

# Bighorn National Forest 2016 Student Trainee (Natural Resources Management and Biological Sciences)

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**Powder River Ranger District**  
1415 Fort Street  
Buffalo, WY 82834  
Telephone 307.684.7806

**Medicine Wheel Ranger District**  
95 Highway 16/20  
Greybull, WY 82426  
Telephone 307.765.4435

**Supervisor's Office**  
**Tongue Ranger District**  
2013 Eastside 2<sup>nd</sup> Street  
Sheridan, WY 82801  
Telephone 307.674.2600



**2016 Student Trainee Position**  
**USDA Forest Service, R-2 (Rocky Mountain Region)**  
**Bighorn National Forest**



The Bighorn National Forest is advertising and filling a Student Trainee (Natural Resources Management and Biological Sciences) GS-0499-03 position for the following location: Powder River Ranger District, Buffalo, WY

This is a Pathways Intern Indefinite position: Intern Indefinites are students hired into excepted service positions that do not have a “not to exceed” (NTE) date and their appointment is intended to last until the student completes their educational requirements. Intern Indefinite appointments are utilized for career developmental opportunities intended for possible conversion into permanent positions. The duties of the position to which the individual is appointed should be related to either the Intern’s academic or career goals.

The duties of this position are equivalent to those of a range aid/range technician. This is primarily a field position in support of the range program. The incumbent will conduct vegetation inventories; livestock grazing use monitoring; makes observations concerning livestock use, management, and structural improvements’ condition. Compiles monitoring information on various paper forms or electronic data collection devices. Conducts maintenance of structural improvements such as fences and water developments. The intended permanent position for possible conversion following completion of the Intern Indefinite program is a GS-5/7/9 rangeland management specialist within the Forest Service, likely at one of the following duty stations on the Bighorn National Forest; Tongue Ranger District in Sheridan, WY; Powder River Ranger District in Buffalo, WY; or Medicine Wheel Ranger District in Greybull, WY.

The Student Trainee position will be posted on [www.usajobs.gov](http://www.usajobs.gov) in mid-March and can be searched by the vacancy announcement number (USAJOBS Vacancy # 16-R2-INTERN-228635-PW). Announcement numbers may also be obtained from Ranger District offices, the Bighorn National Forest website, [www.fs.usda.gov/main/bighorn/home](http://www.fs.usda.gov/main/bighorn/home), or emailed to you (if you complete the enclosed outreach response form). *If numbers aren’t included in the title below, the vacancy announcement has not yet been posted in USAJOBS.* As USAJOBS is updated, this notice also will be updated. Please note the date of this notice is shown at the bottom of the page.

The Bighorn National Forest, created in 1897, is located in north-central Wyoming. The Forest is 80 miles long, 30 miles wide, and covers 1,115,073 acres. The Bighorn Mountains are a sister range of the Rocky Mountains. It is located halfway between Mt. Rushmore and Yellowstone National Park. No region in Wyoming is provided with a more diverse landscape – from lush grasslands to alpine meadows, from crystal-clear lakes to glacially-carved valleys, from rolling hills to sheer mountain walls.

The Forest has multiple reservoirs, 30 campgrounds, four group campgrounds, three scenic byways, 10 picnic areas, eight lodges, miles and miles of streams, 189,000 acres of wilderness, 1,500 miles of trails, and much more that provides a special recreation experience.

Some housing is available. For additional information about the position as well as additional points of contact please contact Thad Berrett, Rangeland Management Specialist at (307) 684-4636 or by email at [wtberrett@fs.fed.us](mailto:wtberrett@fs.fed.us) or visit the Region 2 Temporary hiring page: <http://www.fs.usda.gov/detail/r2/jobs/?cid=fsprd479263>

## APPLICANT GUIDE

The appointment is a Pathways Intern Indefinite position. The vacancy announcements are posted on USAJOBS at [www.usajobs.gov/](http://www.usajobs.gov/).

