be identified for referral to the hiring manager and may be contacted for an interview.

Direct Hire Authority (DHA):

Some positions will be filled utilizing a Direct-Hire Authority. The announcement numbers will contain the letters "DH". 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 the Direct Hire authority for this position.

Who May Apply:

Applications will be accepted from any U.S. citizen.

Transfer of Station:

Transfer of Station does not apply to temporary 1039 appointments.

Hiring Incentives:

Hiring incentives may be available for some hard-to-fill duty locations.

The Process and Timeline

April 13, 2021 – Outreach begins. Information is available on the Southwestern Region website listing all vacant temporary fire vacancies and locations from the GS-0462-03 through 06 levels.

May 5, 2021 – Vacancy announcements will be activated in [USAJobs](#).

May 17, 2021 – Application deadline, 11:59 Eastern Time. Apply through www.usajobs.gov. Applicants are encouraged to apply for up to 10 duty locations (*where they would accept a position if offered*), even if positions for certain locations in which you are interested are not listed as vacant. Vacancies may occur during the hiring process and could be filled during Selection Week.

June 18, 2021 – Certificates of Candidates will be issued to the selecting officials

June 18, 2021 – July 12, 2021 – Reference Checks, Subject Matter Expert evaluations, and Interviews may occur these weeks. Please ensure your references are notified of this and they are available at the email address (preferred) or phone number provided on your application.

July 12, 2021 – July 30, 2021 – Selections. Representatives from each forest will make recommendations for hiring. Candidates selected will be notified by a Forest Service representative by phone. Those not selected should check your USAJobs account for status updates. During the selection week candidates will be given 4 hours to respond to voicemails or emails from the recommending officials. It is highly encouraged to be available via phone during this time.

September 26, 2021 – First possible effective dates.

November 21, 2021 – Latest possible effective dates.

Note: Interagency Fire Program Management (IFPM) and Forest Service – Fire Program Management (FS-FPM) qualifications must be met prior to vacancy closing date.

A current copy of your IQCS Master Record will be required for most positions in this outreach because of these qualification requirements.

Eastern Region Outreach – Spring Fire Hire

April 13, 2021

How to Apply:

Please print and read 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 9:00 a.m. - 7:00 p.m., Monday – Friday Eastern Time). 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 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 FS HRM Contact Center 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 - 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 then select "Update Application" to continue.

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.

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, 5) other qualifications (including IQCS Master Record).

References – It is highly encouraged that you submit a list of your past supervisors and references with their contact phone number and email. *References will be checked on all applicants.*

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.

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 most positions.

Eastern Region Outreach – Spring Fire Hire

April 13, 2021

The following documents may be submitted to support your application but are not required under the Direct Hiring Authority:

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.

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.

Land Management Workforce Flexibility Act

If selected from this or a similar competitive, seasonal announcement, your appointment may be creditable for consideration under PL-114-47, Land Management Workforce Flexibility Act (LMWFA). The Act allows certain individuals, who have or had time-limited appointments at land management agencies, to compete for any permanent position in the competitive service under "internal" merit promotion procedures. For more information, see the section under Eligibility, which starts with Question #15 ([Q15. Who is eligible for appointment under these provisions?](#)).

Public Land Corps Act

PLC is not applicable within Direct Hire or Demo hiring authorities.

Agency Contact Information:

HRM Contact Center

Phone: 877-372-7248 Option 2

TDD: 800-877-8339

Email: 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 that HR can properly credit. 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.
- Ensure all required documents listed in the vacancy announcement are attached to your application.
- Allow yourself plenty of time to apply for positions. The USAJobs system closes all announcements at midnight Eastern Time on closing date.
- Print and read the entire vacancy announcement to ensure you have included all required information and documents.

Eastern Region Outreach – Spring Fire Hire

April 13, 2021

- Ensure you have a current IQCS or IQS Master Record

Other places to have questions answered or get further information:

- FS Videos: [Welcome to the Forest Service: Applying for a Job](#)
- USA Jobs YouTube Videos: [How to Apply for Federal Jobs](#)

Temp Fire Positions by Unit

Hoosier National Forest	https://www.fs.usda.gov/hoosier/
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Supervisor’s Office, Bedford, IN

Position	Housing?	Announcement #	Point of Contact	Grade Level	Duty Location
Fuels Tech	No	21-TEMPF5-R9-0912-5DH	Jeremy Kolaks Jeremy.kolaks@usda.gov	GS – 5	Bedford & Tell City, Indiana
Fire Suppression	No	21-TEMPF5-R9-3867-3DH 21-TEMPF5-R9-3868-4DH 21-TEMPF5-R9-3869-5DH	Jeremy Kolaks Jeremy.kolaks@usda.gov	GS – 3/4/5	Bedford & Tell City, Indiana

