



# Applying for Fire Jobs with Nevada BLM Fire & Aviation



## **What kinds of fire jobs are available with the BLM in Nevada?**

The Bureau of Land Management in Nevada is organized into six district offices (Elko, Winnemucca, Carson City, Ely, Southern Nevada, and Battle Mountain). Each of these Districts has a fire management program that consists of fire engine crews, fuels management personnel, dispatch personnel, and fire management personnel. In addition, some Districts have helitack crews (firefighters delivered by helicopter who work to put out fires using bucket drops from the helicopter), and Interagency Hotshot Crews (highly trained and organized 20-person hand crews that construct fire line to extinguish fires). Most firefighting jobs are **seasonal in nature; Nevada's fire season usually begins around May 1 and ends around October 1**. While firefighters in Nevada are primarily used for initial attack on fires within their district, firefighters are routinely dispatched nationwide depending on fire danger and the time of season.

### **Engine Crew**

As a fire engine crew member, you will travel to fire locations in four wheel drive engines, frequently over unimproved roads. You will be responsible for the safety of the engine, maintenance needs, and optimum utilization of water, foam, and water handling equipment. You will work with specialized firefighting equipment and perform many strenuous activities; including construction of fireline with hand tools, hose lays, burnout operations, and mopping up hotspots near the fire's edge.



### **Helitack Crew**



As a helitack crew member, you will serve as member or leader of a wildland fire suppression crew, which specializes in helicopter operations. Helicopter operations may include loading helicopter cargo and completing manifests of crews and equipment being transported. You may land at or near a fire or rappel from a hovering helicopter in remote areas to construct helispots or to initial attack fires. You will build firelines using hand tools, chainsaws and support equipment.

**Hotshot Crew**

As a hotshot, you will serve as a crew member or leader of a 20-person organized Interagency Hotshot Crew (IHC) fire suppression crew building fire lines, conducting burn out operations, and mopping up after the fire using chainsaws and hand tools such as Pulaskis and shovels. Your crew will be made up of temporary-seasonal, career-seasonal, and permanent personnel. Hotshot crews draw specialized assignments that reflect their higher levels of experience and training, and they're often dispatched nationwide to larger fires.



**Fuels Module Crew**

Fuels module crew member positions require wildland firefighting experience or training. Fuels module crewmembers work in the field preparing fuels reductions projects using tools such as chainsaws and hand tools. Crewmembers are also used to monitor, observe, and record fire behavior and ensure resource objectives are being achieved through the use of naturally ignited wildland fire or prescribed fire.

**Dispatcher**

As a fire dispatcher, you will operate radio consoles, telephones, photocopiers, fax machines and computer terminals to order and dispatch resources for fire suppression purposes nationwide. You will be responsible for processing information on fire weather conditions, forecasts and other factors affecting wildland fire management.



**There are three types of "Appointments" (Types of Positions) for most fire jobs:**

- **"Temporary-Seasonal"** positions are seasonal in nature, and last no more than 180 days (6 months). Temporary Seasonal positions have no health or insurance benefits and are not covered under a Federal Retirement system, but employees in these positions earn annual (vacation) and sick leave. These positions are entry-level, and have pay grades that do not require prior fire experience, although several pay grades in these positions do require prior firefighting experience. These positions are typically filled with entry-level firefighters, or firefighters that are attending college, since they have no requirement for a minimum time worked. Pay grades for these positions range from GS-02 through GS-05.
- **"Career-Seasonal"** positions are also seasonal in nature, with the BLM guaranteeing and requiring at least 6 months of employment per year, which can be extended up to 9 months. These positions are generally at higher pay grades, require multiple seasons of prior fire experience, and may be supervisory in nature. Employees in these positions are eligible for health and life insurance, Thrift Savings Plan, annual (vacation) and sick leave and will be covered under a Federal Retirement system. Pay grades for these positions range from GS-04 through GS-09.
- **"Career"** positions are full-time, year-round professional fire management positions. These positions require prior firefighting experience, and require prior experience in a Career-Seasonal or Career positions to qualify. In addition, some of these positions also require a minimum number of biological sciences college credits or a college degree. Employees in these positions are eligible for health and life insurance, Thrift Savings Plan, annual (vacation) and sick leave and will be covered under a Federal Retirement system. Pay grades for these positions range from GS-09 through GS-15.

All of these types of positions may require a pre-employment drug test and mandatory completion of a physical exam and a physical fitness test known as the Arduous Pack Test (the applicant must be able to walk three miles on flat ground carrying a 45-lb. pack in less than 45 minutes).

Currently the BLM requires on-line applications for all positions, to search for wildland fire jobs under the Department of the Interior, go to the **USAJOBS Website** found at:

<http://jobsearch.usajobs.gov/series.aspx>

From this page you can search for jobs found under a particular series. Most wildland firefighting jobs are classified under the 0455 (Range Aid/Technician) and 0462 (Forestry Aid/Technician) series. Fire management positions, generally GS-09 and above, are classified under the 0401 (Biological and Natural Resources) series. Dispatch positions are classified under the 2151 (Dispatcher), 0455, 0462, or 0401 series. From the USAJOBS link above, you can also filter search results based on location and/or federal agency if so desired.

**STEP ONE:** Determine what Pay Grade you qualify for. Refer to the information below to determine what GS grade you qualify for. This information shows the minimum required **experience and "time in grade"** (length of time in a certain position at a certain pay grade) **requirements to qualify for fire jobs at each pay grade, as well as "Selective Factors"** (additional requirements for a certain pay grade). Pay grades are set up at intervals; GS-02 through GS-07 ("**GS**" means **General Schedule- it's a payroll system, and each grade is basically \$1-\$1.50** apart). Hourly rates shown are based on the 2009 Salary Table, for current salary tables visit the **Office of Personnel Management's website at:** <http://www.opm.gov> (follow the Salaries and Wages link on the right hand side of the home page).

