

# ANNOUNCEMENT REQUEST Form

Please fill in **ALL** of the information for an individual announcement. Ensure to include any additional information needed into the form below. If you do not complete all of the information, your request may be 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. Please see the '[Request to Recruit and Re-announce](#)' SOP for more information.

**Once complete, email this form to [blm\\_fa\\_fires@blm.gov](mailto:blm_fa_fires@blm.gov) with a subject of "HR and Selecting Official Request"**

This request is for a Temporary Seasonal Fire position NTE 6 months (1039).

Requesting:	ANNOUNCEMENT
Name of Selecting Official(s): (only 2 max)	
E-mail of Selecting Official(s): (only 2 max)	
Name of HR Contact(s): (only 2 max)	
E-mail of HR Contact(s): (only 2 max)	
Phone of HR Contact(s): (only 2 max)	

Position Information:	
Agency: (ex: BIA/BLM/FWS/NPS)	
Location: (City, State) (enter only one location unless it is for a district)	
Agency/Park/Refuge/District: (if applicable)	
Title: (ex: Wildland Firefighter)	
Crew Type: (ex: Engine, Hand, Helitack, Hotshot)	
Pay Plan:	GS                      WG
Series:	
Grade(s): (ex: 03/04/05/06/07)	

Announcement Information:	
Is this a re-announcement?	Yes                      No
If Yes, then please provide reason and Announcement Number. (ex: no qualified applicants on BLM-FIRE-2024-002-DHA -or- had 2 or less applicants on certificate.)	
Work Schedule:	Full-Time
Number of Positions: (add a concrete number or 'Few')	

<b>Select PD Type:</b>	DOI	Agency	Other
<b>PD Number(s):</b> (enter a unique PD # for each grade being requested for recruitment (ex: DX00100, DX00200, DX00300))			
<b>IFPM Position:</b> (ex: Senior Firefighter (SFF))			
<b>Additional Selective Factor Requested:</b> (If applicable, submit a Selective Factor Justification Form to FPO. This is in addition to IFPM. (ex: S-271))			
<b>Desired Open Date :</b>			
<b>Desired Close Date :</b>			
<b>Travel : (ex. 11 or more)</b>			

<b>Additional Information:</b>	
--------------------------------	--