

Fire Program Specialist

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

Summary

In this position you will work as a member of the US Fire Administration in Emmitsburg, MD. The ideal candidate is proficient in the review of fire incident reports, building and system design details and regulatory compliance and is adept at translating lessons learned into actionable guidance to reduce risks to the fire service and the public.

Overview

Accepting applications

Open & closing dates

🕒 02/13/2025 to 02/24/2025

Salary

\$120,579 - \$156,755 per year

Pay scale & grade

GS 13

Location

1 vacancy in the following location:

📍 Emmitsburg, MD

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

Service

Competitive

Promotion potential

None

Job family (Series)

[0301 Miscellaneous Administration And Program](#)

Supervisory status

No

Security clearance

[Not Required](#)

Drug test

No

Position sensitivity and risk

[Moderate Risk \(MR\)](#)

Trust determination process

[Suitability/Fitness](#)

Financial disclosure

[No](#)

Bargaining unit status

[Yes](#)

Announcement number

864090-CW-12687086-DE

Control number

831407600

This job is open to



[The public](#)

U.S. Citizens, Nationals or those who owe allegiance to the U.S.



[Career transition \(CTAP, ICTAP, RPL\)](#)

Federal employees who meet the definition of a "surplus" or "displaced" employee.

Clarification from the agency

Status candidates may also apply under 864090-CW-12687087-MP. This Job is open to: U.S. citizens.

Duties

What will I do in this position if hired?

In this position, you will monitor developments in fire service management and operations, public activities, and national developments that may warrant investigation and research to ensure that USFA is on the leading edge of relevant research and issues.

Typical assignments include:

- Identifying national research needs in the fields of fire detection, prevention and suppression technologies and practices; and emergent issues related to the fire protection and prevention community.
- Providing analysis of fire protection, life safety, fire department operations and other related issues for consideration in the areas of code adoption, compliance, and enforcement.
- Recommending projects for USFA funding and participation through the development of position papers, preparation of budget proposals, and documentation of relationships to established USFA goals.
- Locating individuals and organizations involved in relevant research and development activities, review and evaluate their credibility and, as appropriate, solicit their involvement in USFA initiatives through recognized procurement procedures.
- Organizing and coordinating the USFA building codes and standards work group and serve as the USFA liaison to FEMA and DHS codes and standards work groups and initiatives.

What else do I need to know?

At FEMA, our mission is to help people before, during and after disasters, and every employee at FEMA has a role in emergency management. Every FEMA employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to disaster sites. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.

Requirements

Conditions of Employment

To ensure the accomplishment of our mission, DHS requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo, successfully pass, and maintain a background investigation for **Public Trust** as a condition of placement into this position. This may include a credit check after initial job qualifications are determined, a review of financial issues, such as delinquency in the payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs (please visit: [Mythbuster on Federal Hiring Policies](#) for additional information). *For more information on background investigations for Federal jobs please visit [OPM Investigations](#).*

Please ensure you meet the qualification requirements described below.

Key Requirements:

1. You must be a U.S. citizen to apply for this position.
2. You must successfully pass a background investigation.
3. Selective Service registration required.
4. Current federal employees must meet time-in-grade requirements.
5. You must be able to obtain and maintain a Government credit card.
6. You must be able to deploy with little or no advance notice to anywhere in the United States and its territories for an extended period of time.
7. Please review the Additional Information section for additional key requirements.

Qualifications

The qualification requirements listed below must be met by the closing date of this announcement.

To qualify for this position at the GS-13 level, you must possess one full year of specialized experience equivalent to at least the GS-12 level in the Federal government, which has equipped you with the skills needed to successfully perform the duties of the position. Experience may be obtained in the federal government, a state or local government, or private sector, and must demonstrate the following:

- **Engaging or participating in consensus codes and standards development processes; AND**
- **Reviewing and implementing fire-related provisions in the built environment; AND**
- **Drafting, interpreting, and coordinating regulatory guidance.**

Please read the following important information to ensure we have everything we need to consider your application:

- Do not copy and paste the duties, specialized experience, or occupational assessment questionnaire from this announcement into your resume as that will not be considered a demonstration of your qualifications for this position.
- Please limit your resume to five pages. If more than five pages are submitted, only the first five pages will be reviewed to determine your eligibility and qualifications.
- Your resume serves as the basis for experience related qualification determinations, and you must highlight your most relevant and significant work experience and education (if applicable), as it relates to this job opportunity. Please use your own words, be clear, and specific when describing your work history. We cannot make assumptions regarding your experience.

Are you qualifying based on your work experience?

