Job Title: Forest Fire Management Officer  
Department: Department Of Agriculture  
Agency: Forest Service  
Job Announcement Number: 15-FIREOCR-301FM0H-1213G

**SALARY RANGE:** $69,497.00 to $107,434.00 / Per Year  
**OPEN PERIOD:** Wednesday, October 1, 2014 to Wednesday, September 30, 2015  
**SERIES & GRADE:** GS-0301-12/13  
**POSITION INFORMATION:** Full-Time - Permanent  
**PROMOTION POTENTIAL:** 13  
**DUTY LOCATIONS:** MANY vacancies in the following location(s):  
Hot Springs, AR  
Russellville, AR  
Flagstaff, AZ  
Phoenix, AZ  
Prescott, AZ  
[More Locations](#) (66)

**WHO MAY APPLY:**  
Current permanent Federal employees with competitive status, reinstatement eligibles, persons with disabilities, VEOA eligibles, certain military spouses, 30% or more disabled veterans, former Peace Corps or VISTA volunteers, CTAP/ICTAP eligibles, Farm Service Agency permanent county employees and those eligible for other Special Hiring Authorities.

**SECURITY CLEARANCE:** Not Applicable  
**SUPERVISORY STATUS:** Yes

**JOB SUMMARY:**

A career with the Forest Service will challenge you to manage and care for more than 193 million acres of our nation's most magnificent lands, conduct research through a network of forest and range experiment stations and the Forest Products Laboratory, and provide assistance to State and private forestry agencies. It's an awesome responsibility - but the rewards are as limitless as the views.

This position is established on a Forest Service unit. The incumbent serves as a Forest Fire Management Officer (FFMO) responsible for providing leadership and program direction for the unit's fire and aviation management program. Responsible for coordinating the development of short and long-range fire management program plans and activities on the unit.

Pay rates vary depending on location. See the OPM website at [http://www.opm.gov/](http://www.opm.gov/) for additional information on pay rates.

**PERMANENT OPEN CONTINUOUS RECRUITMENT:** This is a continuously open vacancy announcement for one or more locations throughout the Forest Service. The number and location of positions to be filled will be dependent upon individual unit needs. These are permanent positions with varying tours of duty and may include weekend work. Some positions may have irregular and protracted hours of work. Tours of duty include full-time or less than full-time (guaranteed minimum 13 pay periods full-time employment). Positions may be filled as career ladders or could be filled at the full performance level dependent upon the individual unit needs. Availability of government housing, federal day care facilities, and bargaining unit status will vary by location.
To ensure that you receive consideration, applications submitted through the on-line application process must be received by 11:59 p.m. eastern time the day before a certificate of candidates is issued.

To ensure continued interest and availability, applicants will be notified via e-mail reminding them to re-certify their application every 60 days.

This position is being concurrently announced under USDA Demonstration Project procedures (open to US Citizens) under announcement number 15-FIREOCR-301FMOH-1213DP. Current or former Federal employees and candidates eligible for special hiring authorities may apply to both announcements, but should be sure to apply to this Merit Promotion Announcement in order to avoid losing consideration since different referral criteria apply to each type of announcement.

TRAVEL REQUIRED
- Occasional Travel
- Fire Related or Fire Suppression

RELOCATION AUTHORIZED
- Yes
- Relocation expenses are authorized.

KEY REQUIREMENTS
- US Citizenship is required.
- Selective Service Registration is required for males born after 12/31/1959.
- Minimum of 90 days of wildland firefighting experience is required.
- Must possess and maintain a Valid Driver’s License.
- Must meet IFPM qualifications
- Secondary firefighter retirement covered position.
- Position requires a Work Capacity Test (WCT).

DUTIES:
Provides administrative supervision to a group of highly skilled subordinate fire program managers and specialists. Provides leadership in the fire safety program in a doctrinal principles based approach. Serves as a member of the Forest Leadership Team, which is responsible for the coordination and development of overall long-range forest planning. Provides technical advice, development of forest land management goals and objectives, including formulation of local policies and objectives. Directs all aspects of the unit’s fire and aviation program. Strategizes and initiates effort to assure program continuity through recruitment, employee development and retention. Performs program oversight by working with the districts, region and other forest program personnel. Works with other staff areas to develop integrated work plans, and monitor and review subunit programs.