**To qualify for a GS-02 (\$10.76/hr), you must meet at least one of the following:**

- 3 months or 1 season of general experience OR
- Have graduated from high school or the equivalent.

**To qualify for a GS-03 (\$11.74/hr), you must meet at least one of the following:**

- 6 months of general experience; OR
- At least one year of education above the high school level, which included at least 6 semester hours in any combination of the following courses: range management; range conservation; agriculture; forestry; wildlife management; engineering; biology; mathematics; other natural or physical sciences; OR
- An equivalent combination of education and experience specified above.

**To qualify for a GS-04 (\$13.18/hr), you must meet at least one of the following AND the Selective Factor:**

- 6 months of general experience AND 6 months of specialized experience OR
- 2 years of education above the high school level which included at least 12 semester hours in any combination of the following courses: forestry, agriculture, crop or plant science, range management or conservation, wildlife management, watershed management, soil science, natural resources (except marine biology and oceanography), outdoor recreation management, civil or forest engineering, or wildland fire science. No more than 3 semester hours of mathematics is credible toward this requirement; OR
- An equivalent combination of the education and experience specified above.

**SELECTIVE FACTOR for GS-04:** In addition to the basic qualifications, you must have the following for the GS-04: 90 days of wildland fire experience.

**To qualify for a GS-05 (\$14.74/hr), you must meet at least one of the following AND the Selective Factor:**

- 12 months of specialized experience equivalent to the GS-4 level duties; OR
- Successful completion of a 4 year course of study above high school leading to a bachelor's degree with either
  1. A major study in forestry, range management or agriculture; or a subject matter field directly related to the position; OR
  2. At least 24 semester hours in any combination of the following courses: forestry, agriculture, crop or plant science, range management or conservation, wildlife management, watershed management, soil science, natural resources (except marine biology and oceanography), outdoor recreation management, civil or forest engineering, or wildland fire science. No more than 6 semester hours of mathematics is creditable. The level of course work must have been equivalent to at least the junior- and senior-year levels of a baccalaureate program; OR
- A combination of education and experience that is directly related to the work of this position.

**SELECTIVE FACTOR for GS-05:** In addition to the basic qualifications, you must have the following for the GS-05: FFT1 qualified or have 180 days of wildland fire experience.

\* Beginning October 1, 2010, current employees and applicants will be required to meet the full Interagency Fire Program Management (IFPM) qualification requirements. To qualify for the GS-5, applicants will be required to be FFT1 and have completed S-290.

**GS-06 (\$16.44/hr) and above – Refer to job announcement for time in grade requirements, specialized work experience, educational requirements, and selective factors related to the position being applied for.**

\*\* **Wildland Fire Experience** is on-the-line wildland firefighting experience gained through containment, control, suppression, or use of wildland fire. This experience can be met by serving in a temporary, seasonal, or equivalent private sector fire position. Periods of wildland firefighting experience, gained through militia and rural fire departments, can also be credited. Wildland fire is defined as any non-structure fire that occurs in the wildland.

\*\* **Specialized Work Experience** is considered on-the-line wildland fire experience in forest or range fire control, prevention or suppression work.

**STEP TWO:** Determine what type of position you are interested in, search for positions available on USAJOBS, and build your resume using the USAJOBS Resume Builder.

In an effort to drive the Federal hiring process toward a universal application format, the Office of Personnel Management (OPM) gathered together several agencies from around the government to create one resume format that would include all of the crucial data required for Federal application into one uniform resume format.



The product that resulted was the USAJOBS Resume Builder. The USAJOBS Resume Builder allows you to create one uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities. (**Note: You will need a valid email address to set up an account with USAJOBS**)

To Access the USAJOBS Resume Builder:

- 1) From the USAJOBS Home Page at <http://www.usajobs.opm.gov>, Click on the **MY USAJOBS** tab found near the top of the screen.
- 2) If you are an existing user, type in your username and password. If you have never used USAJOBS before, you will have to click on the **"Create your account now!"** button in the center of the screen.
- 3) Fill in all required information (shown with a red asterisk \*) and click the **"Submit"** button. Be sure you write down your username and password so you can access your account.
- 4) Once your account is created, new links will appear under the main tabs. Click on **"Resume"**, and then click the **"Create a New Resume"** button.
- 5) Under **"Confidentiality"**, select either Confidential or Non-Confidential based on whether or not you want employers to be able to review your resume without having to first apply for the position.




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- 6) Under "**Candidate Information**", complete all required fields. Ensure contact information is correct so agencies can contact you for an interview. **(NOTE: In the field headers a  link is available; clicking on this link will bring up a help screen that has further details about the required information. There are also links directly after the fields that provide more details.)**
- 7) Under "**Work Experience**", complete all required information. Include whether or not current supervisor may be contacted and provide contact information. Under "Duties, Accomplishments, and Related Skills" provide a thorough description of job duties. Ensure that you list everything and don't sell yourself short. If you have previous wildland fire experience, be sure to list qualifications and duties. **For previous wildland fire experience, list the GS level and starting / ending dates for all of your past experience giving MM/DD/YY details for each job, especially if you are attempting to qualify for a higher grade level.** Additionally, if you are applying for a position that has a selective factor of being qualified as a FFT1 and ICT5, you must include this in your resume. If you have no work experience, list any volunteer work experience that is applicable to the position being applied for. If you have more than one work experience block, click on the  button and complete the same information. Continue until all work experience has been completed and added to the resume.
- 8) Under "**Education**", complete all required information, starting with your most recent educational experience and working backwards in chronological order. Make sure that you include high school or equivalency. If you are using education to attempt to qualify for a higher grade level, it must be supported in this section of the resume.
- 9) Under "**Job Related Training**", use this optional section to include job-related training on your resume. Include seminars, training courses, continuing education, and other training that you've taken that relates to your continuing professional development. If you have previous wildland fire experience, use this section to list all completed NWCG training courses.
- 10) Complete all "**Related Information**" that is applicable to you, including References, Additional Language Skills, Affiliations, Professional Publications, Additional Information, Availability, and Desired Locations. Be sure to include at least three references, two of which should be professional references who were not previous supervisors already listed in your work experience (Co-Workers, Professional Acquaintances, Teachers, Professors, School Counselors, or Coaches all make good references). Include current contact information for references to employers can contact them. Under "**Availability**" check all the types of appointments you are interested in applying for. Under "**Desired Location**" select those locations you are interested in working. Ensure that you use the "**ADD**" button to add the desired location to the field on the right hand side of the screen.
- 11) The last step is completing the "**Spell Check**" and "**Activating**" your resume. If you "**Activate**" your resume, employers will be able to search your resume for recruitment. If you do not choose this option, select "**Save for Later**". (Note: Choosing not to "**Activate**" does not affect your ability to apply for positions, it only makes it unsearchable by employers doing recruitment searches). Once you save your resume, you can access it again by logging in under "**MY USAJOBS**". After you log in you can view and edit your resume at any time. Be sure that your resume is current and up to date prior to applying for a position.

