

# R3-Southwestern Region Centralized Fire Hire Outreach Notice—Fire Positions

GS-0462-03 thru GS-0462-09



## Application Period: August 31<sup>st</sup>, 2023 – September 29<sup>th</sup>, 2023

The Southwestern Region is looking for committed, hardworking, highly skilled, professional individuals to fill 200+ permanent positions in wildland fire suppression and fuels management on 11 National Forests and Grasslands located in Arizona and New Mexico. The fire and aviation management program is very rewarding and requires talented people to work safely as part of a team in a variety of specialized positions including fire and fuels management, dispatch, engines, helitack, hand crews, interagency hotshot crews, wildland fire modules, apprentices, and prevention.

This outreach is for GS-0462-03 through GS-0462-09 permanent full-time fire and fuels positions. These positions are advertised as national and regional vacancy announcements and applicants are advised to pay close attention to duty location selections. The vacancy announcements for these positions will be posted on the US Government's official website for employment opportunities at [USAJOBS](https://www.usajobs.gov).

The Fire Hire process is used to standardize hiring of permanent wildland firefighter positions to provide consistent practices around the Region and throughout the agency. Fire Hire is currently utilizing a Direct Hire Authority, which has been granted by OPM for the Forest Service to fill critical positions in an accelerated manner. The announcements are open to the public, but many require NWCG qualifications. Each announcement will define what the requirements are.

Centralized Fire Hire events have the unique ability to immediately backfill any position that may be vacated while in the fire hire event. **Applicants are encouraged to apply for all positions and all locations where they would accept a position if offered. Vacancies may occur during the hiring process and could be filled during Selection Week.** Current known vacancies are not included in this Regional Outreach, use local contacts as listed below to learn about Current Vacancies at specific duty locations around the region. Specific Duty Locations and District contact information can be found at the following link - [Southwestern Region Forests & Grassland Offices](#).

### Forest and Region Contacts

<b>Carson:</b> Michael Davidson	<a href="mailto:michael.davidson@usda.gov">michael.davidson@usda.gov</a>	<b>Tonto:</b> Richard Remington	<a href="mailto:richard.remington@usda.gov">richard.remington@usda.gov</a>
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<b>Cibola:</b> Manuel Martinez	<a href="mailto:manuel.martinez@usda.gov">manuel.martinez@usda.gov</a>	<b>Kaibab:</b> Lindsay Mcelfresh	<a href="mailto:lindsay.mcelfresh@usda.gov">lindsay.mcelfresh@usda.gov</a>
<b>Gila:</b> Jason Butler	<a href="mailto:jason.butler@usda.gov">jason.butler@usda.gov</a>	<b>Coconino:</b> Rogers Brown	<a href="mailto:rogers.brown@usda.gov">rogers.brown@usda.gov</a>
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<b>Coronado:</b> Steve Miranda	<a href="mailto:steve.miranda@usda.gov">steve.miranda@usda.gov</a>	<b>Southwestern Region:</b> Tobe Haught	<a href="mailto:tobe.haught@usda.gov">tobe.haught@usda.gov</a>

## **The Process and Timeline**

**August 17, 2023** – Outreach begins. Information is available on the [Southwestern Region Fire Hire website](#).

**August 31, 2023** – Announcements will be activated in [USAJobs](#). Applicants are encouraged to apply for duty locations (where they would accept a position if offered), even if positions for certain locations which you are interested are not currently listed as vacant. Vacancies may occur during the hiring process and could be filled during Selection Week(s).

**September 29, 2023 – Application deadline (11:59 p.m. Eastern Standard time)**. Applications must be submitted through [www.usajobs.gov](http://www.usajobs.gov).

**October 23, 2023 – November 17, 2023** –Supervisory Reference Checks and Subject Matter Expert evaluations will occur during these weeks. Please ensure your references are notified of this and are available at the email address (preferred) or phone number provided on your application.

**October 30, 2023 – November 10, 2023** – Recommendations and Selections. Representatives from each forest will make recommendations for hiring. Candidates selected will be notified by a Forest Service representative via phone. It is highly encouraged for all applicants to be available via phone during this time period. Those not selected should check their USAJobs account for status updates.

### **Note:**

- In order to qualify for most of these positions, you must meet qualifications requirements as defined by Interagency Fire Program Management (IFPM) and Forest Service – Fire Program Management (FS- FPM) at the ***time of selection***. Because of these qualification requirements, a current copy of your IQCS/IQS Master Record will be required for positions in this outreach. An updated Master Record can be submitted at the time of selection if the IFPM/FS-FPM requirements were not met on the Master Record submitted at the time of application.
- You must also meet the eligibility requirements as defined by OPM. For more information on the eligibility requirements for the position, visit the [General Schedule Qualification Standards \(opm.gov\)](#). Eligibility requirements must be met at the ***time of application***.
- Your application and resume must clearly show that you possess the eligibility requirements. Transcripts must be provided for qualifications based on education. Provide course descriptions as necessary.

