

OUTREACH NOTICE
Grants Management Assistants – GS-1101-5/6/7
Regions 1 & 4 – East Side Acquisition Team (ESAT) and Idaho Wyoming
Acquisition Service Center (IDAWY)

17 Oct 2014

The East Side Acquisition Team (ESAT) provides acquisition services to the Eastern third of the Northern Rockies Region 1 and specifically to the Dakota Prairie Grasslands, Custer, Helena, Lewis & Clark, Beaverhead-Deerlodge and Gallatin National Forests. The Idaho Wyoming Acquisition Service Center (IDAWY) is located in Idaho Falls, ID and provides acquisition services to the Northern part of Region 4 specifically supporting the Caribou-Targhee, Bridger-Teton, and Salmon-Challis National Forests.

The ESAT and IDAWY will each be filling **one permanent full time Grants Management Assistant GS-1101-5/6/7 position in each location**. This notification is being circulated to inform prospective applicants of the upcoming opportunity and to determine interest in the position.

Duties:

The positions are located in a zone/center office that serves several Forests and Grasslands and provides support to the Grants Management Specialists. This position performs a wide variety of G&A support tasks, such as establishing and maintaining the official G&A files from initial receipt to closeout; creating, entering and tracking files in electronic database; corresponding with internal and external customers; maintaining payment files; clerical support extending and revising agreements, and maintaining documentation for audit resolution matters. For the ESAT position frequent travel is required since this position supports G&A Specialists in various locations (Helena, Bozeman, and Dillon).

Duty Station:

One position will be advertised and filled at the Supervisory Office Annex, Beaverhead-Deerlodge National Forest/Butte, MT **OR** at the Supervisor's Office, Helena National Forest/Helena, MT. The other position will be advertised and filled at the USDA Forest Service, IDAWY Acquisition Service Center in Idaho Falls, ID.

Outreach Response:

Interested applicants please complete the attached Outreach Response (also include a current Resume) and e-mail them both to Daniel McGee at danielmcgee@fs.fed.us or fax it to 406-494-0275 no later than **14 Nov 2014**. If you have any questions or need additional information on the ESAT position, please contact Sharon Sawyer at 406-683-3919 or for the IDAWY position please contact Trinity Bugger at 208-557-5834.

Please indicate if you have career or career-conditional status and the highest series and grade you have ever held.

All vacancy announcements will be posted on the **USAJobs** website.

**R1 – R4 AQM
OUTREACH RESPONSE FORM**

To complete form, use tab key to move between fields (gray blocks), or left click on any field. Entries in check box fields are made by a single click to select or unselect. Type entries in other fields.

Position Identification

Position Title: Grants Management Assistant
Series/Grade: GS-1101-5/6/7
Location: One position will be advertised and filled at the Supervisory Office Annex, Beaverhead-Deerlodge National Forest/Butte, MT OR at the Supervisor's Office, Helena National Forest/Helena, MT.
The other position will be advertised and filled at the USDA Forest Service, IDAWY Acquisition Service Center in Idaho Falls, ID.

Applicant Information

Name: _____ **E-Mail Address:** _____

Current Title, Series, Grade _____

Current Organization/Location: _____

Current Appointment: Permanent Temporary Term Not Current Employee

If you are NOT a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following authorities:

- | | |
|---|---|
| <input type="checkbox"/> Reinstatement | <input type="checkbox"/> Person with Disabilities |
| <input type="checkbox"/> Disabled Veteran with 30% Compensable Disability | <input type="checkbox"/> Former Peace Corps Volunteer |
| <input type="checkbox"/> Veteran's Employment Opportunities Act of 1998 | <input type="checkbox"/> Demonstration Project (external Recruitment from the general public) |
| <input type="checkbox"/> Other | |

Position Interest

I would like to be considered for this position in the series identified.

- Series currently identified and classified
 Other appropriate series for which I am qualified

I would like to be considered for this position at the grade level identified.

- Target grade level currently identified.
 Other grade level for which I am qualified (below target grade)

I would like to be considered for this position at the location identified:

*****Please identify the job locations you are interested in and the order of their preference:**

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I wish to be considered for this position(s) as:

- Permanent Assignment (lateral/promotion/change to lower grade)
 NTE 1 Year Detail or Promotion opportunity
 Term Appointment

Applicants May Use This Space to Identify Special Qualifications, Interests, Needs or Provide Other Information:

Please send this completed form (also include a current Resume) to Daniel McGee at danielmcgee@fs.fed.us or fax it to 406-494-0275 no later than **14 Nov 2014**.