**STEP THREE – After you have determined which GS level you qualify for and build your resume, you are ready to search and apply for vacancy announcements listed on USAJOBS. Follow the steps below to search and apply for jobs using USAJOBS.**

- 1) Start by going to the USAJOBS website at <http://usajobs.opm.gov>
- 2) Click on the **"Search Jobs"** tab found at the top of the screen.
- 3) This will take you to a new page and add new links under the tab, click on the **"Series Search"** link found underneath the main tabs.



- 4) Now, you can search for jobs classified under a particular series and filter out jobs that you are not interested in. Under the **"Series Number Search"** field search for wildland fire jobs in either the 0455 (Range Aid/Technician), 0462 (Forestry Aid/Technician), 0401 (Biological and Natural Resources), or 2151 (Dispatcher) job series. The majority of wildland fire jobs are classified as 0455 and / or 0462 series. Fire management positions (generally GS-09 and above) are classified under the 0401 series. Dispatch positions are classified under 0455, 0462, 2151, and 0401 series. When searching for wildland fire jobs, start with the 0455 series before searching for other series. From the **"Occupational Series"** frame, you can select a single series to search, multiple series (hold CTRL + left click), or ALL SERIES.
- 5) Select the location (s) that you are interested in applying for. You can select a single location, multiple locations (hold CTRL + left click), or Select All to search for jobs without filtering for location.
- 6) Under **"Pay Grade (GS)"**, select the range of GS levels that you qualify for based on STEP 1 (page 5) of this document.
- 7) Under **"Applicant Eligibility"**, if you have never had a job with the federal government under a career or career-seasonal appointment (not temporary-seasonal), or if you are not a veteran of the armed services, select NO. If you believe you meet the criteria listed, select YES. Click the **"Search for Jobs"** button and all jobs that meet your search criteria will be displayed.
- 8) The next page will show all of the jobs that match your search criteria. This page will show the closing date, job summary, agency, location, and salary for each of the positions that matched your search criteria. Clicking on the hyperlinked Job Summary Title will take you to the full announcement. **(TIP: If you search produced no results, go back to the search page and expand your search criteria.)**
- 9) The job announcement contains important information such as job duties, open period, closing dates, duty locations, qualifications, benefits, and directions on how to apply. Be sure that you read the announcement thoroughly to ensure that you qualify for the job and you understand how to apply. Once you are ready to apply, click .
- 10) You will type in your USAJOBS username and password. Once you have logged in, you will select the resume that you input into USAJOBS. After selecting the resume, click on the **"Send Updated Resume"** button. **(NOTE: Make sure your resume in USAJOBS is up to date and complete before completing steps 9-10.)**
- 11) You will be automatically redirected to the BLM Enterprise Hiring System website where you will continue the application process (STEP FOUR).

## Hints, Tips and Explanations

- **FIRST AND FOREMOST, READ THE ENTIRE ANNOUNCEMENT PRIOR TO APPLYING AND ENSURE YOU UNDERSTAND WHAT YOU ARE REQUIRED TO DO TO SUCCESSFULLY APPLY FOR THE POSITION YOU ARE INTERESTED IN!**
- Pay special attention to the "Qualifications" and "How to Apply" section. Gather any required supporting documentation materials (i.e. IQCS Master Record, Red Card, SF-50, College Transcripts, etc) and understand how to attach this to your application (**STEP 5**).
- Multiple grade levels within one position: these positions are advertised with multiple grade levels (For example, GS-04/05). This means that the Full-Performance level for this position is GS-05, but applicants can enter the position at the GS-04 level, which is considered a developmental level for the position. Temporary-seasonal positions have no promotional potential during the appointment.
- Seasonal positions and announcement numbers are found starting on page 15 of this document. The process for applying to seasonal positions is the same as applying for career-seasonal positions; USAJOBS will redirect you to the DOI FIRE JOBS website to actually apply for the positions.
- Refer to job announcement for time in grade requirements, specialized work experience, educational requirements, and selective factors required for the position being applied for.
- **ENSURE THAT THE EXPERIENCE BLOCKS IN YOUR RESUME REFLECT HOW YOUR PAST WORK EXPERIENCE SUPPORTS AND REFLECTS THE SPECIALIZED EXPERIENCE, SELECTIVE FACTORS, AND KNOWLEDGE / SKILLS / ABILITIES (KSAs) REQUIRED FOR THE POSITION AS LISTED IN THE JOB ANNOUNCEMENT UNDER THE "QUALIFICATIONS" TAB.**
- **INCLUDE YOUR CURRENT QUALIFICATIONS AND ALL NWCG TRAINING COURSES COMPLETED IN YOUR RESUME, in addition, ensure you correctly answer this information in the Vacancy Questions.**