### **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 required documents listed in the vacancy announcement are attached to your application.

- 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.
- Allow yourself plenty of time to apply for positions. The USA staffing system closes all announcements 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 Master Record attached.

## How to Apply

Please read the entire vacancy announcement and all the instructions on USAJobs before you begin. It's important to read the announcement because there are mandatory requirements you must meet and demonstrate in your application.

**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.** Applying online is highly encouraged. Assistance is available during normal business hours (8:00 a.m. - 4:00 p.m., Monday - Friday). 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 to applicants with disabilities on a case-by-case basis.

### 1. Create a USAJOBS Profile

If you do NOT already have one, create an account USAJobs. It is recommended that as part of your profile you set up automatic email notifications 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.

### 2. Create a resume within USAJOBS or upload a resume into your USAJOBS Account

Consider tailoring your resume to the job announcement to ensure it documents duties and accomplishments you have achieved that are directly related to the position you are applying to. Your experience needs to address every required qualification in the job announcement. Hiring agencies will look for specific terms in your resume to make sure you have the experience they're seeking. For example, if the qualifications section says you need experience with "MS Project" you need to use the words "MS Project" in your resume. For additional help with your resume, visit [Tips for Writing a Federal Resume](#).

### 3. Apply Online

All Fire Hire specific announcements can be searched in [USAJobs](#) by keyword 24-FIRE. Applicants may also search by City, State (duty location).

The screenshot shows the USAJOBS search interface. At the top left is the USAJOBS logo. On the right, there are links for 'Sign in', 'Help', and 'Search'. Below this is a search bar with two input fields: 'Keywords' and 'Location or Remote'. The 'Keywords' field contains the text '24-FIRE'. The 'Location or Remote' field has a placeholder text 'City, state, zip, country or type remote'. To the right of these fields is a blue 'Search' button and a link for 'Search tips'.

After pulling up the vacancy announcement for the position in which you would like to apply, select "Apply". Follow the prompts to complete the application process including attaching any additional documents that may be required. You can update your application or attached documents anytime while the announcement is open. Simply log into your USAJOBS account and select "Applications." Select on the position title and then select "Update Application" to continue.

The following documents may be required (where applicable) to 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 may result in elimination from consideration.

**a. Resume** including the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience; and 5) other qualifications (including all NWCG qualifications).

**b. 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.

**c. SF-50** (if you are a current or former Federal employee) Notification of Personnel Action must verify your federal status, position title, series, and grade. Utilize an 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. FSA County employees must provide the most recent notification of Personnel Action (Form SF-50-B or FSA-50) that verifies permanent status.

**d. 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.

**e. 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 [Federal Employment of People with Disabilities](#).

**f. Proof of Eligibility** if you are eligible for appointment based on service in the Peace Corps, Vista, Action Cooperative, or another special authority.

**g. 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.

**h. IQCS/IQS Master Record** showing your training and qualifications for the position. If an IQCS/IQS Master Record is not available, some form of documented proof of training and qualifications will be needed for most positions.

**Agency Contact Information**

HRM Contact Center

Phone: 877-372-7248 Option 2

TDD: 800-877-8339

Email: HRM\_Contact\_Center@usda.gov

**Additional Information**

Resume Building Webinars and other assistance: [USFS Recruitment and Hiring Website](#)

USA Jobs YouTube Videos: [How to Apply for Federal Jobs](#)

## R3 Fire Hire positions and Vacancy Announcement numbers

Application Period: August 31<sup>st</sup>, 2023 – September 29<sup>th</sup>, 2023