To apply for a job, there are four basic steps:

1. **CREATE AN ACCOUNT** - Enter your profile information on USAJOBS and create or upload a resume. Please note that you do not need to create a “My Account” to search for jobs, but you must create an account to apply for jobs online. You will need to request a user ID and password. Allow yourself at least two days before the application deadline to complete this process to ensure you have time to get your application submitted.
  2. **SEARCH JOBS** – Use basic search to enter in job and location keyword information from the USAJOBS home page. Or you can use the advanced search function which allows you to search by vacancy announcement number or series and grade (cut and paste announcement numbers from above). Review the job opportunity announcements and note of those of interest. Carefully review the “Qualification and Evaluation” section to determine whether you will qualify for the position. GS-3 positions are entry level positions. As the grades get higher (GS-4, GS-5, etc.), they require more specialized experience or qualifications, often a full year of experience (may be multiple “seasons”) at the lower grade and/or with higher than high school education.
  3. **APPLY FOR JOBS** – Carefully follow the instructions in the “How to Apply” section for each announcement. You may store up to five uploaded or “resume builder” created resumes in your profile. Submit any additional documentation to verify your qualifications such as high school or college transcripts, SF-50 Notification of Personnel Action (if you have previously worked for the federal government), and/or Veterans’ Form DD-214. *Please see the “Additional Information” below regarding supplemental documentation and resumes.* For fire jobs, please enclose a cover letter that states which Forest, which location(s) on each Forest, and which position(s) you would like considered.
  4. **MANAGE YOUR CAREER** – Log into your account to obtain application status for positions for which you have applied. Contact the agency for specific follow-up questions or those related to the particular job. The agency contact information is listed on the right hand side of the announcement. You may also contact District personnel regarding the position. However, please note that we do not see your application until the vacancy announcement has closed and we have requested a list of candidates. Only those applicants that are qualified for the position will be referred to the hiring official.
- **If you are basing any of your qualifications on your education, you must attach valid transcripts.** There is no method to verify education (including coursework completed and GPA) without these. High school transcript or GED diploma must be submitted to qualify for GS3, with completion required by the start date of the job.

➤ Special Notes:

- Valid transcripts are those that are issued by the school (official or unofficial). Course listings/grades pulled from your student profile or account are not transcripts.
- Transcripts that have been altered in any way (i.e. written on, edited) are not considered valid.
- Attaching password protected transcripts is not recommended. There is not a remarks section within the application that will allow you to provide the password. If they cannot be accessed, they cannot be verified.
- **If you are claiming Veteran's preference, you must attach your DD-214.**
- It is important to remember that your answers to the minimum qualification – knowledge, skills, and abilities – questions must be supported by the contents of your resume or attached documents.

REGARDING RESUMES:

Your resume is the basis for determining qualifications, so it needs to be as complete as possible. There are a number of items that should be included to improve your chances of making the referral list and being selected for a seasonal/temporary position with the Forest Service.

Work Experience:

- Be sure to include specific dates of employment, in **mo/day/yr format** (i.e. 05/15/2012 – 08/24/2012), and hours per week. This helps determine experience level. Note: the resume builder in USAJOBS only allows you to select mo/yr. It is recommended that you upload your own resume or include the specific dates in the remarks section where you explain your work experience for that position.
- Be very specific and detailed when describing your work experience. **Include everything:** duties, responsibilities, equipment and tools used. It is important to remember that the people determining your qualifications are comparing your work experience to the position description of the job you are applying for. This is especially true for higher graded positions (GS-4, GS-5).
- Volunteer Experience also counts. If you have volunteered for any local organizations be sure to include it.

Certifications:

- Include all relevant certifications and training. For instance, if you are a certified pesticide applicator, this would be good to include on a resume for a Weeds/Range position. If you are applying for a fire position and have completed S-190 Introduction to Wildland Fire Behavior, document this on your resume.

References:

- References are checked during the selection process. Be sure to include at least two professional references.