Coordinates the involvement of fire management input into the development of land management plans and analyses. Review and evaluate fire management plans for technical soundness and adequacy in accordance with regional and national policies.

Directs and supervises all phases of budget management to assure balance in the organization at varying levels of funding, and initiates changes as appropriate. May serve as the Contracting Officers Representative (COR) on fire and aviation contracts for the forest. Coordinates, prioritizes and allocates funding for fire facilities, equipment needs and fleet.

Coordinates and negotiates the development of local annual operating plans to implement cooperative fire protection agreements with other federal, tribal, state and local agencies.
Provides advice and counsel to the line officers on the development of strategies and appropriate course of actions for all incidents consistent with direction in the Forest Plan and agency policies.

Performs wildfire suppression support as directed within training and physical capabilities and other duties as assigned. Duties listed are at the full performance level.

QUALIFICATIONS REQUIRED:

You must possess the Basic Requirements identified below to be considered eligible for this position. Transcripts must be provided for qualifications based on education. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Your application or resume must clearly show that you possess the appropriate experience requirements.

GS-12: One year of specialized experience equivalent to at least the GS-11 grade level. Examples of specialized experience are: Managing a wildland and/or prescribed fire management program at a unit level. Developing, coordinating and implementing a partial fire program budget. Effectively managing and utilizing available dollars taking into consideration changing priorities. Developing and implementing agreements with cooperators. Maintaining relationships with entities external to the organization regarding fire management program issues.

GS-13: One year of specialized experience equivalent to at least the GS-12 grade level. Examples of specialized experience are: Managing, directing and evaluating a fully integrated wildland and/or prescribed fire management program. Developing, coordinating and implementing a full fire program budget. Effectively managing and utilizing available dollars taking into consideration changing priorities. Negotiating, managing and implementing agreements with cooperators. Forming and maintaining liaison with entities external to the organization, and spoke for the organization on fire management.

SELECTIVE PLACEMENT FACTORS:

A minimum 90 days experience performing on-the-line (Primary/Rigorous) wildland fire suppression duties as a member of an organized fire suppression crew or comparable unit that utilized knowledge of wildland fire suppression, containment or control techniques and practices under various conditions. This experience must be documented with specific dates in the online application or resume.

Successfully completed the Primary NWCG Core Requirement of Division Group Supervisor (DIVS) - OR- Air Support Group Supervisor (ASGS).

Successfully completed the Secondary NWCG Core Requirement of Incident Commander Type 3 (ICT3) - OR- Prescribed Fire Burn Boss Type 2 (RXB2) if qualifying with (DIVS).

Successfully completed the Secondary NWCG Core Requirement of Incident Commander Type 3 (ICT3) if qualifying with (ASGS).

Successfully completed the NWCG Course # M-581 Fire Program Management.

In order to be considered for this position, copies of your Incident Qualification and Certification System (IQCS) Master Record (or equivalent training documents) which contain documented proof of the certification or attainment of the IFPM Selective Placement Factor for this position MUST be attached to your application. Currency Requirement: Required to maintain currency once hired into the position. Currency of NWCG qualifications is not required for selection. If not currently qualified, the applicant must provide documented evidence that they have been fully qualified in the past, and are able to regain currency within one year of being hired. Failure to provide this documentation will result in disqualification.

To receive consideration for this position, you must meet all qualification requirements within 30 days from the date a certificate of candidates is issued from this Open Continuous Announcement.
Time in Grade Requirement: If you are a current federal employee in the General Schedule (GS) pay plan and applying for a promotion opportunity, you must meet time-in-grade (TIG) requirements with 52 weeks of service at the next lower grade level in the normal line of progression for the position being filled. This requirement must be met within 30 days from the date a certificate of candidates is issued from this Open Continuous Announcement.