**All career seasonal positions will be announced using two methods: DEU (Delegated Exam- for applicants that are not currently in a Career-Seasonal or Career appointment), and MP (Merit Promotion- for applicants that are currently in a Career Seasonal or Career position).**

- ***If you are currently a federal employee under a career, career conditional, or have previous federal experience you may qualify to apply under the MP Merit Promotion Announcement.***
- ***If you have no federal experience, federal experience under temporary seasonal or term appointment, or AD/EFF (Administratively Determined or Emergency Fire Fighter) appointment you MUST apply under the DEU ANNOUNCEMENT.***

**Read carefully and make sure you are applying for the position you are interested in, at the grade level you qualify for, using the correct hiring method (DEU or Merit).**

**STEP FOUR – After being redirected to the BLM Enterprise Hiring System website, you will need to provide some more information to complete the application process. NOTE: Once you get to this step DO NOT use your browser’s BACK or FORWARD buttons to navigate through the pages, use the <Previous or Next> button located on the bottom of the page. Using BACK will return you to the beginning of the process.**

- 1) If you are a new user to the BLM Enterprise website, you will be asked to provide User Information. This consists of contact information, previous federal employment information, demographic information, etc. All required fields must be completed and all questions must be answered to continue to the Job Assessment Questions.
- 2) After you have completed the User information, you will be directed to the Job Assessment questions. While completing the Job Assessment questions, pay particular attention to the following:
  - **Refer to job announcement for time in grade requirements, specialized experience requirements, educational requirements, selective factors, and Knowledge Skills and Abilities (KSAs) related to the position being applied for.**
  - For GS-2/5 temporary seasonal positions under the series section where it asks which series you wish to consider you should select both the GS-0455 and the GS-0462. For career seasonal positions select the option that is provided.
  - If the position is advertised with multiple grade levels (For example, GS-04/05) be sure to check the grade level for which you qualify. If you apply only for the grade GS-04/05 position at the GS-05 level, but you only qualified for the GS-04 level, your application will not be considered. It is best to select all ranges even if your intentions would only be for the GS-05 level
  - Many temporary seasonal positions give you the option of applying for multiple locations. **Do not attempt to apply for more than 7 locations**, your application will not be considered if you check more than 7 locations.
  - After you select which grade you are applying for and the location(s) that you are applying for, the remainder of the questions are the Assessment Questions. The Assessment Questions relate your experience, skills, and qualifications for the position which you are applying for. Questions with a \* require a response to be considered for the position which you are applying for.
  - **Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your resume, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.**
  - Once you have completed all Assessment Questions, you are given the option to have a copy of your application emailed to you. If you select this option, you will be emailed a copy of your responses to the Assessment Questions to the email address that you entered into the User Information. Save this email as documentation that you applied to the correct
  - Once you have answered all Assessment Questions, click on the **“Finished”** button to continue to the Upload / Fax Supporting Documentation step.

**STEP FIVE – You are required to FAX or UPLOAD all supporting documentation that is required and listed in the job announcement. Carefully ensure that all instructions are followed relating to what documents to upload and how to attach them.**

- **THIS IS A CRITICAL PART OF THE APPLICATION PROCESS AND FAILURE TO FOLLOW INSTRUCTIONS WILL RESULT IN YOU BEING DISQUALIFIED FROM CONSIDERATION!**

**You need to do one or the other, DO NOT DO BOTH, there is less chance for error by using the UPLOAD option. For more information, read the “How To Apply” section in the USAJOBS vacancy announcement.**

**Each document that is uploaded must be scanned and uploaded as a single file (file must be .pdf, .jpg, .doc, .rtf, .png, or .gif file types). For example, if your IQCS Master Record is 5 pages, ensure all 5 pages are scanned and uploaded as a single file, not 5 individual files. Sending files separately will cause each page to override the next which will result in an incomplete submission. Make sure that you scan and upload the correct file. The system will only allow you to upload one file for each document type requested.**




**There is also a 3Mb size limit per each file, set your scanner at a lower resolution (100-200 DPI) if your scanned file is larger than 3 Mb.**

Only fax or upload documents which are required by the vacancy announcement. Even if it is listed on the Documents page you may not be required to submit it. Selecting officials cannot view, nor are provided a copy of these documents. These documents are solely for Human Resources to qualify you for the job in which you are applying.

*Applicant Associated Documents:* These documents are associated with your resume and will follow you whenever you apply to a position. Examples of applicant associated documents are SF-50bs, Active Military Duty Documentation, Indian Preference Documentation, or Special Hiring Authority Documentation.

*Vacancy Associated Documents:* These documents are associated only with the announcement you apply to. If applicable, you will be required to fax these documents each time you apply to a position. Examples of documents that may be associated with the announcement are Incident Qualification Command System (IQCS) Master Records, College Transcripts, and Drivers or Commercial Drivers License.