Mark Twain National Forest	https://www.fs.usda.gov/mtnf
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Supervisor’s Office, Rolla, MO

Position	Housing?	Announcement #	Point of Contact	Grade Level	Duty Location
Helitack	No	21-TEMPF5-R9-0200-5DH	William Mccubbrey William.mccubbrey@usda.gov	GS-5	Rolla, Missouri
Fire Suppression	No	21-TEMPF5-R9-3867-3DH 21-TEMPF5-R9-3868-4DH 21-TEMPF5-R9-3869-5DH	Reggie Bray Reggie.bray@usda.gov	GS -3/4/5	Ava and Houston, Missouri
Fire Suppression	No	21-TEMPF5-R9-3867-3DH 21-TEMPF5-R9-3868-4DH 21-TEMPF5-R9-3869-5DH	James Krizman james.krizman@usda.gov	GS -3/4/5	Doniphan and Poplar Bluff, Missouri
Fire Suppression	No	21-TEMPF5-R9-3867-3DH 21-TEMPF5-R9-3868-4DH 21-TEMPF5-R9-3869-5DH	Kevin Wilson kevin.wilson@usda.gov	GS -3/4/5	Potosi and Salem, Missouri

Eastern Region Outreach – Spring Fire Hire
April 13, 2021

Shawnee National Forest

<https://www.fs.usda.gov/shawnee>

Supervisor's Office, Murphysboro, IL

Position	Housing?	Announcement #	Point of Contact	Grade Level	Duty Location
Fire Dispatch	No	21-TEMP5-R9-2354-3DT-CB 21-TEMPF5-R9-0935-4DH 21-TEMPF5-R9-0936-5DH 21-TEMP5-R9-2854-4DT-BV 21-TEMP5-R9-2855-5DT-CB	Jerald Naugle Jerald.naugle@usda.gov	GS- 3/4/5	Murphysboro, Illinois
Fire Suppression	No	21-TEMPF5-R9-3867-3DH 21-TEMPF5-R9-3868-4DH 21-TEMPF5-R9-3869-5DH	Nate Hein john.hein@usda.gov	GS - 3/4/5	Murphysboro & Vienna, Illinois
Fuels Tech	No	21-TEMPF5-R9-0912-5DH	Nate Hein John.hein@usda.gov	GS-5	Murphysboro & Vienna, Illinois
Fire Dozer Swamper	No	21-TEMPF5-R9-2024-5DH	Nate Hein John.hein@usda.gov	WG-5	Murphysboro & Vienna, Illinois

Superior National Forest

<https://www.fs.usda.gov/superior>

Supervisor's Office, Duluth, MN

Position	Housing?	Announcement #	Point of Contact	Grade Level	Duty Location
Fire Dispatch	No	21-TEMP5-R9-2354-3DT-CB 21-TEMPF5-R9-0935-4DH 21-TEMPF5-R9-0936-5DH 21-TEMP5-R9-2854-4DT-BV 21-TEMP5-R9-2855-5DT-CB	Michael Mackey Michael.mackey@usda.gov	GS – 3/4/5	Grand Rapids, Minnesota

Eastern Region Outreach – Spring Fire Hire

April 13, 2021

Wayne National Forest	https://www.fs.usda.gov/wayne
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Supervisor's Office, Nelsonville, OH

Position	Housing?	Announcement #	Point of Contact	Grade Level	Duty Location
Fire Dispatch	No	21-TEMP5-R9-2354-3DT-CB 21-TEMPF5-R9-0935-4DH 21-TEMPF5-R9-0936-5DH 21-TEMP5-R9-2854-4DT-BV 21-TEMP5-R9-2855-5DT-CB	Tracy Allen Tracy.allen@usda.gov	GS – 3/4/5	Harrisburg, Pennsylvania
Fire Suppression	No	21-TEMPF5-R9-3867-3DH 21-TEMPF5-R9-3868-4DH 21-TEMPF5-R9-3869-5DH	Andrew Pascarella Andrew.pascarella@usda.gov	GS- 3/4/5	Nelsonville, Marietta, and Pedro, Ohio Harrisburg PA

