



## USDA FOREST SERVICE

### STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

**NORTHERN REGION - REGION ONE  
(Montana, Northern Idaho, North Dakota, South Dakota)**

**OPEN CONTINUOUS OUTREACH**

**Bulletin Number: R1-2009- SCEP-OPEN**

**Responses to be Accepted Continuously from October 1, 2008 to September 30, 2009.**

**This Bulletin is to alert interested individuals that the Northern Region of the US Forest Service is now assessing student interest in its Student Career Experience Program.**

#### **WHAT IS THE STUDENT CAREER EXPERIENCE PROGRAM?**

The Student Career Experience Program (SCEP) is an employment program offering a combination of academic study and work experience leading to career positions in the Forest Service. The SCEP is designed to integrate classroom study with paid work experience, with the objective of preparing the student for successful placement into the Forest Service's permanent workforce. The program is conducted in accordance with a planned schedule and a working agreement between the Forest Service, student, and the educational institution.

This Bulletin is aimed at students pursuing a bachelor's, master's or doctorate degree in a field which, upon graduation, will provide the academic background, knowledge, and skills required for targeted positions. SCEP students must complete a minimum of 640 hours of work experience prior to graduation. For more information, visit our website at <http://www.fs.fed.us/fsjobs/employ.html>.

#### **About the USDA FOREST SERVICE**

Established in 1905, the Forest Service is an agency of the U.S. Department of Agriculture. The US Forest Service administers programs for applying sound conservation and utilization practices to natural resources of the national forests and national grasslands, for promoting these practices on all forest lands through cooperation with states and private landowners, and for carrying out extensive forest and range research to meet the needs of present and future generations. The Forest Service is

also the largest forestry research organization in the world, and provides technical and financial assistance to state and private forestry agencies.

National forests are America's great outdoors. They encompass 191 million acres of land, which is an area equivalent to the size of Texas. National forests provide opportunities for recreation in open spaces and natural environments. With more and more people living in urban areas, national forests are becoming more important and valuable to Americans. People enjoy a wide variety of activities on national forests, including backpacking in remote and roadless wilderness areas, mastering an all-terrain vehicle over a challenging trail, enjoying the views along a scenic byway, or fishing on a great trout stream, to mention just a few.

Gifford Pinchot, the first Chief of the Forest Service, summed up the purpose of the Forest Service - - "To provide the greatest amount of good for the greatest amount of people in the long run."

The Forest Service has a workforce of approximately 30,000 employees that reflects the full range of diversity of the American people. This includes cultural and disciplinary diversity, as well as diversity in skills and abilities.

The Forest Service motto, "Caring for the Land and Serving People" captures the spirit of [our mission](#), which we accomplish through five main activities.

For more information about the Forest Service, visit our website at <http://www.fs.fed.us/>.

### **About the Northern Region**

The Northern Region area encompasses 25 million acres spread over 5 states. Included are 12 national forests located within northeastern Washington, northern Idaho, and Montana; and the national grasslands in North Dakota and northwestern South Dakota. For over a century, Northern Region employees have been on the front lines of conservation, resource utilization, and wildland management. Today, there is more excitement, greater challenges, and more career choices than ever before available to people who join the Nation's premier forest management agency. Managing 51 thousand square miles of the most magnificent lands in our nation is a great responsibility. Managing it in ways that are most effective for the land, water, air, wildlife, and people of America is our mission.

For more information about the Northern Region of the Forest Service, visit our website at <http://www.fs.fed.us/r1/>

**WHAT ACADEMIC MAJORS/TARGET OCCUPATIONS DOES THE FOREST SERVICE USE ?**

For Technician Positions: Vocational/Technical, Associate, or Bachelor degree.

For Professional Positions: Bachelor, Masters, or Doctorate degree, depending on the complexity level of individual positions.

