
2017 Spring Apprentice Fire Hire (GS-3 and GS-5)

It is important the following information be shared with your managers, supervisors, employees and others interested in applying for an Apprentice position within the Pacific Southwest Region (PSW):

- During February, 2017, PSW will join in a national Apprentice hiring event. This hiring event will include Apprentice hiring under Demo at the GS-3 level with a target promotion potential to the GS-5 and Apprentice hiring under merit promotion using “*The Land Management Workforce Flexibility Act*” (LMWFA) at the GS-5 level.
- Announcements listed in USA Jobs relevant to the Apprentice announcements will have an 8 day opening period for the GS-3 announcement starting on December 5, 2016 and closing on December 12, 2016 and a 10 day opening period for the GS-5 announcement starting on December 19, 2016 and closing on December 28, 2016.
- The announcements will be posted on the U.S. Government's official website for employment opportunities at www.usajobs.gov.
- The GS-3 Apprentice announcement will be flown Demo and is open to all US Citizens.
- The GS-5 Apprentice announcement will be advertised as merit promotion using the LMWFA allowing eligible, long-term seasonals to apply under "internal" merit promotion procedures. Along with Forest Service-wide applicants already in career or career-conditional appointments, temporary employees who meet the LMWFA eligibility requirements may also apply to the merit announcement. Temporary applicants MUST provide the following documents to prove eligibility under the LMWFA;
 - a. Copies of their Notification of Personnel Action(s) (SF-50s) showing the employee has served in appropriate appointment(s) for a period/periods that total more than 24 months without a break in service of two or more years. (Include initial hire actions, extensions, conversions and termination/separation SF-50s for each period of work).
 - i. Applicants may need to open up a case with the ASC CHD to obtain this documentation.
 - b. Performance documentation for each period of service.
 - i. Applicants should be able to obtain this information by contacting the supervisors for the positions they served in during the 24 months. If an applicant did not receive a performance evaluation, the supervisor should be requested to provide a statement of your performance (for each period of service) that specifies the actual dates for each employment period and your level of performance. The dates should match the dates on the SF50s that are being provided.
 - c. Failure to provide proper documentation in order to determine eligibility may result in the applicant being not eligible under LMWFA.
- The requirements for the GS-5 Apprentice position that is subject to IFPM Selective Placement Factors identified in the Interagency Fire Program Management (IFPM) standards.
- Applicants applying to positions requiring IFPM must submit a recent Incident Qualification and Certification System (IQCS) or (IQS) Master Record or equivalent documentation that contains 3rd party proof of the NWCG Qualification or Additional Required Training requirement. If the IQCS or IQS Master Record cannot be obtained (or is not used in the case of private sector), the



applicant must submit documentation that shows they have attained the required NWCG Qualifications and Training. Submitted documentation must include 3rd party certification (e.g., signature of the certifying official's name, title, contact information, and date of certification). Proof of NWCG qualification includes documentation such as:

- Copy of Position Task Book (PTB) certification page (page 2 only of the PTB) that has been signed and dated by the applicant's certifying official or,
- Screen capture from the IQCS or IQS database showing certification of the required NWCG qualification (i.e., "Incident Qualification Card" tab, "Competency Evaluation" tab, "Qual Card Summary" tab, or "Current Competencies" tab, etc.) AND,

Proof of required NWCG training (if applicable), such as:

- Copy of the required training certificate that is signed and dated by the Lead Instructor or Course Coordinator or,
- Copy of the course completion letter that is signed and dated by the course coordinator that shows successful completion of the NWCG course or,
- Screen capture from IQCS database or IQS showing attainment of the required training (i.e., "Student Training Summary" tab, "Competency Evaluation" tab, "Responder Training" tab, "Current Competencies" tab, etc.).

Applicants with expired NWCG qualifications are still eligible to apply; however, they must attach the above documentation that proves that at one time they were certified in the required NWCG qualification(s) (i.e., expired qualification due to expiration of Work Capacity Test (WCT) or refresher, or expired due to lack of position performance currency).

Failure to provide the requisite documentation will result in disqualification.

Applicants must complete the application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) for Apprentice announcements applicable to PSW Fire Hire.