

## Executive Staff

Anthony Haynes  
Warden

Clinton Smith  
Associate Warden

Denese Heuett  
Associate Warden

Jeffrey Peterson  
Associate Warden

Charles Harding  
Camp Administrator/Executive  
Assistant

Jaysen Relvas  
Captain

Patrick Wise  
Deputy Captain



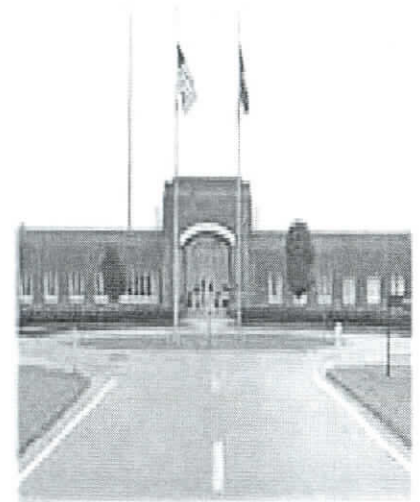
## Occupations in the Federal Bureau of Prisons

Accountant  
Accounting Technician  
Air Conditioning Equipment Mechanic (HVAC)  
Attorney and Summer Law Intern  
Automotive Mechanic  
Carpenter and Electrician  
Chaplain  
Clinical and Counseling Psychologist  
Contract Specialist  
Correctional Officer  
Correctional Treatment Specialist  
Dentist and Dental Hygienist  
Drug Treatment Specialist  
Employee Services Specialists  
Fabric Worker and Upholsterer  
Food Service  
Health Service Administrator  
Human Resource Specialist  
Information Technology Specialist  
Legal Instrument Examiner  
Maintenance Mechanic  
Medical Officer  
Medical Records Technician  
Nurse Practitioner  
Painter  
Pharmacist  
Physical Therapist  
Physician Assistant  
Psychologist  
Plumber  
Recreation Specialist  
Registered Nurse  
Safety Specialist  
Secretary  
Sheet Metal Mechanic  
Teacher  
Training Instructor  
Utility Systems Repairer-Operator  
UNICOR- Industries and Education

For more information about employment  
opportunities, call 1-800-347-7744 or view  
our web page at: [www.bop.gov](http://www.bop.gov)

## Federal Bureau of Prisons

### FCC Forrest City



P.O. Box 7000  
Forrest City, AR 72336  
(870) 630-6000  
(870) 494-4200

[www.bop.gov](http://www.bop.gov)  
[www.usajobs.gov](http://www.usajobs.gov)

## FCC Forrest City

## Jewel of the Delta

## Staff Ratio

### Federal Bureau of Prisons Mission Statement

It is the mission of the Federal Bureau of Prisons to protect society by confining offenders in the controlled environments of prison and community-based facilities that are safe, humane, cost-efficient, and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

### FCC Forrest City

FCC Forrest City is the first Federal Prison in the State of Arkansas. The Federal Correctional Complex houses male offenders committed by United States District Courts and is comprised of the following facilities: The Minimum and Low security level facility is currently housing 2000 male offenders. The medium security level facility was activated in 2004 and is currently housing 1800 male offenders.

The Federal Correctional Complex Forrest City is located 45 miles west of Memphis, Tennessee; 89 miles east of Little Rock, Arkansas; and 55 miles south of Jonesboro, Arkansas. Set on the western edge of Crowley's Ridge, Forrest City, dubbed "Jewel of the Delta", gives you the best of two worlds. On one hand there's a friendly, small town atmosphere and low cost of living. On the other hand you have easy access to the cosmopolitan offerings of nearby Memphis, Little Rock, and Jonesboro. Forrest City is the largest of ten municipalities of St. Francis County located in North East Arkansas. St. Francis County was originally recognized by the Arkansas Territorial Legislature in October 1827. The county was named after the St. Francis River, a major Route for pioneer traffic. Forrest City was founded in 1866 when the railroad from Memphis to Little Rock was cut through Crowley's Ridge. Cherokee Indians lived on Crowley's Ridge beside a clear stream known as Village Creek. The area where the Indians settled is now the largest state park in Arkansas, Village Creek State Park. Outdoor recreation opportunities are superb with excellent fishing, hunting, camping, boating and golfing. If you want a break from small-town life, Memphis, Little Rock and Jonesboro are close by with fine dining, world renowned Bar-B-Q, opera, symphony, live theater, museums and zoos. Southland Greyhound Park in West Memphis offers daily races and several casinos are located on the Mississippi River just south of Memphis in Tunica, Mississippi. Come discover the friendly people, the hometown pride and other qualities which make Forrest City a great place to live, work, and play.