<b>FIRE HIRE FY24 Announcements</b>	<b>USAJOBS VACANCY ANNOUNCEMENT</b>
<b>Aviation / Helitack</b>	
Airtanker Base GS-6/7	24-FIRE-P1GVA-AIRTNK-67DH
Airtanker Base Assistant Manager GS-7/8	24-FIRE-P1GVA-AIRTNK-78DH
Airtanker Base Manager GS-8/9	24-FIRE-P1GVA-AIRTNK-89DH
Air Tactical Group Supervisor (ATGS) GS-8/9	24-FIRE-P1GVA-ATGS-89DH
Helitack Senior Firefighter GS-4/5	24-FIRE-P1GVA-HTKSRRF-45DH
Helitack Squad Leader GS-6/7	24-FIRE-P1GVA-HTKSQLR-67DH
Helitack Assistant Manager GS-7/8	24-FIRE-P1GVA-HTKASST-78DH
Helitack Manager GS-9	24-FIRE-P1GVA-HLTKMGR-9DH
<b>Dispatch</b>	
GACC Dispatcher GS-8/9	24-FIRE-P1GVA-GACCLC-89DH
Initial Attack Dispatcher GS-4/5/6/7	24-FIRE-P1GVA-IADIS-4567DH
Dispatch Assistant Center Manager GS-8/9	24-FIRE-P1GVA-IADISP-89DH
<b>Engine</b>	
Engine - Senior Firefighter GS-4/5	24-FIRE-P1R2389-ENGSRRF-5DH
Engine - Assistant Fire Engine Operator GS-5/6	24-FIRE-P1R2389-AFEO-56DH
Engine - Fire Engine Operator GS-6/7	24-FIRE-P1R2389-FEOH-67DH
Engine - Supervisory Fire Engine Operator GS-7/8	24-FIRE-P1R2389-SFEOH-78DH
<b>Handcrew / Hotshot / Fire Use Module</b>	
Handcrew / Hotshot - Senior Firefighter GS-4/5	24-FIRE-P1R2389-IHCHCRW-5DH
Handcrew / Hotshot / Fuels / Wildfire Module (Leads) GS-5/6	24-FIRE-P1R2389-HCREW-56DH
Assistant Handcrew / Assistant Fuels Crew Supervisor GS-6/7	24-FIRE-P1GVA-HCREWT2-67DH
Hotshot - Squad Leader GS-6/7	24-FIRE-P1GVA-IHCSQLR-67DH
Handcrew Supervisory / Fuels Crew Supervisor GS-7/8	24-FIRE-P1GVA-HCREWT2-78DH
Hotshot - IHC Assistant Superintendent GS-7/8	24-FIRE-P1GVA-IHCASST-78DH
Hotshot – IHC Superintendent GS-9	24-FIRE-P1GVA-IHCSUPT-9DH

FIRE HIRE 2024 Announcements	USAJOBS VACANCY ANNOUNCEMENT
<b>Fire Engineering Equipment Operator</b>	
Dozer Operator WG-10	24-FIRE-P1GVA-EQOPTR-10DH
Dozer Swamper WG-8	24-FIRE-P1GVA-EQOPTR-8DH
<b>Wildland Firefighter – Entry Level / Apprentice</b>	
Wildland Firefighter - Wildland Fire Apprentice GS-3/4/5	24-FIRE-P1R2389-WFAP-345DH
Wildland Firefighter – General FFT2 GS-3/4 with FPL 5	24-FIRE-P1R36OCR-FFTR-34DH
<b>Fuels/Prevention/Training</b>	
District Fuels Technician GS-6/7	24-FIRE-P1R2389-DFUEL-67DH
Prevention Technician GS-6/7	24-FIRE-P1GVA-PREV2-67DH
Prevention Technician (Supervisory) GS-8/9	24-FIRE-P1GVA-PREVSUP-89DH
RO IQCS Admin/Training Specialist GS-8/9	24-FIRE-P1GVA-TRNG-89DH
<b>District/Zone Assistant Fire Management Officer</b>	
District/Zone AFMO (High Complexity) GS-8/9	24-FIRE-P1R238-DZAFMOH-89DH
District/Zone AFMO (Moderate Complexity) GS-8/9	24-FIRE-P1GVA-DZAFMOM-89DH
District/Zone AFMO Fuels (Supervisory) GS-8/9	24-FIRE-P1R2389-DFUELS-89DH
District/Zone AFMO Fuels (Non-Supervisory) GS-8/9	24-FIRE-P1R2389-DFUEL-89DH



## Southwestern Region Perm Fire Hire Outreach Reply

**If interested in any of these positions, send the following information to the respective contacts for the duty location(s) by October 30, 2023.**

Respond if you are interested in a currently vacant position as well as a position that may become vacant through the Fire Hire process. Your response is important for supervisors to know applicants interested in their positions and allows you the opportunity to learn more about the position prior to being filled.

**Personal Information:**

Name:

Address:

E-mail:

Phone:

Current title/series/grade:

Do you qualify for the 0462 Series?      Yes    No

Are you a current permanent Federal employee?      Yes    No

If YES, current Agency and location:

Current Red Card Qualifications:

Duty Locations and Positions Interested in:

### Forest and Region Contacts

<b>Carson:</b> Michael Davidson	<a href="mailto:michael.davidson@usda.gov">michael.davidson@usda.gov</a>	<b>Tonto:</b> Richard Remington	<a href="mailto:richard.remington@usda.gov">richard.remington@usda.gov</a>
<b>SantaFe:</b> Terrance Gallegos	<a href="mailto:genevieve.isackson@usda.gov">genevieve.isackson@usda.gov</a>	<b>Prescott:</b> Keith Borghoff	<a href="mailto:keith.borghoff@usda.gov">keith.borghoff@usda.gov</a>
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<b>Gila:</b> Jason Butler	<a href="mailto:jason.butler@usda.gov">jason.butler@usda.gov</a>	<b>Coconino:</b> Rogers Brown	<a href="mailto:rogers.brown@usda.gov">rogers.brown@usda.gov</a>
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