

2019 Directorate Resource Assistants Fellows Program (DFP)



In 2019, the U.S. Fish & Wildlife Service (FWS) will partner with the Student Conservation Association (SCA) to administer the FWS Directorate Resource Assistant Fellows Program (DFP). The DFP is an 11-week fellowship working on projects that support FWS conservation priorities. Eligible students who are pursuing degrees in biological science and/or natural resources management will possess the desired qualifications to apply for participation in the FWS 2019 DFP.

Contact an FWS Recruiter with questions at: connect@fws.gov

DFP Eligibility Requirements:

- Students must be enrolled or accepted for enrollment in an undergraduate (rising seniors) or graduate degree program, and who will not complete their degree requirements prior to the completion of the 2019 DFP 11-weeks fellowship
- US citizen or permanent resident
- Must be 18 years of age
- Males born after December 31, 1959, and are at least 18 years of age, must register with the Selective Service System, unless they meet certain exemptions
- Cumulative GPA must be 3.0 or higher
- Available for 12 weeks (1 week orientation plus 11 week fellowship)
- Must be able to pass a criminal background check
- Demonstrated interest education and/or experience in fish and wildlife conservation

Benefits

- Housing provided in select locations.
- Living allowance— paid bi-weekly.
- Travel allowance.

- 1-week orientation at the FWS National Conservation Training Center in Shepherdstown, WV.
- Hands-on experience.
- Fellows may be eligible for a permanent position in the FWS after successfully completing their fellowship and degree requirements.

Application Instructions

1. Complete your fellowship application online via the Student Conservation Association (SCA) application portal. This must be completed by **February 15, 2019**. Go to <http://thesca.force.com/members/NewRegistration>
2. Add the application code **PO-00727173** to your application.
3. Attach a résumé and a copy of your college transcripts (unofficial is acceptable).
4. Complete the following essay questions:
 - a. Why do you want to serve?
 - b. What do you hope to gain?
 - c. What makes you a strong candidate?
5. Submit the names of two references along with their phone numbers and email addresses. A reference letter request will automatically be sent upon your submission of your reference's email addresses.
6. Once you complete your SCA application that includes all the steps above. SCA will review it to determine your eligibility for the 2019 DFP.
7. If eligible, SCA will invite you to apply to specific projects, located through the United States and its territories. You will have only a few days to respond.
8. SCA will verify whether you qualify for the projects that you selected, and will forward qualified applications to FWS hiring officials.

***NOTE:** Please plan for up to 1 hour to complete the SCA application. For SCA application questions, contact Patrick Stephens (pstephens@thesca.org).

Reasonable Accommodation Policy Statement: Federal agencies must provide a reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and/or hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



<http://www.fws.gov>

Instructions for Initial Application to the FWS Directorate Fellows Program:

Complete your fellowship application online via the Student Conservation Association (SCA) application portal by **February 15th, 2019**. Please plan for at least 1 hour to complete the SCA application. For any SCA application questions, contact Patrick Stephens (pstephens@thesca.org).

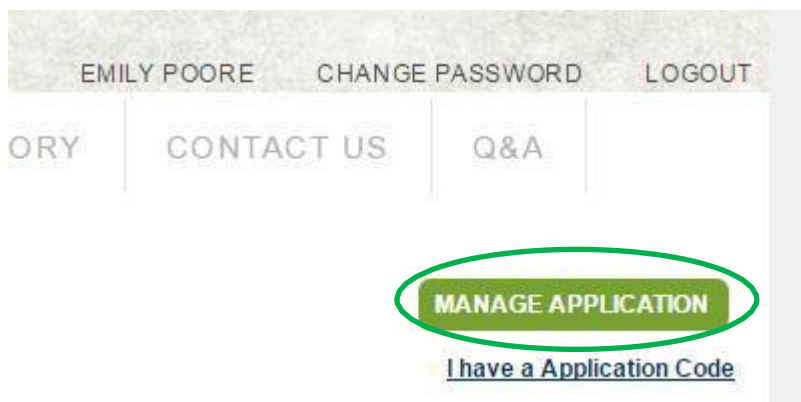
1. Go to www.thesca.org and click on the “Apply” button in the upper right hand corner.



2. Fill out the requested personal information, enter **PO-00727173** in the “Application Code” box, and click continue.

 A screenshot of the 'My SCA' application form. The form is titled 'My SCA' and includes the text 'Apply for one of our programs. You'll love it!'. The form contains several input fields: 'First Name', 'Middle Initial', 'Last Name', 'Email address', 'Age Range' (a dropdown menu currently set to '--None--'), 'Phone Number', and 'Application Code (Optional)'. The 'Application Code (Optional)' field is circled in green. Below the form is a green 'CONTINUE!' button. At the bottom, there is a link that says 'Already a member? Login here.'

3. Click on the “Manage Application” button in the upper right.



4. Complete the Basic Application fields.

5. Select “Conservation Corps & Internship Application” from the Program Application tab.

Step 1 Basic Application	Step 2 Program Application	Step 3 Final Application
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- Basic Application -
- Program Application -
- Community Crew Application - Eligible -
- Leader Application - Eligible -
- National/Regional Youth Crew Application -
- Conservation Corps & Internship Application - Eligible** - **Application Status: Draft** -
- Final Application -

6. The full program application will be forwarded to hiring managers, so we highly recommend completing all sections of the program application (including short answers, skills and abilities, and references). Be prepared to answer the following short answer questions: why do you want to serve, what do you hope to gain, and what makes you a strong candidate?
7. Have contact information ready for at least two references (phone numbers and email addresses). A reference request form will automatically be sent to each reference upon your input of their email address.
8. Upload a current resume and college transcripts in the “Documentation” section. (Transcripts are required to demonstrate the required minimum 3.0 GPA. Unofficial transcripts are accepted during the application process)
9. If you did not add the application code at the beginning, you will be asked to pay an application fee before submitting your application. This fee will be waived by adding the application code from your account landing page. Click on the “I have an application code” link in the upper right hand corner and enter **PO-00727173**.

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MANAGE APPLICATION

I have an Application Code

10. Once you complete your application in the SCA portal, SCA will review it to determine your eligibility for the 2019 DFP. All candidates will be notified as to their eligibility status.
11. **If you are eligible for the 2019 DFP, SCA will send you an email inviting you to apply to specific DFP projects, located throughout the United States and its territories.** The open period to apply for the actual projects will occur in late January or early February. You may have only a few days to apply to specific projects, so please keep an eye on the email account used to establish your SCA application.
12. SCA will review your application again to determine if you meet the qualifications requirement(s) for the specific projects for which you have applied. Sometime after the DFP announcement to apply for projects closes, SCA will begin notifying qualified candidates about which projects received their application.

Note: All applications to the DFP position that include an attached resume and transcripts will be considered. The SCA application fit rating does not apply to this program.