



# 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 27<sup>th</sup>) 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 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)

### Region 8 (4 Fellow Positions)

**Project Number:** DFP14R8REF01

**Duty Location:** Las Vegas, Nevada

**Education Level/Major:** Undergraduate – Rising Senior. Desired majors include biology, ecology, zoology, entomology, botany, conservation, natural resources management, or similar field.

**Living Accommodations:** Housing may be available for a small fee ranging from \$8 - \$20/day.

**Desired Skills/Experience:** Plant identification or systematics, plant inventory and monitoring, statistical analysis, and working with Lepidoptera or other insects.

**Project Description:** Working out of the USFWS Southern Nevada Field Office located in Las Vegas, while conducting fieldwork in the Spring Mountains National Recreation Area, U.S. Forest Service, the Fellow will collect and analyze plant habitat and butterfly survey data from recently burned, partly reforested burns, and unburned habitat as an initial step to assess the effects of the Carpenter 1 Fire on the endangered Mount Charleston blue butterfly. The Fellow will provide essential ecological information to assist with habitat and species recovery and related land management decisions. Fieldwork and analysis of data collected in 2014 will involve collaboration with research ecologists at the University of Nevada, Las Vegas as well as U.S.

Forest Service and USFWS. A second component of this project is to continue monitoring of the butterfly at a subset of historically occupied sites that occur near and within the Forest Service lands leased by the Las Vegas Ski Resort, requiring close coordination with the resort and Forest Service managers.

**Project Number:** DFP14R8REF02

**Duty Location:** Alturas, California

**Education Level/Major:** Undergraduate – Rising Senior. Desired majors include biology, ecology, zoology, entomology, botany, conservation, natural resources management, or similar field.

**Living Accommodations:** Housing is available at no cost.

**Desired Skills/Experience:** Vegetation survey methods, species identification and Geographic Information Systems.

**Project Description:** The US Fish & Wildlife Service (USFWS) Modoc National Wildlife Refuge (NWR) is located along the south fork

of the Pit River near the town of Alturas, CA in extreme northeastern California. Modoc NWR holds the management responsibility of seven USDA Farmers Home Administration easements. Each of these easements was established to provide critical habitat for migratory waterfowl, Sandhill cranes, bald and golden eagles, passerines such as the California yellow warbler, the endangered Modoc sucker, and a variety of other Federal trust species. The easements received initial assessments and management plans at the time of acquisition. However, most of the plans are out of date and additional data is required to provide each easement with an adaptive management plan based on the best science possible. The Fellow will gather information needed to update the management plans for each easement, becoming familiar with USFWS and National Wildlife

Refuge System policy and operation, as well as experience with vegetative surveys and GIS mapping. The Fellow will be responsible for conducting vegetative surveys, documenting and mapping invasive species, generating species lists of birds and mammals, assessing the functionality of previous restoration efforts, making suggestions for future restoration needs, and documenting any instance of easement non-compliance. The Fellow will then enter collected data into GIS and produce maps relevant for management plans being completed by the USFWS Partners for USFWS biologist and other Refuge staff.



## US Fish and Wildlife Service/Directorate Assistant Resource Fellowship Program

---

**Project Number: DFP14R8REF03**

**Duty Location: Loleta, California**

**Education Level/Major:** Undergraduate – Rising Senior. Desired majors include wildlife biology, ecology, environmental biology, or similar field.

**Living Accommodations:** Housing is available at no cost.

**Desired Skills/Experience:** Water bird identification, avian and vegetation surveying, statistical analysis, and technical writing.

**Project Description:** The USFWS Humboldt Bay NWR (HBNWR) is located in Loleta on the North Coast of California. The habitats conserved at Humboldt Bay are some of the most biologically rich places in the world supporting tens of thousands of shorebirds, ducks, swans, black brant and other geese.

However, common wetland management practices used by HBNWR to provide habitat for waterfowl and shorebirds often remove the dense, emergent wetland vegetation that constitutes crucial habitat for webless marsh birds (WMB), i.e., rail and bittern species, American coots, Wilson's snipe. One important Refuge goal is to accurately assess WMB populations on Refuge wetlands. To achieve this goal, the Fellow will assess the abundance and distribution of marsh birds across approximately 60 independently managed units of freshwater, brackish, and salt marsh on HBNWR, encompassing approximately 1,000 total acres. The Fellow will follow standardized North American marsh bird monitoring protocols. In addition, the Fellow will conduct intensive nest searches for all WMB species, measuring habitat characteristics associated with WMB nesting habitat. Data generated by the proposed methods will be used to evaluate the response of WMB

populations to wide-spread habitat management practices, with the goal of maximizing habitat value for WMB as well as waterfowl and shorebirds. The Fellow would serve as the field lead gathering data on WMB abundance, distribution, nest site characteristics, and vegetation metrics. In addition to developing a summary report of their findings, the Fellow will present their results at local wetland stakeholder meetings, in an ecological symposium at Humboldt State University, or at a wetland working group meeting.