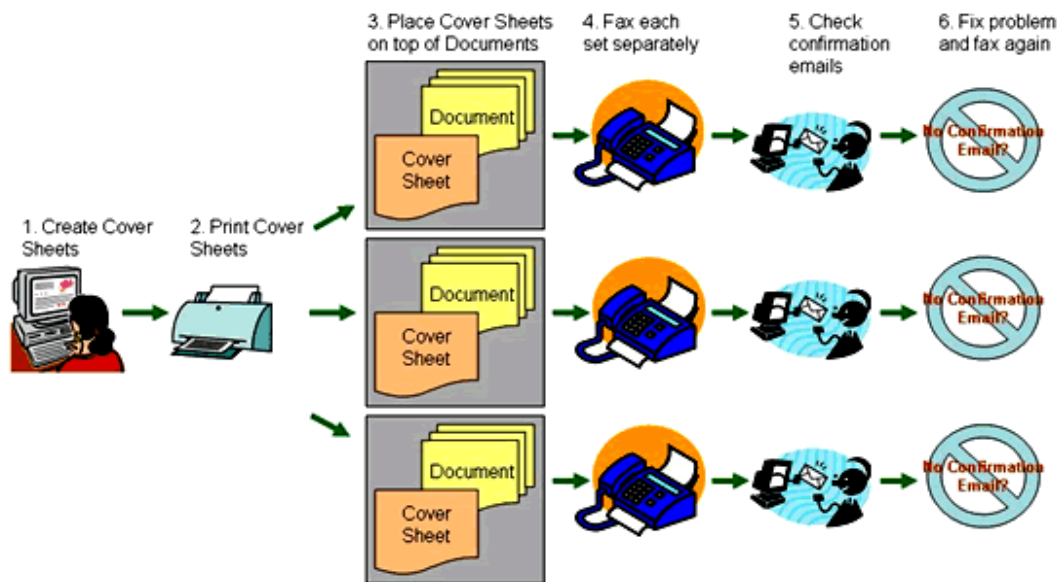
UPLOADING / FAXING Instructions: After answering all of the Vacancy Related Questions, you will be taken to the Documents portion of the application process. The documents that you are required to submit will be listed in the table. **Select either “Upload”, “USAJOBS” or “Fax”** from the link on the right under ACTION.

Document Type	Description	Action
<a href="#">College Transcripts</a>	<a href="#">UNR OSU GBC Transcripts</a>	 <a href="#">Upload</a>  <a href="#">USAJOBS</a>  <a href="#">Fax</a>

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1. **UPLOAD** allows you to upload a document you have saved on a disk or on your computer. Select **"Upload"**, type in the description of the document, select **"Browse"** this is the location of documents file on your computer, then select **"Upload Document"**. The file is uploaded and attached to your application.
2. **USAJOBS** allows you to download a document you have uploaded in your USAJOBS account in the **"My Portfolio"** section. Select **"USAJOBS"**, then select the Document, and select **"Download from USAJOBS"**.
3. **FAX** allows you to fax in a document. Select **"Fax"**, then review the "Faxing Instructions" and select **"Generate Fax Coversheet"**, it will open in a new window on your screen, you will need to print and send in with your document. The fax does not go to a fax machine; it goes to an electronic fax server. A five-digit FAX code at the top left corner of the cover sheet routes your fax to your online file application. **Fax each set separately.** For example, if you have to send five documents you will need to send five separate faxes with five different fax cover sheets as the first page in each set. *Find out the correct way to place the document(s) in the fax machine in order to avoid sending the faxed documents upside-down, back-side, or skewed.* If you fax two sets with the same cover sheet the second fax will replace the first one in our system.

**NOTE:** Fax number is on the coversheet. You should receive an email confirming successful receipt of the fax, if you do not; contact the FIRES Help Desk (888-364-6432 or [fa\\_fires@nifc.blm.gov](mailto:fa_fires@nifc.blm.gov)) for temporary seasonal positions or contact the Nevada State Office Branch of Human Resources (775-861-6431 or [nvjobs@nv.blm.gov](mailto:nvjobs@nv.blm.gov)) for career seasonal positions. You may be required to re-fax your documents. The fax machine showing your documents were sent successfully does not mean they were received. Ensure that you save the confirmation email as proof that your documents were sent and received. Be aware that some email systems may place your confirmation emails in the "Junk" or "Bulk" folders.



4. To View what you sent in, from the **Document Manager** screen you can click on the **"Description"** if you Uploaded or Downloaded it from USAJOBS you will be able to view the file you submitted in a new browser window to ensure it is the correct document.
5. After submitting your documents and hitting the NEXT> button you will be taken to the Application Review Summary. **PRINT a copy of this page for your records, as it shows both your resume and the supplemental documentation that was uploaded with your application.**

Also click the [Send Me Questions and Answers](#) button at the bottom of the page. This will send you an email with your full resume and responses to each of the questions that you answered for the vacancy. Keep this for your records.

**IMPORTANT: After you click on the "Send Me Questions and Answers" button, be sure you click on the <PREVIOUS button to go back to the Application Review Summary. Then click on the "FINISH" button on the bottom of the page. You have not completed the application process until you are redirected back to the USAJOBS website and you are at this screen.**

The screenshot shows the USAJOBS website interface. At the top left is the USAJOBS logo with the tagline "WORKING FOR AMERICA". To the right of the logo is the text: "USAJOBS is the official job site of the US Federal Government. It's your one-stop source for Federal jobs and employment information." In the top right corner is a "HELP" link with a question mark icon. Below the logo and text is a navigation bar with buttons for "Search Jobs", "My USAJOBS", "Info Center", "Veterans", "Forms", and "Employer Services". To the right of the navigation bar is the United States Department of Personnel Management logo. Below the navigation bar is a secondary navigation bar with links: "My USAJOBS", "Resume", "Agents", "Applications", "Saved Jobs", "Portfolio", "Profile", and "Log Out". The main content area is titled "Application Status" and contains the following text: "Your resume has been **SENT** to Department Of The Interior for consideration on NV Merit-2010-0121 LEAD RANGE TECHNICIAN (Engine Operator). Please read the vacancy announcement carefully. Make sure that you are sending all the required additional documentation. Submitting your resume may not be the only step in the application process. **Note:** If you would like to be notified of changes in your application status via email, sign up for Application Alerts in your My Applications or Application History page on MY USAJOBS". At the bottom of the main content area are two links: "Click here to search again." and "Click here to track your job application with us.". The footer of the page contains a navigation bar with links: "Home", "Search Jobs", "My USAJOBS", "Information Center", "Veterans", "Forms", "Employer Services", "FAQS", "Privacy Policy", "Help", "Site Map", "Contact Us", and "Privacy Act and Public Burden Information". Below the footer is a disclaimer: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."



**Congratulations, once you have received confirmation that all of your supplemental documentation has been received you have completed the application process.**

**Be sure you contact those districts that you are interested in working for using the contact information on the last page of this document to speak with hiring officials to express your interest and provide additional information regarding the position(s) that you applied for. Remember, you are one of hundreds of names available for consideration, the more work you do to set yourself apart the more likely you are to receive a job offer. GOOD LUCK!**

**To Review Procedures for Applying for Wildland Fire Jobs with Nevada BLM:**

- Determine what grade level you qualify for based on your general work experience, specialized work experience, and education.
- Build your resume using the USAJOBS Resume Builder found at: <http://www.usajobs.opm.gov>.
- Search for and apply for positions on USAJOBS at the above URL.
- Complete the User Information and Assessment Questions after being automatically redirected from USAJOBS to the BLM Enterprise Hiring Website.
- Upload or Fax in all supporting documentation (applicant associated documents and vacancy associated documents). Use the checklist below to ensure that all required documentation is either faxed in or not required. **Make sure you read the REQUIRED DOCUMENTS section of the vacancy announcement to ensure all documents are included and faxed or uploaded. YOU WILL BE DISQUALIFIED FOR FAILURE TO PROPERLY SUMIT DOCUMENTATION!**
  - IQCS Master Record
  - Driver's License
  - College Transcripts
  - CTAP / ICTAP Documentation for Displaced Federal Workers
  - SF-50b Notification of Personnel Action
  - Special Hiring Authority Disability Documents
  - Active Duty Military Documentation
  - Indian Preference Documentation
  - Peace Corp Documentation

**Common Mistakes:**

1. Resume is incomplete or does not have sufficient data to determine applicant eligibility.
2. Resume does not match questions answered in application. ie. If the question asks if you are an ICT5 and FFT1, be sure to include that information in your resume.
3. Applicant does not submit supplemental information. If the announcement requests an IQCS master record or copy of red card, you must provide it. This is critical to ensure proper qualifications and certifications are met for the position.
4. Applications (resume, application questions and supporting documentation) for vacancies **must be received on-line before midnight Eastern Time on the closing date of the announcement.** Supplemental application documents must also be faxed prior to midnight Eastern Time on the closing date of the vacancy announcement.
5. Most announcements will allow you to apply for the same position for multiple locations (or duty stations). **You may only apply for up to seven different locations.** Do not attempt to apply to more than seven different locations or your application will not be processed.

## What are the opening and closing dates for the announcements?

For most Temporary-Seasonal positions, announcements will open on 11/30/2009. The First Consideration date for Nevada BLM temporary seasonal positions will be 01/19/2010 with the exception of the Interagency Hotshot Crew (IHC) announcements, the Early Consideration date for these announcements will be 12/22/2009. **While the announcements remain open until 3/30/2010, priority consideration will be given to those people who have applied prior to the First Consideration Date.**

For Career-Seasonal positions, announcements will open on 11/30/09. Closing dates for all Career-Seasonal positions will be 1/07/2010. Applicants must apply prior to 01/07/2010, any applications received after this date will not be included on the certificate list. For any remaining unfilled vacancies that are not filled after the initial closing date, new vacancy announcements with new announcement numbers will be generated. Depending on need and remaining vacancies, this guide may be updated to reflect new vacancy announcements.

**NOTE:** You may edit your personal information and resume at anytime during the open period of the announcement. After you edit your personal information or resume in **My USAJOBS** you must **REAPPLY** to the open vacancy announcement and complete the application process to overwrite the previously submitted information.

### **TEMPORARY-SEASONAL POSITIONS (seasonal work, may work up to 6 months, supervisory and non-supervisory, may or may not require wildland fire experience):**

Hotshot Wildland Firefighter (Range/Forestry Aid/Technician) GS-0455/0462-02/03/04/05  
Announcement Number [BLM-FIRE-2010-005](#)

Applicants applying for Interagency Hotshot Crew (IHC) positions **MUST** apply to this announcement to be considered for IHC positions with the Ruby Mountain Hotshots or Silver State Hotshots only, you also must apply for announcement [DOI-FIRE-2010-003](#) to ensure consideration for fire jobs other than IHC positions. Early consideration date is 12/22/09.

Lead Hotshot Wildland Firefighter (Range / Forestry Aid / Technician) GS-0455/0462-06  
Announcement Number [BLM-FIRE-2010-004](#)

This position requires prior fire experience (180 days) or qualification as a FFT1. Only IHC temporary seasonal positions at the GS-6 level will be hired under this announcement. Early consideration date is 12/22/09.

Wildland Firefighter (Range or Forestry Aid/Technician) GS-0455/0462-02/03/04/05  
Announcement Number [DOI-FIRE-2010-003](#)

**This position is an entry-level wildland firefighter position with a full performance level of GS-05. Engine crew, hand crew, helitack crew, and fuels crew positions will be hired under this announcement. This is the vacancy that most applicants will be applying for to be considered for entry level positions.**

Lead Wildland Firefighter (Range / Forestry Technician) GS-0455/0462-06  
Announcement Number [BLM-FIRE-2010-006](#)

This position requires prior fire experience (180 days) or qualification as a FFT1. Engine crew, hand crew, helitack crew, and fuels crew positions will be hired under this announcement at the GS-06 level.

## **Applying for Fire Jobs with Nevada BLM Fire & Aviation-2010**

Supervisory Fire Engine Operator (Range / Forestry Technician) GS-0455/0462-07

Announcement Number [BLM-FIRE-2010-026](#)

Position requires prior fire experience (180 days) or qualification as a FFT1 –AND- Engine Boss (ENGB) Qualified –AND- Incident Commander Type 5 (ICT5) Qualified. Engine crew positions may be hired under this announcement at the GS-07 level.

Fire Logistics Dispatcher GS-2151-04/05/06/07

Announcement Number [BLM-FIRE-2010-019](#)

This position provides a wide range of fire dispatch support functions. Applicant does not have to have prior wildland fire experience to qualify. Full performance level is GS-07.

Fire Dispatcher (Range / Forestry Technician) GS-0455/0462-05/06/07

Announcement Number [BLM-FIRE-2010-011](#)

This position provides a wide range of fire dispatch support functions. Applicant must have 90 days of wildland fire experience to qualify. Full performance level is GS-07.

### **ELKO DISTRICT BLM CAREER-SEASONAL POSITIONS (6-9 month positions, require wildland fire experience)**

#### **ENGINES**

Supervisory Range Technician (Engine Captain) GS-0455-06/07

Announcement for MP: [NV Merit-2010-0123](#)

Announcement for DEU: [NV-DEU-2010-0055](#)

Number of Openings / Duty Locations: 3 Carlin / 3 Wells

This position serves as the supervisor for a fire engine module. This position is also known as Engine Module Leader, Engine Boss, Supervisory Fire Engine Operator, or Engine Foreman. Nevada CDL may be required within 30 days of appointment.

**NOTE: Applicants selected for this position are entitled to recruitment incentive. This incentive is 25% of the employee's base salary for a 24 month period. The employee may choose to receive the incentive in a lump sum, or in equal installment payments throughout the 24 month service period. The employee must sign a contract that they will remain in the position for 24 months. The Government may exercise the option to terminate the contract if in the best interest of the Government (ie. promotion).**

Lead Range Technician (Engine Operator) GS-0455-05/06

Announcement for MP: [NV Merit-2010-0121](#)

Announcement for DEU: [NV-DEU-2010-0051](#)

Number of Openings / Duty Locations: 2 Carlin / 1 Wells

This position generally drives and operates fire equipment and can be used as a full assistant to the Engine Captain; also known as Assistant Engine Module Leader, FEO (Fire Equipment Operator). Nevada CDL may be required within 30 days of appointment.

Range Technician (Senior Firefighter - Engines) GS-0455-04/05

Announcement for MP: [NV Merit-2010-0122](#)

Announcement for DEU: [NV-DEU-2010-0054](#)

Number of Openings / Duty Locations: 2 Carlin / 1 Wells

This position is typically an entry-level career position. This position generally drives and operates fire equipment and can be used as an assistant to the Engine Captain or Lead Range Technician also known as Engine Operator, Assistant Engine Module Leader, FEO (Fire Equipment Operator). A Nevada CDL may be required within 30 days of appointment.

**Applying for Fire Jobs with Nevada BLM Fire & Aviation-2010**

**HELITACK**

Supervisory Range Technician (Squad Leader - Helitack) GS-0455-06/07

Announcement for MP: NA

Announcement for DEU: NA

Number of Openings / Duty Locations: No Vacancies

This position serves as the squad boss on a fire helitack module. This position is also known as Helitack Squad Boss or Helitack Squad Leader.

Lead Range Technician (Lead Firefighter - Helitack) GS-0455-05/06

Announcement for MP: [NV Merit-2010-0134](#)

Announcement for DEU: [NV-DEU-2010-0062](#)

Number of Openings / Duty Locations: 1 / Elko

This position serves as the lead crewmember on a fire helitack module.

Range Technician (Senior Firefighter - Helitack) GS-0455-04/05

Announcement for MP: NA

Announcement for DEU: NA

Number of Openings / Duty Locations: No Current Vacancies

This position is typically an entry-level career position. This position serves as the Senior Crewmember on a fire helitack module.

**HOTSHOT CREW**

Supervisory Range Technician (Squad Leader - IHC ELKO) GS-0455-06/07

Announcement for MP: [NV Merit-2010-0127](#)

Announcement for DEU: [NV-DEU-2010-0057](#)

Number of Openings / Duty Locations: 2 / Elko

This position serves as the Squad Boss on an Interagency Hotshot Crew. This position works directly for the Hotshot Crew Assistant Superintendent or Foreman.

Lead Range Technician (Lead Firefighter - IHC) GS-0455-05/06

Announcement for MP: NA

Announcement for DEU: NA

Number of Openings / Duty Locations: No Current Vacancies

This position serves as the Lead Crewmember on an Interagency Hotshot Crew. This position works directly for the Hotshot Crew Squad Leader.

Range Technician (Senior Firefighter - IHC) GS-0455-04/05

Announcement for MP: NA

Announcement for DEU: NA

Number of Openings / Duty Locations: No Current Vacancies

This position is typically an entry-level career position. This position serves as a Senior Crewmember on an Interagency Hotshot Crew. This position works directly for the Hotshot Crew Squad Boss.

**EASTERN NEVADA INTERAGENCY TYPE 2 CREW**

Supervisory Range Technician (Hand Crew Supervisor ELKO) GS-0455-06/07

Announcement for MP: [NV Merit-2010-0153](#)

Announcement for DEU: [NV-DEU-2010-0084](#)

Number of Openings / Duty Locations: 1 / Elko

This position serves as the Crew Boss on the Eastern Nevada Agency BIA Type II Crew. This position works directly for the ENA BIA Assistant Fire Management Officer.