White Mountain National Forest	https://www.fs.usda.gov/whitemountain
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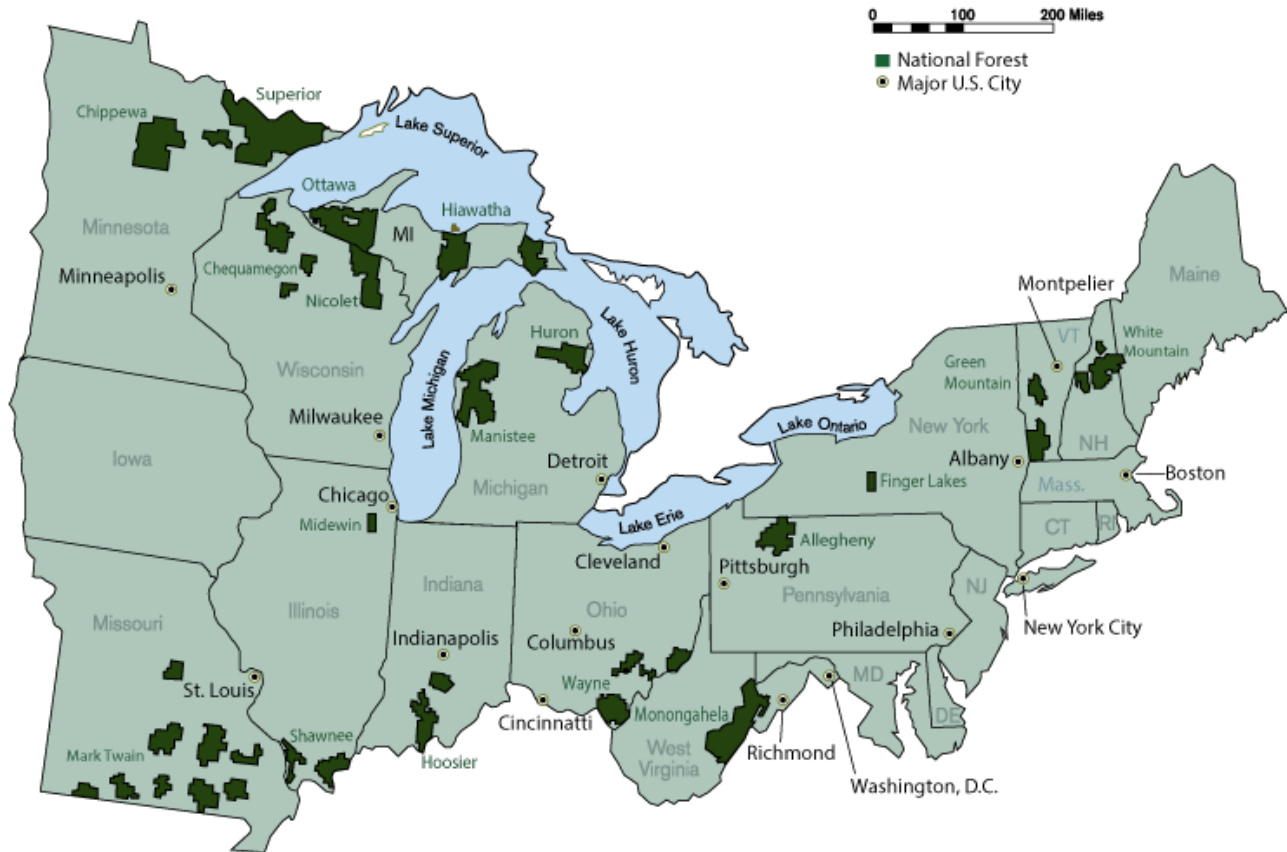
Supervisor's Office, Campton, NH

Position	Housing?	Announcement #	Point of Contact	Grade Level	Duty Location
Fire Suppression	No	21-TEMPF5-R9-3867-3DH 21-TEMPF5-R9-3868-4DH 21-TEMPF5-R9-3869-5DH	Austin Steinsick Austin.steinsick@usda.gov	GS- 4/5	Campton, New Hampshire

Eastern Region Outreach – Spring Fire Hire

April 13, 2021

Location of USFS Units in the Eastern Region



Eastern Region Outreach – Spring Fire Hire

April 13, 2021

Eastern Region Fire Hire

Outreach Notice Reply

If you are interested in any of these positions, please complete the following information by **May 5, 2021** and **send to the respective contacts for the duty location/s you are applying for** listed in the Eastern Region Fire Hire Outreach.

Please respond to the outreach if you are interested in filling either a vacant position *or one that may become vacant through the Temporary Fire Hire process*. Your response is important in allowing supervisors to know who has applied to their positions and allows you the opportunity to learn more about the position prior to it being filled.

Personal Information:

Name:

Address:

E-mail:

Phone:

Current title/series/grade:

Do you qualify for the GS-462 Series: Yes No

Do you qualify for the GS-2151 Series: Yes No

Do you qualify for the WG-5716 Series: Yes No

Are you currently a permanent Federal employee? Yes No

If *YES*, current Agency and location:

Current Red Card Qualifications: