



Directorate Resource Assistant Fellowship Program

"Conserving the Nature of America"

11- Week Fellowship Program – Summer 2014

✚ You will have an opportunity to apply classroom theories, principles and concepts to real-world situations by working 11 consecutive weeks full-time (beginning on or about May 27th) on a project that is rigorous in nature.



✚ You may be eligible for a permanent position that is related to your college field of study in the U.S. Fish and Wildlife Service (USFWS).



✚ You will have an opportunity to network and develop relationships with USFWS program officials and staff.

The Mission: The U.S. Fish & Wildlife Service (USFWS) is working with others to conserve, protect and enhance fish, wildlife, plants and their habitats for the continuing benefit of the American people.

Available Fellowship Opportunities: USFWS is providing over 40 Fellowships throughout the nation, most of which are in biological science/natural resource management or related fields. College undergraduate-rising senior and graduate college students who are enrolled or accepted for enrollment in an accredited college or university may apply.



For complete information on each of the Fellowship opportunities including "How to Apply," visit the following website:

<http://www.fws.gov/workforwildlife/dfp.html>

**U.S. Fish and Wildlife Service
Washington, DC 20240**





U.S. Fish and Wildlife Service Directorate Resource Assistant Fellowship Program

US Fish & Wildlife Service (USFWS)

Southeast, Region 4 (2 Fellow Positions)

Project Number: DFP14R4ECO01

Duty Location: Boquerón, Puerto Rico
Accommodations: No housing available

Education Level/Major: Undergraduate- rising senior or graduate. Degree Areas: Biology or Environmental Science

Desired Skills/Experience: Knowledge in field data collection; training with Geographic Information Systems; training with Global Positioning System; training with ESRI-Story Map Concept; basic knowledge on Puerto Rican flora, botany, or plant ecology. Must be fluent in Spanish.

Project Description: *Ottoshulzia rhodoxylon*, also known as Palo de Rosa, is a Puerto Rican endemic evergreen tree. Due to its distribution and its habitat

requirements of pristine forest or older secondary forest, the Palo de Rosa was selected as focal species under the US Fish & Wildlife Service (USFWS) Puerto Rico Northern and Southern Strategic Habitat Plan. The Caribbean Ecological Services Field Office, located in Boquerón, Puerto Rico, is developing a GIS Habitat Predictability Model to identify and prioritize areas that may harbor suitable habitat for the species. The Fellow will help validate the Habitat Model to prioritize areas to be surveyed in the future, to identify currently unknown populations, and to select areas for the reintroduction of the species. The Fellow will conduct a ground-truthing project that will provide the necessary

information to validate and Improve the Habitat Model. In addition, the Fellow will conduct a population structure characterization to establish the current status, associated vegetation, environmental factors and current and potential threats to these populations. The Fellow will also have the opportunity to work on a landscape conservation approach by developing a comprehensive protocol for collecting on-the-ground population structure information using the ESRI-Story Map Concept in collaboration with the Caribbean Landscape Conservation Cooperatives, State and Federal partners and private landowners working toward the recovery of the species.

Project Number: DFP14R4ECO02

Duty Location: East, Tennessee
Accommodations: No housing available

Education Level/Major: Undergraduate – rising senior; Enrolled Graduate student (recently accepted); Graduate student who has completed their first year of graduate school. Degree Areas: Fisheries or Aquatic Biology

Desired Skills/Experience: Ability to use a variety of field and lab equipment to monitor water conditions; coursework in sampling design, statistics, or bioenergetics modeling; keep accurate records; compile, analyze, and summarize statistical data; prepare charts, graphs, and figures of analyses.

Services Office, the Fellow will contribute to the restoration of the endangered lake sturgeon to the upper Tennessee River in Eastern Tennessee, investigating potentially-limiting water quality conditions in seasonally-important habitats. The Fellow will conduct a short-term intensive study to examine water temperature, dissolved oxygen, and other water quality parameters at summer refugia, deep water areas where fish with USFWS sonic tags have been observed. The Fellow will coordinate with multiple agencies to synthesize information about known localities of tagged fish and to gather existing water quality data,

presenting the results of their study at a special workshop at the completion of the project. The Fellow may collect bottom sediment samples from the summer refugia and spawning areas to evaluate the potential for heavy metal contamination of the fish. The Fellow will be working with a wide range of USFWS Ecological Services and Fisheries Program biologists, as well as with staff from a variety of partner agencies and organizations such as the Tennessee Valley Authority, the Tennessee Wildlife Resources Agency and Tennessee Aquarium Conservation Institute.

Project Description: Sponsored by the US Fish & Wildlife Service (USFWS) Asheville, NC Ecological



REQUIRED DOCUMENTS FOR APPLICATION PACKAGE:

- 1) A resume that includes the following information:
 - a. City, State and Zip Code of where you live.
 - b. Contact Information (e.g. mobile, home and/or work numbers)
 - c. Email Address
 - d. College and/or Universities attended (include city, state and zip code)
 - e. List all employment permanent, seasonal, summer, internships and volunteer jobs you've held over the past 5 years starting with the most recent (include position title, description of duties/responsibilities, name of employer, the dates of employment and hours worked weekly/monthly, etc.)
 - f. List any awards, scholarships or special recognition you have received and the dates on which they occurred.
 - g. Describe any non-course related applicable experience (e.g., research or field).
 - h. List any special skills relevant to the Fellowship you are applying for (e.g. computer, communications, leadership, using applicable equipment, etc.)
 - i. Indicate the project number you are applying for at the top of your resume and, if applicable, in the subject line of your email submission.

- 2) A copy of your most recent unofficial transcript from your college/university.

This document must include your college/university name, cumulative GPA, total credits, and degree major.

3) Proof of current enrollment at an accredited academic institution must be submitted by all successful candidates. This information may be submitted after the application deadline date.

INSTRUCTIONS ON HOW TO APPLY:

Application materials must be received by Wednesday, March 12, 2014.

Applications can be submitted:

Electronically to: FWR4@fws.gov

Hardcopy mailed to: FWS/DHR, Attn: Cheryl Irvin, 500 Gold Ave SW, Rm5222, Albuquerque, NM, 87102

Faxed to: (505) 248-6856

If you submit your application materials via email, you must include the project number in the subject line of your email.

You must not include your social security number (SSN), date of birth (DOB), your street address or any other personal identification information on your resume.

Redact any personal privacy information (e.g. SSN, DOB and home address) from your unofficial transcript and enrollment verification.

You must indicate on your resume the project number that you are submitting your application package for consideration. This can be found in the project description section of this announcement. Please annotate it on the

top left side of your resume below your name and phone number.

You must submit a separate application package for each project you wish to receive consideration for in USFWS.

You may include a cover letter and no more than two letters of recommendations in your application package. These letters are optional.

APPLICANT BACKGROUND SURVEY, DI-1935

Attached is the Department of the Interior's, Applicant Background Survey, DI-1935.

Completing this form is voluntary.

We ask that you complete the form; **however, do not complete number 3, Name.**

Your voluntary responses are treated in a *highly* confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. Your responses are stored as a tally for the *group of all applicants for this vacancy* in a manner that cannot be associated with any individual application.

One of the most important questions that assist in improving our recruitment strategies: 4)

How did you learn about this position? (Circle up to three codes and complete number 17 to provide a specific contact).

Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all portions of the country, in conformance with the requirements of Federal law. Only summary data is reported, and only in a format which cannot be broken out by individual applicants. No individual data is ever provided to selecting officials.

PROGRAM ELIGIBILITY:

- By May 2014, you must be a rising college senior (either a senior or between junior and senior year), or a college graduate student accepted or enrolled in qualifying degree programs in an accredited college or university recognized by the Department of Education. See each project description for the specific qualifications.
- Degree requirements must not be fulfilled until after the project is completed.
- Proof of current college/university enrollment must be submitted by all successful candidates.
- Cumulative Grade Point Average of 3.0 or higher.
- Successful candidates will be subject to completion of a favorable Personnel Background Investigation initiated by USFWS
- Successful candidates must be available to complete the entire consecutive 11-week Directorate Resource Assistant Fellowship Program (DFP)

EVALUATION AND SELECTION CRITERIA:

Your application package (resume and unofficial transcript) will be reviewed by the USFWS Human Resources Offices (HRO) to determine if it meets DFP program requirements. Applications that meet DFP requirements will be forwarded to USFWS program officials for consideration.

BENEFITS:

Successful applicants may be eligible to receive a Living Allowance up to 55% of the local per diem/day.