### Why is it Great to work for the Federal Bureau of Prisons?

The Bureau of Prisons requires high standards of safety, security, sanitation, and discipline, which promotes a physical and emotionally sound environment for both staff and inmates. "All" Bureau of Prisons staff share a common role as "Correctional Workers First", requiring a mutual responsibility for maintaining safe and secure institutions regardless of one's position, tenure, or other factors.

#### Staff by Gender, Race, and Ethnicity

Male:	409
Female:	186
White American:	276
African American:	146
Hispanic American:	11
Asian American:	3
Native American:	8
Other.....	126



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# FEDERAL BUREAU OF PRISONS

## FEDERAL CORRECTIONAL COMPLEX FORREST CITY ARKANSAS

AN AGENCY OF THE U.S. DEPARTMENT OF JUSTICE FILLED WITH A VARIETY OF CAREERS

### Do Your Career Justice!

Why is it Great to Work for the Federal Bureau of Prisons? The Bureau of Prisons requires high standards of safety, security, sanitation, and discipline, which promotes a physical and emotionally sound environment for both staff and inmates. "All" Bureau of Prisons staff share a common role as "Correctional Workers First", requiring a mutual responsibility for maintaining safe and secure institutions regardless of one's position, tenure, or other factors.

#### About Us:

The Federal Bureau of Prisons (BOP) is composed of a diverse group of more than 37,000 career minded individuals which make up what is often referred to as the "bureau family". The BOP continues to have growth and has more than 118 facilities across the country to include Hawaii and Puerto Rico. We encourage you to explore our website at [www.bop.gov](http://www.bop.gov) and consider a career with our agency.

#### Qualifications:

The largest percentage of our staff are Correctional Officers and to qualify for this position you must have completed at least one of the following: A full 4 year course of study in any field leading to a Bachelor's Degree by an accredited institution, a Bachelor's Degree, or the equivalent of at least 3 years of full time general experience performing duties such as guidance, counseling, emergency response, supervising, management, teaching, or sales. Pertinent volunteer experience is also acceptable.

#### Age:

At the time of appointment applicants must not have reached their 37<sup>th</sup> birthday. The age requirement can be waived for Veterans, Psychologists, Chaplains, and most medical positions.

#### Salary:

Salaries are based on the position and location of the job you are selected to fill. The Law Enforcement Special Salary Rate and Locality pay scale may vary from the General Schedule and Locality pay scale.

#### Leave:

All full time employees earn 13 days of sick leave per year. There are also 10 paid Federal Government holidays each calendar year. Vacation or Annual Leave is earned in increments of 4, 6, or 8 hours per two week pay period based on the number of years of Federal service.

#### Insurance:

There are a variety of health insurance options available to Federal employees and the Government pays anywhere from 60 to 72 percent of the cost

depending on the health plan you select. A basic life insurance plan is automatic and is effective for new employees on day one. There are optional life insurance policies that are also available for purchase.

#### Retirement:

An employee may retire at the age of 50 after 20 years of service or at any age after 25 years of service.

#### Thrift Savings Plan:

The purpose of TSP is to provide retirement income. TSP offers Federal civilian employees the same type of savings and tax benefits that many private corporations offer their employees under "401K" plans.

#### Contact Information:

We encourage you to consider a career in corrections within our bureau family. You can learn more about us and the Federal Bureau of Prisons at our website: <http://www.bop.gov/> and/or on the official job site at [www.usajobs.gov](http://www.usajobs.gov).

FCC Forrest City Low  
(870) 630-6000

FCC Forrest City Medium  
(870) 494-4200



**EFFECTIVE JANUARY 2013**  
*Annual Rates by Grade and Step*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$20,324	\$21,003	\$21,679	\$22,351	\$23,027	\$23,424	\$24,092	\$24,766	\$24,792	\$25,422
2	22,851	23,395	24,151	24,792	25,071	25,808	26,546	27,283	28,021	28,758
3	29,919	30,750	31,581	32,412	33,243	34,074	34,906	35,737	36,568	37,399
4	33,586	34,519	35,451	36,384	37,317	38,249	39,182	40,115	41,047	41,980
5	38,619	39,663	40,706	41,749	42,793	43,836	44,880	45,923	46,967	48,010
6	40,723	41,886	43,050	44,213	45,376	46,540	47,703	48,866	50,029	51,193
7	43,964	45,258	46,551	47,844	49,138	50,431	51,725	53,018	54,312	55,605
8	45,823	47,254	48,686	50,117	51,549	52,981	54,412	55,844	57,275	58,707
9	49,029	50,611	52,192	53,773	55,354	56,935	58,516	60,097	61,678	63,259
10	53,994	55,736	57,478	59,221	60,963	62,705	64,447	66,189	67,931	69,673
11	57,408	59,321	61,234	63,148	65,061	66,974	68,888	70,801	72,714	74,628
12	68,809	71,102	73,396	75,689	77,983	80,276	82,570	84,863	87,157	89,450
13	81,823	84,550	87,278	90,005	92,732	95,459	98,187	100,914	103,641	106,369
14	96,690	99,913	103,136	106,358	109,581	112,804	116,027	119,249	122,472	125,695
15	113,735	117,527	121,318	125,109	128,900	132,692	136,483	140,274	144,065	147,857

**APPLICATION STEPS - APPLYING FOR A JOB AT THE FEDERAL BUREAU OF PRISONS**

**STEP 1: Research the Job Opportunities**

Is the Federal Bureau of Prisons right for you? The information presented on this website should help you decide, and we encourage all potential applicants to browse our site to learn more about the BOP and available career opportunities.

Applicants for Correctional Officer, Clinical Psychologist, Dental Officer, Medical Officer, Nurse Practitioner, Physician Assistant, and Registered Nurse can click on the job title above for more information on each and apply online at USAJOBS. These positions are open continuously and you can apply at any time. Follow the on-screen instructions to register with USAJOBS. After you register, you will be able to view vacancies and apply online.

Applicants for all other BOP job opportunities, i.e., Information Technology, Administrative, and all other positions not listed above, must use the USAJOBS website to search for current vacancies within the Bureau of Prisons. The search can be limited by location, series, and/or job title. Please note, you may also find some vacancy announcements for continuously open positions listed on USAJOBS.

Read the Bureau of Prisons' Eligibility & Pre-Employment Statements.

Read through the Bureau's General Information section for more information on qualifications and careers in the BOP.

**STEP 2: Read the Vacancy Announcement and Obtain Your Forms**

Once you have found a job opportunity that interests you using STEP 1, you will need more information on the specific opportunity and appropriate application forms. Use USAJOBS to obtain a copy of the vacancy announcement. Most of the questions you have will be answered as you read through the announcement. You can obtain forms on the OPM website at [www.opm.gov/forms/html/of.asp](http://www.opm.gov/forms/html/of.asp). Check our Career FAQs for additional information and obtain a copy of the OPM publication "Applying for a Federal Job" (OF-510).

**STEP 3: Follow the Application Instructions**

**BOP: Application Steps - Applying For a Job**

Use USAJOBS to apply online for the BOP's open continuous positions listed in Step 1.

All other jobs, unless an online application is specified, require that applicants submit a written application form. Applicants may submit a resume or the Optional Application Form for Federal Employment, OF-612, which can be easily downloaded in either Word or PDF (Adobe) format at <http://www.opm.aov/forms/html/of.asp>. We also have the OF-612 in WordPerfect9 format.

Whatever application method is required, it is essential that you follow the instructions given in the

vacancy announcement and that your application contains the following:

**Job Information:** Announcement number, title, and grade.

**Personal information:** Full name, mailing address, day and evening phone numbers, and social security number.

**Education:** High school name, city, and state; names of colleges or universities, city, and state, majors, and type and year of any degrees received.

**Work Experience:** Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours worked per week, and salary.

**Other Qualifications:** Job-related training courses (title and year), job-related skills, job-related certifications and licenses, and job-related honors and awards.

**Current Federal Employees:** If you are currently a Federal employee, include a copy of your most recent performance appraisal that reflects performance in a job related to the job for which you are applying. In addition, if you are applying for a vacancy based on your competitive status or eligibility for reinstatement to competitive Federal service, you must include your "Notification of Personnel Action" (SF-50), which verifies that you are a career or career conditional employee in the competitive service or verifies that you are eligible for reinstatement to the competitive service.