- **Qualifications are based on your ability to demonstrate in your resume that you possess one year of the specialized experience for this announcement at a comparable scope and responsibility.** To ensure all of the essential information is in your resume, we encourage you to use the [USAJOBS online Resume Builder](#). If you choose to use your own resume, it must contain the following information **organized by experience/position**: (1) job title, (2) name of employer, (3) start and end dates of each period of employment (from MM/DD/YY to MM/DD/YY), (4) detailed description of duties performed, accomplishments, and related skills, and (5) hours worked per week (part-time employment will be prorated in crediting experience). **Federal experience/positions must also include the occupational series, grade level, and dates in which you held each grade level.**
- **Are you a current or former FEMA Reservist/Disaster Assistance Employee (DAE) employee?** To accurately credit your experience from intermittent positions and Reservist Deployments, you must list the dates (from MM/DD/YY to MM/DD/YY) of deployments that are relevant to your qualifying experience, along with the job title and specific duties you were responsible for during each deployment.
- Determining length of General or Specialized Experience is dependent on the above information. Failure to provide the above information in your resume may result in your application being found "not qualified."
- Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills, and provides valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.
- For additional information on crediting experience and/or education, please reference the OPM [General Schedule Qualification Standards](#)

Education

No Educational Substitution: There is no educational substitution for this position, and you must meet the qualifications listed in the "requirements" section of this announcement.

Additional information

- If you receive a conditional offer of employment for this position, you will be required to complete an [Optional Form 306, Declaration for Federal Employment](#), and to sign and certify the accuracy of all information in your application, prior to entry on duty. False statements on

any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, fine, or imprisonment.

- The Fair Chance to Compete for Jobs Act prohibits the Department of Homeland Security and its Components from requesting an applicant's criminal history record **before** that individual receives a conditional offer of employment. In accordance with [5 U.S. Code § 9202\(c\)](#) and [5 C.F.R § 920.201](#) **certain positions are exempt from the provisions** of the Fair Chance to Compete Act. Applicants who believe they have been subjected to a violation of the Fair Chance to Compete for Jobs Act, may submit a written complaint to FEMA-Misconduct@fema.dhs.gov.
- DHS uses E-verify, an internet based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](#), including your rights and responsibilities.
- The Department of Homeland Security encourages persons with disabilities to apply, to include persons with intellectual, severe physical or psychiatric disabilities, as defined by 5 CFR § 213.3102(u), and/or Disabled Veterans with a compensable service-connected disability of 30 percent or more as defined by 5 CFR § 315.707. [Veterans](#), [Peace Corps/VISTA volunteers](#), and [persons with disabilities](#) possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the required documentation, click on the links above or contact the Servicing Human Resources Office listed at the bottom of this announcement.
- A one-year probationary period is required for new Federal competitive service employees and new supervisors and managers.
- Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.
- During the application process you will have an option to opt-in to make your resume available to hiring managers in the agency who have similar positions. Opting in does not impact your application for this announcement, nor does it guarantee further consideration for additional positions.
- This is a Bargaining Unit position.

Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits.](#)

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

We will review your [resume](#) and supporting documentation to ensure you meet the minimum qualification requirements. If you meet the minimum qualifications, your experience, education, and training will be rated using a job questionnaire that is based on the following competencies needed to perform this job:

If you meet the minimum qualifications, you will be placed in one of the following categories:

1. **Best Qualified:** Applicants possessing experience that substantially exceeds the minimum qualifications of the position and demonstrate high proficiency in all of the critical competencies, including all Selective Placement Factors (SPF), and appropriate Quality Ranking Factors (QRF) as determined by the job analysis.
2. **Well Qualified:** Applicants possessing experience that exceeds the minimum qualifications of the position and demonstrates acceptable proficiency in all of the critical competencies, including all SPF's and appropriate QRFs as determined by the job analysis.

3. **Qualified:** Applicants possessing experience that meets the minimum qualifications of the position and demonstrate basic proficiency in most of the critical competencies, including all SPFs and appropriate QRFs as determined by the job analysis.

If you are best qualified, you may be referred to the hiring manager for consideration and may be contacted for an interview.

We recommend that you preview the online questions for this announcement before you start the application process.

<https://apply.usastaffing.gov/ViewQuestionnaire/12687086>

Veterans: Qualified veterans who have a compensable service-connected disability of at least 10% are listed in the best-qualified category, except when the position being filled is scientific or professional at the GS-09 grade level, or higher. This position is not considered scientific/professional. Other 10-point preference eligibles and veterans with 5-point preference who meet the eligibility and qualification requirements are placed above non-preference eligibles within the category in which they qualify. View information on [veterans' preference](#).