The successful 2014 DFP candidates may be eligible for a permanent job with the USFWS for which they meet all the eligibility requirements including U.S. Citizenship and qualifications upon (1) program certification that they have successfully completed the 11-week USFWS, DFP and (2) successfully completed their degree requirements.

Eligibility for the direct hire appointment will expire two years after the successful 2014 DFP candidates' complete the requirements for their degree program for which they were enrolled in at the time of selection.

No housing is available for the Southeast, Region 4 projects.

DEADLINE FOR RECEIPT OF APPLICATIONS:

Your complete application package, resume and unofficial transcript, and optional letters and forms must be received by Wednesday, March 12, 2014. Incomplete application packages or application packages that do not indicate the project number, will not receive consideration.

CONTACT INFORMATION:

If you have any additional questions about the Directorate Resource Assistant Fellowship Program, please contact Courtney Williams at (404) 345-9605.

If you have questions about submitting your application materials, please contact Cheryl Irvin at (505) 248-6613, and reference the Directorate Resource Assistant Fellowship Program.

U.S. DEPARTMENT OF THE INTERIOR APPLICANT BACKGROUND SURVEY

GENERAL INSTRUCTIONS

In boxes 1 to 3, please print using capital letters only. Read each item thoroughly before circling the appropriate codes in boxes 4 and 5. Enclose this form with your application package or mail it directly to the same address.

YOUR PRIVACY IS PROTECTED

This information is needed to determine if our recruitment efforts are reaching all segments of the country, as required by Federal law. This is vital information not available from any other source. We can only get it directly from you.

1. Vacancy Announcement No.:

Your voluntary responses are treated in a *highly* confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public.

2. Position Title:

The only information associated with your name in our computer system is whether you have returned the completed form, so that we may follow up if no response has been received. Your responses are stored as a tally for the *group of all applicants for this vacancy* in a manner that cannot be associated with any individual application. No information taken from this form is ever placed in a Personnel file or Personnel data base.

3. Name (Last, First, MI):

Thank you for helping us to provide better service.

4. How did you learn about this position? (Circle up to three codes).

- 01– Private information service
- 02 – Magazine
- 03 – Newspaper
- 04 – Radio
- 05 – TV
- 06 – Poster
- 07 – Private Employment Office
- 08 – State Employment Office (Unemployment Office)

- 09 – Agency Personnel Department (bulletin board or other announcement)
- 10 – Agency or other Federal government recruitment at school or college
- 11 – Federal, state, or local Job Information Center
- 12 – Religious organization
- 13 – School or college counselor or other official
- 14 – Friend or relative working for this agency
- 15 – Friend or relative not working for this agency
- 16 – Internet or World Wide Web
- 17 – Other (Specify) _____

5. Identify yourself in each category: (Circle the appropriate codes.)

Ethnicity: D – Hispanic or Latino N – Not Hispanic or Latino	Race (circle one or more) A – American Indian or Alaska Native B – Asian C – Black or African American G – Native Hawaiian or Other Pacific Islander E – White	Sex: M – Male F – Female
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<p>Do you have any physical and/or mental disabilities?</p> <p>Y - Yes N - No</p>	<p>If yes, do you have one or more of the following targeted disabilities? Circle all that are applicable:</p> <p>Deafness Blindness Missing Extremities Partial/Total Paralysis Convulsive Disorder Mental Retardation Mental Illness Distortion of Limb/Spine</p> <p>* The Equal Employment Opportunity Commission targets these disabilities for extra recruitment efforts.</p>
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PAPERWORK REDUCTION ACT AND PUBLIC BURDEN STATEMENTS

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number.

The estimated burden of completing this form is 2 minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the U.S. Department of the Interior, Director, Office of Civil Rights, 1849 C Street, NW, MS-5230, MIB, Washington, DC 20240.

PRIVACY ACT STATEMENT

GENERAL: This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), for individuals completing Federal records and forms that solicit personal information.

AUTHORITY: Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

PURPOSE AND ROUTINE USES: The form will only be seen by DOI Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all portions of the country, in conformance with the requirements of Federal law. Only summary data is reported, and only in a format which can not be broken out by individual applicants. No individual data is ever provided to selecting officials.

EFFECTS OF NONDISCLOSURE: Providing this information is voluntary. No individual personnel selections are made based on this information.

DI-1935 2015