ADDITIONAL REQUIREMENTS:

Must be 18 years of age.

May be subject to satisfactory completion of one year probationary or trial period.

Initial appointment is subject to satisfactory completion of training.

Subject to satisfactory completion of a one year supervisory/managerial probationary period.

Must possess and maintain a valid driver’s license.

WORK CAPACITY TEST (WCT) for certain Interagency Fire Program Management (IFPM) or Fire Program Management (FS-FPM) positions: This position participates in wildland firefighting activities. Based on the type of work performed, TAKING and PASSING the WCT at the ARDUOUS, MODERATE, or LIGHT level is a condition of employment. The arduous, moderate, or light WCT is dependent on the incumbent’s NWCG (National Wildfire Coordinating Group) incident management qualifications required for their IFPM or FS-FPM position. This announcement constitutes the required 30 days advanced notice for testing requirements.

This position has been identified as High Complexity under the Interagency Fire Program Management (IFPM) and is subject to selective placement factor requirements contained in the Interagency Fire Program Management (IFPM) Standard and Guide when filling this vacancy. IFPM selective placement factors are made up of a primary and secondary National Wildfire Coordinating Group (NWCG) core Incident Management Qualifications and Required Training. The applicant must possess these qualifications at the high complexity level to be considered eligible for this position. Currency Requirement: Required to maintain currency once hired into the position. Currency of NWCG qualifications is not required for selection. If not currently qualified, the applicant must provide documented evidence that they have been fully qualified in the past, and are able to regain currency within one year of being hired.

HOW YOU WILL BE EVALUATED:

You will be evaluated based on your qualifications for this position as evidenced by the education, experience, and training you described in your application package, as well as the responses to the Occupational Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:

- Ability to supervise and lead a diverse workforce.
- Knowledge of the theories, principles, and concepts of fire program management.
- Ability to analyze organizational and operational problems and develop solutions.
- Knowledge of program development, budget and financial management principles.
- Ability to communicate effectively other than in writing.

We will review your application, including the online Occupational Questionnaire, to ensure you meet the job requirements and assess your ability to perform this job. Before any certificate can be issued to the selecting official, the resume and supporting documents are reviewed by an HR Specialist to ensure that (a) minimum qualification requirements are met and (b) the resume supports the answers provided to the job-specific questions. Your answers will be verified against information provided in your online resume and application. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

Applicants who meet the basic minimum qualification requirements and are determined to be among the best qualified
candidates will be referred to the hiring manager for consideration. Non-Competitive candidates need to meet minimum qualification requirements to be referred.

Note: If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

Clicking the link below will present a preview of the application form; i.e. the online questionnaire. The application form link below will only provide a preview and does not initiate the application process. To initiate the online application process, click the “Apply Online” button to the right.

To view the application form, visit: https://fs.usda.ntis.gov/cp?event=jobs_previewApplication&jobid=c072b99c-4490-441f-8cd4-a38501199f7a

BENEFITS:

OTHER INFORMATION:
We may select from this announcement or any other source to fill one or more vacancies.

Career Transition Assistance Plan (CTAP) or Interagency Career Transition Assistance Plan (ICTAP): If you are claiming CTAP/ICTAP eligibility, provide proof of eligibility. CTAP/ICTAP eligibles must meet the agency’s definition for a quality candidate to be considered. Information about CTAP/ICTAP eligibility is on OPM’s Career Transition Resources website at http://www.opm.gov/ctap/index.asp.

BACKGROUND INVESTIGATION AND FINGERPRINT CHECK: Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.

Applications received become the property of USDA Forest Service and will not be returned.

OTHER IMPORTANT INFORMATION: Check our website at: http://www.fs.fed.us/fsjobs for general information on the Forest Service.

Some Fire positions may have Conditions of Employment such as: a valid state driver’s license, a commercial driver’s license (CDL), pre-appointment and random drug testing; or a physical or medical examination. There may be additional Conditions of Employment not listed here, however applicants will be notified of any specific requirements at the time a tentative job offer is made.