The following is a list of academic majors and corresponding occupations the Northern Region may be filling in the coming year. Refer to the Office of Personnel Management Operating Manual for Qualification Standards for General Schedule Positions at

<http://www.opm.gov/qualifications/index.asp> for determining academic requirements. You must be pursuing an academic major that directly relates to one of our target occupations. We typically target the following occupations:

<b><u>Academic Major</u></b>	<b><u>Target Occupation</u></b>
Archeologist	Archeologist
Botany	Botanist
Accounting/Business Admin/Mgmt*	Budget Analyst
Civil Engineering	Civil Engineer
Civil/Construction Engineering Technology	Civil Engineering Technician
Business Admin/Mgmt*	Contract Specialist or Realty Specialist
Ecology	Ecologist
Economics	Economist
Entomology	Entomologist
Finance	Financial Management Specialist
Fisheries Biology	Fisheries Biologist
Forestry (Fire Management)	Forester, (Fire Management)
Forestry (Natural Resource Management)	Forester, (General Forest Mgt)
Forestry (Silviculture)	Forester, (Silviculture)
Forestry (Recreation Management)	Forester, (Recreation)
Forestry/Agriculture/General Biological Science/Natural Resource Management/Fire Science	Forestry Technician
Geology	Geologist
Geotechnical Engineering	Geotechnical Engineer
Hydrology	Hydrologist
Journalism	Public Affairs Specialist
Land/Cadastral Surveyor	Land/Cadastral Surveyor
Landscape Architect	Landscape Architect
Range Science	Rangeland Management Specialist
Range Science	Rangeland Technician
Soil Science	Soil Scientist
Wildlife Biology	Wildlife Biologist

\*Other academic majors will be accepted for this occupation.

## **STUDENT PROGRAM INFORMATION AND ELIGIBILITY REQUIREMENTS:**

### **Eligibility Requirements:**

- Must be at least 16 years old.
- Must be enrolled in or accepted to (with the intent to attend) an accredited college or university, graduate or professional school; and carry at a minimum, a half-time course load as defined by the institution. Must be in a degree-seeking academic program.
- Enrolled in an academic major that is related to the occupation you wish to be considered for.
- Must be able to complete required occupation-related work experience (640 hours) prior to or concurrently with the completion of course requirements for the degree.
- Must be a United States citizen or national (resident of American Samoa or Swains Island). If you are not a citizen, you may participate if you are legally admitted to the United States as a permanent resident, and are able to meet citizenship requirements prior to completion of your degree.
- Must be in good academic standing. Cannot be on academic probation.
- If selected, students must sign Student Career Experience Program, Mobility, and Developmental agreements; furnish course registration information at the start of each school term; provide verification of academic status at the end of each academic term (grade report or transcript); must meet academic standards as set forth by the school they are attending; maintain satisfactory progress in completing academic requirements; and demonstrate satisfactory performance and conduct. Students will be required to complete all academic requirements for the target position as stipulated by the Office of Personnel Management Qualification Standards.

### **Salary (current rates) and Benefits:**

Salary may vary depending on your level of education and experience. **Salary rates are:**

**GS-3/\$11.34 per hour**

**GS-4/\$12.73 per hour**

**GS-5/\$14.24 per hour**

**GS-7/\$17.64 per hour**

**GS-9/\$21.58 per hour**

Full federal employee benefits including: health insurance plans; retirement system with investment options; paid holidays; paid sick leave and vacations; life insurance; incentive systems, etc. are available to individuals selected for the program.

### **Duties of Student Trainees:**

Trainees work under the guidance of, and will assist agency personnel in non-routine and progressively responsible duties which are directly related to the students academic studies and occupational career goals. Trainees perform well-defined tasks in various aspects of the occupational speciality. Specific duties will be dependent upon the occupational speciality corresponding to the college major in preparation for more difficult tasks as a professional/administrative trainee after graduation.

### **Periods of Employment/Work Requirements:**

Most periods of employment occur during the summer. However, work schedules can vary. A specific work and study schedule will be established at the time of employment. Students must complete a minimum of 640 hours of career-related experience prior to or concurrently with the

completion of the course requirements for their degree. A physical exam, work capacity test, and driver's license may be required for some student positions.

### **Requirements for Employment After Graduation:**

Within 120 days after completion of course requirements for a degree, students will be eligible for non-competitive conversion to a permanent career-conditional appointment at the GS-4 or GS-5 level (Associates/Vo-tech), GS-5 or GS-7 level (Bachelor Degree); GS-9 (Masters Degree); or GS-11 (Doctorate Degree) as outlined in the Student Career Agreement. Students converted at the lower grades are eligible for advancement through progressive promotions to the target grade level contingent upon satisfactory performance. Students must be U. S. citizens at the time of conversion to a permanent (career-conditional) appointment. Students who successfully complete work and study requirements are eligible for permanent positions with the Forest Service.

### **HOW TO NOTIFY US OF YOUR INTEREST IN THE NORTHERN REGION'S SCEP OPPORTUNITIES:**

Complete and submit the following documents via either email, **or** fax **or** surface mail (one method only). **The forms may be obtained from the address/email listed in the "Where to Send" section. Submit all of the following documents to the address in the "Where To Send" section.**

1. Student Career Supplemental Information Form (attached).
2. **Your Resume**, which should include the Bulletin Number **R1-2009-SCEP-OPEN**, veteran's preference (if ELIGIBLE ), all work experience (with start and end dates using month/year), education, training, self-development, awards, commendations, outside activities, or other information relevant to the target occupation. Copy of college transcript(s) (official or unofficial) or letter of acceptance of enrollment. If unofficial transcripts are submitted with the application, current official transcripts may be required on selection.
3. Copy of DD-214, Report of Separation from Active duty, will be required before appointment for those claiming Veteran's Preference and additional documentation may be required. Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard.
4. SF-15, Claim for 10-Point Veteran, as well as proof required on the form, if you are claiming compensable disability preference. Individuals may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran.
5. AD-1086, USDA Applicant Supplement Sheet (optional).

**IMPORTANT NOTE FOR 2009:**

Materials submitted by students will be filed electronically on a Forest Service Server as they are received so that they can be efficiently accessed by supervisors all across Region One. The electronic versions of student notifications of interest will be edited to protect personal information before posting. Please assist us in keeping your personal information confidential by not including information such as your Social Security Number, Student ID number or any other identifying information in your materials, including your resume. Applicants should edit all other documents so that personal information is omitted, or blacked-out on printed or photocopied pages. Please take the time to protect your personal information so that your materials can be posted for review as soon as possible. . Contact information, such as addresses and phone numbers are not considered personal information

**To be considered for positions beginning in the summer of 2009, you should notify us of your interest by April 1; however, responses to this Bulletin will be accepted anytime during the year.**

Selections may be made by supervisors at any time throughout the year. Not all positions will be filled in the next year, and positions may be filled with other than SCEP appointees.

**WHERE TO SEND:**

Student materials will be accepted via email, **or** fax, **or** surface mail. Submit using **ONE** method only. Electronic versions submitted by email using a *Word* or *.rtf* format are preferred. Scanning, editing, and conversions of hard-copy materials for electronic posting may delay those documents being posted and reviewed in a timely fashion.

<b><u>Surface Mail:</u></b>	<b><u>Fax:</u></b>	<b><u>E-Mail:</u></b>
USDA Forest Service Federal Building Attn: Michael Wong –R1 2009 SCEP Open Response P.O. Box 7669, 200 E. Broadway Missoula, MT. 59802	(406) 329-3124 Subject: R1 2009 SCEP Open Response  (Please include the number of pages you transmit, and a return voice-number)	<a href="mailto:mwong@fs.fed.us">mwong@fs.fed.us</a> Subject: R1 2009 SCEP Open Response

Persons with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with their job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis. Reasonable Accommodation Contact: Margie Irvine at (406) 329-3170.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue SW, Washington, DC 20250-9410 or call 202-720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

**CONTACT INFORMATION:**

**Contact Michael Wong**

**E-Mail** [mwong@fs.fed.us](mailto:mwong@fs.fed.us)

**Phone:** 406-329-3568

**Fax:** 406-329-3124

**Contact:** Harvey Hergett

**E-Mail:** [hhergett@fs.fed.us](mailto:hhergett@fs.fed.us)

**Phone:** 406-329-3172

**Fax:** 406-329-3198

**Reasonable Accommodations:**

Margie Irvine

**E-Mail:** [meirvine@fs.fed.us](mailto:meirvine@fs.fed.us)

**Phone:** 406-329-3170

**Fax:** 406-329-3124



**REGION ONE**  
**(Montana, Northern Idaho, North Dakota)**

**STUDENT CAREER SUPPLEMENTAL INFORMATION FORM**

Submit this questionnaire **along with your resume and copy of unofficial transcript**

UNIVERSITY OR COLLEGE \_\_\_\_\_

NAME \_\_\_\_\_  
(Last, First)

PERMANENT RESIDENCE ADDRESS \_\_\_\_\_

SCHOOL RESIDENCE ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ COUNTRY OF CITIZENSHIP \_\_\_\_\_

CLAIMING VETERAN PREFERENCE: No \_\_\_ Yes \_\_\_ If yes, DD-214 will be requested prior to hiring.

