

ANNOUNCEMENT REQUEST Form

Please complete **ALL** required fields for an individual announcement. Ensure to include any additional information needed into the form below. Incomplete submissions may result in your request being delayed.

Note: If this request is for a re-announcement, the previously issued certificate(s) must be cleared to 2-or-less applicants, when applicable. Refer to the '[Request to Recruit and Re-announce](#)' SOP for more information.

Once complete, email this form to blm_fa_fires@blm.gov with the subject of "HR and Selecting Official Request"

This request is for Temporary, seasonal fire and fire support positions not-to-exceed 6 months (1039 hours). This form is in lieu of an SF-39.

Requesting:	ANNOUNCEMENT
Name of Selecting Official(s): (only 3 max)	
E-mail of Selecting Official(s): (only 3 max)	
Name of HR Specialist(s): (only 3 max)	
E-mail of HR Specialist(s): (only 3 max)	
Phone of HR Specialist(s): (only 3 max)	

<u>Position Information:</u>	
Agency: (ex: BIA or BLM)	
Location: (City, ST) *Enter one location unless this request is for a district with multiple locations.	
Agency/District: (if applicable)	
Title: (ex: Wildland Firefighter)	
Crew Type: (ex: Engine, Hand, Helitack, Hotshot)	
Pay Plan:	GS GW WG
Series:	
Grade(s): (ex: 03/04/05)	

<u>Announcement Information:</u>	
Is this a re-announcement?	Yes No
If Yes, then please provide reason and announcement number. (ex: No qualified applicants on BLM-FIRE-2025-002-DHA -or- certificate has 2 or less applicants on it.)	
Work Schedule:	Full-Time

Number of Positions: (add a concrete number or 'Few')	
Select PD Type:	DOI Agency Other
PD Number(s): (enter a unique PD # for each grade being requested for recruitment (ex: DX00100, DX00200, DX00300))	
IFPM Position: *Only add if applicable (ex: Senior Firefighter (SFF))	
Additional Selective Factor Requested: (If applicable, submit a Selective Factor Justification Form to FPO. This is in addition to IFPM. (ex: HECM))	
Desired Open Date:	
Desired Close Date:	
Travel: (ex: 76% or More)	

Additional Information:	
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