Veterans: Under the Veterans Employment Opportunities Act (VEOA) of 1998 as amended by Section 511 of the Veterans Millennium Health Care Act (Public Law 106-117), veterans who are preference eligible or who have been separated from the armed forces after substantially completing 3 years of continuous service performed under honorable conditions may apply and will be considered for this position under merit promotion procedures.

Relocation expenses are authorized.

This is NOT a bargaining unit designated position.

If you are selected for a position with further promotion potential, you will be placed under a career development plan, and may be non-competitively promoted if you successfully complete the requirements and if recommended by management. However, promotion is neither implied nor guaranteed.

FIREFIGHTER RETIREMENT COVERAGE: This is a secondary firefighter position under 5 USC 8336(c) (CSRS) and 8412(d) (FERS). At least 90 days of wildland firefighting experience is required. There is no age limit for entry into secondary positions. Firefighter retirement coverage of the incumbent depends upon his or her individual work history.

Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.

If you are newly hired, the documentation you present for purposes of completing the Department Homeland Security (DHS) Form I-9 on your entry-on-duty date will be verified through the DHS “E-VERIFY” system. Federal law requires the use of E-VERIFY to confirm the employment eligibility of all new hires. Under this system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.

Applications received become the property of the USDA Forest Service and will not be returned.

OTHER IMPORTANT INFORMATION: Check our website at: http://www.fs.fed.us/fsjobs for general information on the Forest Service.
HOW TO APPLY:
Please read the entire announcement and all the instructions before you begin. The following instructions outline our application process.

You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

- We are available to assist you 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 during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted 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; contact us if you are requesting this.

**Step 1:** Create a USAJOBS account (if you do not have one) at [www.usajobs.gov](http://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. 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. 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. Log into your USAJOBS account and click on “Application Status.” Click on the position title, and then select "Update Application” to continue.

NOTE: Verify that uploaded documents from USAJOBS transfer into the Agency's staffing system. Once in the Agency’s staffing system you will have the opportunity to upload additional documents. Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

REQUIRED DOCUMENTS:
A complete Application Package must be submitted and received prior to 11:59, ET, on the closing date. The following documents are required for your application package to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service, your system failure or downtime, etc. Failure to submit required, legible documents may result in loss of consideration.

- Resume that includes the following information: 1) personal information; 2) education; 3) work experience including the work schedule and hours worked per week as well as dates of employment; and title, series and grade if applicable; 4) supervisor’s phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; and, 5) other qualifications.
- College Transcripts if education is required for meeting basic qualifications and/or used as a substitute for specialized experience. An unofficial copy is sufficient however, if selected; an official college transcript will be required prior to entering on duty. Education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U.S. Department of Education web site at [http://www.ed.gov](http://www.ed.gov). All transcripts must be in English or include an English translation.
Other required documents as applicable:

- Current/Former Career/Career-Conditional: Most recent non-award Notification of Personnel Action (SF-50 or equivalent) showing that you are/were in the competitive service, highest grade (or promotion potential) held on a permanent basis, federal status, position title, series and grade AND most recently completed performance appraisal (dated within 18 months) showing the official rating of record, signed by the supervisor, or a statement as to why the performance appraisal is unavailable. Do not submit a performance plan.
- Veteran Hiring Authorities: (VEOA, VRA, and 30% Disabled Veterans): DD-214 (Member 4 Copy). Disabled veterans must include your VA letter & SF-15 if claiming 10 pt. preference. Current active duty members must submit a certification that they are expected to be discharged or released from active duty under honorable conditions not later than 120 days after the date the certification is submitted.
- Schedule A, Persons with Disabilities: Schedule A letter from a physician, local, state or federal rehabilitation office citing eligibility under 5 CFR 213.3102 (u).
- Certain Military Spouses under E.O. 13473: Verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage), plus Permanent Change of Station: PCS orders issued within the last 2 years, that: lists you as authorized to accompany the military member to the new duty permanent station; the specific location; and the effective date of the PCS OR Military disability of 100%: verification of the member’s release or discharge due to 100% disability (DD-214 and VA Letter) OR Death while serving on active duty: 1) Verification of release or discharge due to death (DD-214). 2) Verification of the member’s death (DD-1300 and Death Certificate). 3) Statement certifying they are un-married widows or widowers of the service member.
- Foreign Service: Most recent Foreign Service Notification of Personnel Action, showing that you were/are serving under an unlimited, career-type appointment AND have completed at least 1 year of continuous service without a break of a workday under one or more non-temporary Foreign Service appointments.
- CTAP/ICTAP: Certification of Expected Separation, Reduction-In-Force Separation Notice, Notice of Proposed Removal, or appropriate OPM/Agency certification; AND most recent performance evaluation; AND SF-50 demonstrating your separation or the position from which you will be separated.
- Peace Corps/VISTA Volunteers: Documentation of no less than 24 months (Peace Corps) or 1 year (VISTA) of continuous service and separated within 1 year of completing the qualifying service.
- Peace Corps Staff: Documentation of no less than 36 months of continuous service without a break in service of 3 days or more and separated within the 3 years of completing the qualifying service.
- Certain Family Members under E.O. 12721: Most recent non-award SF-50 and performance appraisal.
- Interchange Agreement with Other Merit Systems: Documentation of eligibility as listed in interchange agreement.
- Miscellaneous Authorities Not Regulated by the Office of Personnel Management: (Postal Career Service Employees, Postal Service Commission Employees, GAO, US Courts, etc.), Current Notification of Personnel Action (or equivalent) that reflects your eligibility.
- Other Special Hiring Authorities: If you are claiming eligibility under a Special Hiring Authority, you must submit supporting documents.

AGENCY CONTACT INFO:
HRM Contact Center
Phone: 1-877-372-7248, option 2
Fax: 1-866-338-3718
Email: fsjobs@fs.fed.us

Agency Information:
USDA Forest Service
Do not send in mail. Refer to the
How to Apply section for
instructions.
Albuquerque, NM,
87109
United States
Fax: 1-866-338-3718

WHAT TO EXPECT NEXT:
If you set up your USAJOBS account to send automatic email notifications, you will receive an acknowledgement email that the submission of your online Occupational Questionnaire and resume was successful, if you were referred to the selecting

https://www.usajobs.gov/GetJob/PrintPreview/380951200 2/5/2015
official for consideration, and if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. Normally, a final job offer to the selected candidate is made within 30–60 days after the issuance of the certificate.

Additional Duty Location Info

MANY vacancies in the following locations:

Hot Springs, AR
Russellville, AR
Flagstaff, AZ
Phoenix, AZ
Prescott, AZ
Springfield, AZ
Tucson, AZ
Williams, AZ
Alturas, CA
Arcadia, CA
Bishop, CA
Clovis, CA
Eureka, CA
Goleta, CA
Nevada City, CA
Placerville, CA
Porterville, CA
Quincy, CA
Redding, CA
San Bernardino, CA
San Diego, CA
Sonora, CA
South Lake Tahoe, CA
Susanville, CA
Willows, CA
Yreka, CA
Fort Collins, CO
Tallahassee, FL
Boise, ID
Coeur d'Alene, ID
Grangeville, ID
Idaho Falls, ID
McCall, ID
Salmon, ID
Twin Falls, ID
Cadillac, MI
Rolla, MO
Jackson, MS
Billings, MT
Bozeman, MT
Dillon, MT
Great Falls, MT
Hamilton, MT
Helena, MT
Kalispell, MT
Libby, MT
Missoula, MT
Asheville, NC
Alamogordo, NM
Albuquerque, NM
Santa Fe, NM
Silver City, NM
Taos, NM
Sparks, NV
Baker City, OR
Bend, OR
John Day, OR
Klamath Falls, OR
Lakeview, OR
Medford, OR
Pendleton, OR
Prineville, OR
Springfield, OR
Custer, SD
Cedar City, UT
Richfield, UT
South Jordan, UT
Colville, WA