HOME TELEPHONE # \_\_\_\_\_ SCHOOL TELEPHONE # \_\_\_\_\_

DEGREE PROGRAM: \_\_\_ AA/VOTECH \_\_\_ BA/BS \_\_\_ MA/MS \_\_\_ PhD

PROJECTED GRADUATION DATE: (MONTH/YEAR) \_\_\_\_\_

MAJOR: \_\_\_\_\_

TARGET OCCUPATION FOR WHICH YOU ARE INTERESTED: \_\_\_\_\_  
(Choose a target occupation listed on page one of the recruitment bulletin)

CUMULATIVE GPA \_\_\_\_\_ MAJOR (GPA) \_\_\_\_\_

**BRIEFLY DESCRIBE WHY YOU ARE INTERESTED IN A CAREER WITH THE FOREST SERVICE:**

**BRIEFLY DESCRIBE YOUR CAREER GOALS:**

**BRIEFLY DESCRIBE ANY VOLUNTEER WORK, INTERESTS, INVOLVEMENT IN ORGANIZATIONS, LANGUAGES SPOKEN, AWARDS/RECOGNITION RECEIVED, or TRAINING THAT HIGHLIGHTS YOUR SKILLS AND ABILITIES:**

**BRIEFLY DESCRIBE WORK EXPERIENCE RELATED TO MAJOR FIELD OF STUDY:**

**IDENTIFY HOW YOU LEARNED OF THESE OPPORTUNITIES:**

\_\_\_\_\_ Career Fair/ Event                      \_\_\_\_\_ USDA FS Recruiter(name if known) \_\_\_\_\_  
\_\_\_\_\_ Forest Service Personnel Dept.        \_\_\_\_\_ School Counselor/Career Services Office  
\_\_\_\_\_ Friend/Relative working for agency    \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)



CASE FILE NUMBER: \_\_\_\_\_

(FOR OFFICE USE ONLY)

AD-1086  
FORM APPROVED  
OMB No O. 0505-009

**U.S. DEPARTMENT OF AGRICULTURE APPLICANT SUPPLEMENTAL SHEET**

Applicants for positions with the U.S. Department of Agriculture (USDA) are requested to provide the following information for statistical purposes only. The information will be used to evaluate USDA'S recruitment and hiring activities. Public Law 93-579 (Privacy Act of 1974) permits solicitation of personal information. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Your failure to do so will not affect the processing of your application. Your cooperation is appreciated.

**1. Which of the following best describes your current employment status? (Check no more than two.)**

- 01 College/university teaching or research
- 02 Private Industry
- 03 State/local government
- 04 Federal government
- 05 Member of the military
- 06 Unemployed
- 07 Current USDA employee
- 08 Other: \_\_\_\_\_

**2. Which of the following describes your veteran preference status? (Check One.)**

- 01 None
- 02 5 point
- 03 10 point disability
- 04 10 point compensable
- 05 10 point other
- 06 10 point/30%compensable

**3. Which of the following describes your race/national origin? (Check one.)**

- A American Indian/Alaskan Native
- B Asian or Pacific Islander
- C Black, not of Hispanic origin
- D Hispanic
- E White, not of Hispanic Origin
- Y Not Hispanic, Puerto Rico
- Q All Other Asian or Pacific Islander in Hawaii

**4. Which of the following best describes your disability status? (Select all that apply.)**

- 01 No disability
- 02 Hearing impairment
- 03 Vision impairment
- 04 Missing extremities
- 05 Partial paralysis
- 06 Complete paralysis
- 07 Convulsive disorder
- 08 Mental retardation
- 09 Mental or emotional illness
- 10 Severe distortion of limbs and/or spine
- 11 I have a disability not listed

**5. Are you: (Check one.)**  Male  Female

**THANK YOU FOR FILLING OUT THIS FORM**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0009. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