---

**Project Number: DFP14R8REF05**

**Duty Location: Fallon, Nevada**

**Education Level/Major:** Undergraduate – Rising Senior. Desired majors include research librarian, statistician, wildlife biology, natural resources management, ecology, or similar field.

**Living Accommodations:** Housing is available at no cost.

**Additional Qualification Requirement:** You must be able to swim.

**Desired Skills/Experience:** Natural resource sampling and design.

**Project Description:** Anaho Island is a rocky island that rises from the waters of Pyramid Lake in Washoe County, Nevada.

The USFWS Anaho Island National Wildlife Refuge (NWR) was established for the protection of colonial nesting species, including American white pelicans, double-crested cormorants, California gulls, Caspian terns, great blue herons, black-crowned night-herons, and snowy egrets. The Anaho white pelican colony is one of the two largest in the western United States, numbering up to 10,000 birds. Anaho NWR, as part of the USFWS Stillwater National Wildlife Refuge Complex, is developing a natural resource management plan, including an inventory strategy for the island's biota. Working at the Stillwater Complex's main office in Fallon, NV or sometimes conducting fieldwork on the island itself, the Fellow will complete key development activities of the inventory and monitoring strategy including summarizing past species

record lists documented for the island; compiling a list of potential species that may occur; identifying and prioritizing taxa for inventorying; developing an inventory design; and identifying partners to get the inventory work done on the ground. The Fellow will work with Stillwater NWR Complex staff, USFWS Region 8 Inventory and Monitoring staff, the Pyramid Lake Paiute Tribe, USFWS Ecological Services Nevada Field Office, and the Nevada Department of Wildlife, plus other Anaho Island NWR advisors to complete these key activities needed to proceed with field surveys proposed for 2015.



# USFWS/Directorate Resource Assistant Fellowship Program



## 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 applying for at the top of your resume and, if applicable, in the subject line of your submission email.
  
- 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 submitted either electronically via email or mailed to the address below. If you submit your application materials via email, you must include the project number in the subject line of your email. If you mail a hardcopy application, you must indicate the project number at the top of your resume.

**Email Submission:** FWR8@fws.gov

### Hardcopy Submission:

U.S. Fish and Wildlife Service  
Division of Human Resources  
Directorate Resource Assistant Fellowship Program  
911 NE 11<sup>th</sup> Avenue  
Portland, Oregon 97232

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 completely 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: **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 of 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 will be eligible to receive a Living Allowance of 55 percent diem/day for the duty location.

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 2014 successful DFP candidates' complete the requirements for their degree program for which they were enrolled in at the time of selection.

Housing may be available. See each project description for additional information.

**DEADLINE FOR RECEIPT OF APPLICATIONS:**

Your complete application package must be received by March 12, 2014 at 11:59pm PST. Incomplete application packages will not receive consideration.

**CONTACT INFORMATION:**

If you have additional questions specific to DFP opportunities being offered in Region 8, please contact the servicing HRO at (503) 231-6136 or Bill Johnson at (916) 414-6630 in the Division of Diversity and Civil Rights, 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.

1. Vacancy Announcement No.:

2. Position Title:

3. Name (Last, First, MI):

### 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.

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.

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.

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**

<p><b>Do you have any physical and/or mental disabilities?</b></p> <p><b>Y - Yes                      N - No</b></p>	<p><b>If yes, do you have one or more of the following targeted disabilities? Circle all that are applicable:</b></p> <p><b>Deafness</b>  <b>Blindness</b>  <b>Missing Extremities</b>  <b>Partial/Total Paralysis</b>  <b>Convulsive Disorder Mental</b>  <b>Retardation Mental Illness</b>  <b>Distortion of Limb/Spine</b></p> <p><b>* The Equal Employment Opportunity Commission targets these disabilities for extra recruitment efforts.</b></p>
--	---

**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