**Applying for Fire Jobs with Nevada BLM Fire & Aviation-2010**

<b>Position Vacancy and Grade</b>	<b>District</b>	<b>Locations</b>	<b>Merit Annc #</b>	<b>DEU Annc#</b>
<b>Supervisory Range Tech (Engine Captain)</b> <b>GS-0455-06/07</b>  <b>NOTE: See Recruitment Incentive Bonus information on Page 16 for all positions at all duty locations under this announcement.</b>	Winnemucca	Lovelock	NV Merit-2010-0142	NV-DEU-2010-0072
	Battle Mountain	Eureka	NV Merit-2010-0145	NV-DEU-2010-0076
	Elko	Carlin & Wells	NV Merit-2010-0123	NV-DEU-2010-0055
	Ely	Ely & Pony Springs	NV Merit-2010-0135	NV-DEU-2010-0067
<b>Lead Range Tech (Engine Operator)</b> <b>GS-0455-05/06</b>	Winnemucca	Lovelock & Winnemucca	NV Merit-2010-0158	NV-DEU-2010-0073
	Elko	Carlin & Wells	NV Merit-2010-0121	NV-DEU-2010-0051
	Southern NV	Logandale	NV Merit-2010-0133	NV-DEU-2010-0061
	Ely	Caliente, Ely & Pony Springs	NV Merit-2010-0162	NV-DEU-2010-0085
<b>Range Tech (Senior Firefighter-Engines)</b> <b>GS-0455-04/05</b>	Battle Mountain	Eureka	NV Merit-2010-0146	NV-DEU-2010-0077
	Winnemucca	Winnemucca	NV Merit-2010-0144	NV-DEU-2010-0075
	Elko	Carlin & Wells	NV Merit-2010-0122	NV-DEU-2010-0054
	Southern NV	Pahrump	NV Merit-2010-0132	NV-DEU-2010-0059
	Ely	Ely	N/A	NV-DEU-2010-0068
<b>Lead Range Tech (Lead Firefighter- Helitack)</b> <b>GS-0455-05/06</b>	Elko	Elko	NV Merit-2010-0134	NV-DEU-2010-0062
<b>Range Tech (Senior Firefighter - Helitack)</b> <b>GS-0455-04/05</b>	Ely	Ely	NV Merit-2010-0134	NV-DEU-2010-0062
<b>Supervisory Range Tech (Squad Leader - IHC)</b> <b>GS-0455-06/07</b>	Elko	Elko	NV Merit-2010-0127	NV-DEU-2010-0057
<b>Supervisory Range Tech (Handcrew Supervisor)</b> <b>GS-0455-06/07</b>	Elko	Elko	NV Merit-2010-0153	NV-DEU-2010-0084

## I'm Still Confused- Who Can I Call With Questions?

If you have any questions, you may contact the persons listed below at the District Office you are interested in working at. Or, you can contact the BLM Nevada State – Branch of Human Resources at (775) 861-6431 or [nvjobs@nv.blm.gov](mailto:nvjobs@nv.blm.gov).

District Office	Name	Title	Phone
Elko	<a href="#">Dylan Rader</a>	Assistant Fire Management Officer	(775) 753-0395
Winnemucca	<a href="#">Mike Fetic</a>	Fire Management Officer	(775) 623-1705
Carson City	<a href="#">Russ Bird</a>	Assistant Fire Management Officer	(775) 885-6104
Ely	<a href="#">Ray Maestes</a>	Assistant Fire Management Officer	(775) 289-1923
Southern Nevada	<a href="#">Chris Delaney</a>	Assistant Fire Management Officer	(702) 515-5131
Battle Mountain	<a href="#">Rob Berger</a>	Fire Management Officer	(775) 635-4114

**For more information related to wildland fire and fire management follow the links below:**

National Interagency Fire Center-NIFC	<a href="http://www.nifc.gov">http://www.nifc.gov</a>
National Interagency Coordination Center	<a href="http://www.nifc.gov/nicc/index.htm">http://www.nifc.gov/nicc/index.htm</a>
Western Great Basin Coordination Center	<a href="http://gacc.nifc.gov/wgbc/">http://gacc.nifc.gov/wgbc/</a>
BLM Fire and Aviation	<a href="http://www.blm.gov/nifc/st/en/prog/fire.1.html">http://www.blm.gov/nifc/st/en/prog/fire.1.html</a>

**BLM Information - District Office Fire Program websites are found by clicking the "Programs" link on the left hand side of the page, then click "Fire":**

BLM National Homepage	<a href="http://www.blm.gov/wo/st/en.html">http://www.blm.gov/wo/st/en.html</a>
Nevada State BLM Office	<a href="http://www.blm.gov/nv/st/en.html">http://www.blm.gov/nv/st/en.html</a>
Elko BLM District Office	<a href="http://www.blm.gov/nv/st/en/fo/elko_field_office.html">http://www.blm.gov/nv/st/en/fo/elko_field_office.html</a>
Winnemucca BLM District Office	<a href="http://www.blm.gov/nv/st/en/fo/wfo.html">http://www.blm.gov/nv/st/en/fo/wfo.html</a>
Carson City BLM District Office	<a href="http://www.blm.gov/nv/st/en/fo/carson_city_field.html">http://www.blm.gov/nv/st/en/fo/carson_city_field.html</a>
Ely BLM District Office	<a href="http://www.blm.gov/nv/st/en/fo/ely_field_office.html">http://www.blm.gov/nv/st/en/fo/ely_field_office.html</a>
Southern Nevada BLM District Office	<a href="http://www.blm.gov/nv/st/en/fo/lvfo.html">http://www.blm.gov/nv/st/en/fo/lvfo.html</a>
Battle Mountain BLM District Office	<a href="http://www.blm.gov/nv/st/en/fo/battle_mountain_field.html">http://www.blm.gov/nv/st/en/fo/battle_mountain_field.html</a>

**More information about USAJOBS, DOI FIRE JOBS, and How To Guides:**

OPM's USA JOBS – All Federal Employment	<a href="http://www.usajobs.opm.gov">http://www.usajobs.opm.gov</a>
USA JOBS Help - Guides and Tutorials	<a href="http://www.usajobs.gov/contact.asp">http://www.usajobs.gov/contact.asp</a>
DOI Fire Jobs	<a href="http://www.firejobs.doi.gov">http://www.firejobs.doi.gov</a>
DOI Fire Jobs How To Apply	<a href="http://www.firejobs.doi.gov/index.php?action=apply">http://www.firejobs.doi.gov/index.php?action=apply</a>