Interagency/Career Transition Assistance Plan (ICTAP/CTAP) Eligibles: If you have never worked for the federal government, you are not ICTAP/CTAP eligible. View information about [ICTAP/CTAP eligibility](#) on OPM's Career Transition Resources website. To receive selection priority for this position, you must: 1) meet eligibility criteria for CTAP or ICTAP; 2) be rated well-qualified for the position; and, 3) submit the appropriate documentation to support your CTAP or ICTAP eligibility (see "Required Documents" section of this announcement). **Well-Qualified is defined as those applicants who are rated with a minimum score of 85.00 for this position.**

Interview Requirement: Interviews may be required for this position. Failure to complete the interview may result in removal from consideration.

Required Documents

Do not include any photos, personally identifying information (PII) (including birthday and social security numbers), or personal information such as age, sex, religious affiliation, medical history, etc. Resumes that include any of this information will be disqualified.

You must provide the following supporting documentation for your application package, including:

1. **Resume.** Please limit your resume to five pages. If more than five pages are submitted, only the first five pages will be reviewed to determine your eligibility and qualifications. For resume writing guidance, please review the requirements section of this announcement or visit the [USAJobs Resource Center](#).
2. **Responses to the job questionnaire.** You will be directed to the online job questionnaire once you begin the application process.
3. **Are you a veteran?** Submit Member Copy 4 of your DD-214 or other (Certificate of Release or Discharge from Active Duty) and/or documentation of service-connected disability. If applying based on eligibility under the Veterans Opportunity to Work (VOW) Act, you must submit certification from the Armed Forces that you will be discharged or released from active duty within 120 days from the date on the certification. Certifications must be on letterhead of the appropriate military branch and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service (e.g. honorable, dishonorable, general etc.). View more [veterans' information](#).
4. **Are you a current or former federal employee?** You will need to upload an SF-50 that demonstrates your experience at the next lower grade level. We recommend submitting a promotion with an effective date more than one year (1) year old or Within-Grade-Increase at the highest grade held. Award SF-50's do not include all the required information and will not be accepted.
5. **Are you claiming special priority selection rights under the Interagency/Career Transition Assistance Program (ICTAP/CTAP)?** Submit copies of your:
 - Agency Notice
 - Most recent performance rating, and
 - Most recent SF-50, Notification of personnel Action, noting your current position, grade level and duty location.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section above **by 11:59pm (EST) on the closing date of the announcement.**

- To begin, click the "Apply Online" button on the job announcement posting.
- Follow the directions to register or login if you have an existing account.
- Submit all required documents and complete the assessment questionnaire.
- Click the Submit Application button prior to 11:59 PM (ET) on the announcement closing date.
- Upon completion of your application, you will receive an acknowledgement email.

Applications and supporting documentation will not be accepted by mail or email. All application materials, including transcripts, must be in English. It is your responsibility to verify that any information entered or uploaded is received and is accurate. Determining your eligibility and qualifications is dependent on the supporting documentation and information provided, which may impact your referral for further consideration. If a document is not legible, Human Resources will not be able to view it in your application.

Incentives may be offered depending on funding availability, the difficulty of positions to fill, and qualifications of applicants

If you have questions about this announcement or the application process, please contact the Human Resources Specialist listed in the Agency Contact Information prior to the close of the announcement.

An employee, job applicant, or an individual acting on behalf of the employee, may request a Reasonable Accommodation by emailing fema-ocr-ra@fema.dhs.gov with "time sensitive" in the subject line.

To review the common definitions of terms found in this announcement, please visit the [DHS Common Definitions](#) page.

To update your application, including supporting documentation: During the announcement open period, return to your USAJOBS account, find your application record, and click **Edit my application**. This option will no longer be available once the announcement has closed.

To view the announcement status or your application status: Review your job status on your [Application Dashboard](#). Your application dashboard is where you can view your application status, USA Hire assessment completion status, and review your notifications sent by the hiring agency regarding your application.

Agency contact information

 Caitlin Williams

Phone

[202-718-0702](tel:202-718-0702)

Email

caitlin.williams@fema.dhs.gov

Next steps

Once you submit your application, we will assess your experience and training, identify the best-qualified applicants, and refer those applications to the hiring manager for further consideration and possible interviews. We will notify you by email after each of these steps has been completed.

If you are selected, you will be notified by phone or email with a tentative job offer. If you fail to respond, fail to meet the conditions of employment, or fail any other pre-employment requirements (such as the background investigation), we may rescind a tentative job offer.

For information on the Federal employment application process, please visit the [USA Jobs Help Center](#). Any offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Personnel Management (OPM) guidance and U.S. Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

The OPM must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Criminal history inquiries](#)

[Financial suitability](#)

[Privacy Act](#)

[Selective Service](#)

[Social security number request](#)

[Equal Employment Opportunity \(EEO\) Policy](#)

[New employee probationary period](#)

[Reasonable accommodation policy](#)

[Signature and false statements](#)