



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
Carson City District Office  
5665 Morgan Mill Rd  
Carson City, NV 89701  
<http://www.blm.gov/nv>

In Reply Refer To:  
1400-302 P  
(NVC0034)

Dear Prospective Casual Hire:

Enclosed/attached are the application forms for an Administratively Determined (AD) Emergency Firefighter (EFF), Camp Crew, and/or Single Resource Casual Hire position with the Bureau of Land Management (BLM), Carson City District Office (CCDO). The Bureau of Indian Affairs (BIA) Western Nevada Agency (WNA) Fire Program and the BLM Fire Program have been combined under one Department of the Interior Interagency Fire Program. All AD applications will be processed through the Carson City District BLM office. Please fill out the application in full and return it to either the BLM CCDO office or BIA WNA office by February 28, 2015 for further consideration. The application process is open from December 1, 2014 through February 28, 2015. If selected, you will be sent additional required documentation for the conditions of hire.

**Casual Hire Application:** Fill out completely, sign/electronic signature, date, and return with additional required documentation. Adobe Reader, a free downloadable program, is required to complete, save, and return the application electronically. You may also hand deliver or mail the application and required documentation to the included addresses.

All BLM employees who are issued an Incident Qualification Card (Red Card) are required to complete ICS-100 "Introduction to the Incident Command System", IS-700a "NIMS, An Introduction." The earlier version (IS-700) is acceptable. You must provide a copy of your certificate of completion of these courses. These classes will not be sponsored by the BLM.

Many positions also require ICS-200 "ICS for Single Resources and Initial Action Incidents." Please refer to the "Wildland Fire Qualification System Guide" PMS 310-1 to see what positions require it. This class will not be sponsored by the BLM.

<http://www.nwcg.gov/pms/pubs/pubs.htm>

Additionally, all BLM employees with Strike Team Leader, Task Force Leader, Unit Leader, Division/Group Supervisor, Branch Director, or Command and General Staff (Type 2 or higher) qualifications are required to complete IS-800b "National Response Framework, An Introduction" prior to June 1, 2011. The earlier version (IS-800) is acceptable. This class will not be sponsored by the BLM.

Please be sure to include copies of certificates for ICS-100 and IS-700a with your application, as this is a condition of hire and your application will not be considered without proper training documentation. If applicable for your position, ensure you include copies of certificates for ICS-200 and IS-800b, as this is a condition of hire for individuals with higher qualifications. Again, your application will not be considered without proper training documentation. Casual Hires who completed at least one assignment during the 2014 fire season should have ICS-100 and IS-700a on file with the BLM Training Officer. It is your responsibility to ensure these are on file. I suggest you include additional copies of all required documentation with your 2015 application. Scanned legible copies of certificates will be accepted.

However, if there is any question of authenticity original certificates may need to be presented.

The classes are available as "Interactive Web Based Courses" on the internet at the following web addresses:

ICS-100- <http://emilms.fema.gov/IS100b/index.htm>

ICS-200- <http://emilms.fema.gov/IS200b/index.htm>

IS-700a- <http://emilms.fema.gov/IS700aNEW/index.htm>

IS-800b- <http://emilms.fema.gov/IS800B/index.htm>

If sending by mail you may send applications and required documentation to either of the following offices:

Bureau of Land Management  
Carson City District Office  
5665 Morgan Mill Road  
Carson City, NV 89701

Bureau of Indian Affairs  
Western Nevada Agency  
311 E. Washington Street  
Carson City, NV 89701

Return electronic application and required documentation to either of the following emails:

Adrian Grayshield: [agrayshi@blm.gov](mailto:agrayshi@blm.gov)

Ann Espinoza: [aespinoza@blm.gov](mailto:aespinoza@blm.gov)

If mailed, please put ATTN. FIRE MANAGEMENT on the envelope. It is your responsibility to ensure your application is complete and arrives prior to the closing date of February 28, 2015. If you are selected to be sponsored by the BLM, you will be mailed and emailed further correspondence by March 6, 2015.

IQCS printouts can be requested by contacting Kevin Kranz at: [kkranz@blm.gov](mailto:kkranz@blm.gov) Printouts should be requested early and are available to those individuals previously sponsored by the BLM. IQCS printouts for previous BIA ADs (prior to 2014) may be available by contacting Ann Espinoza at: [aespinoza@blm.gov](mailto:aespinoza@blm.gov)

If you have any questions or problems regarding fire crew, camp crew, or entry level single resource positions please contact Adrian Grayshield, directly at: (775) 887-3521 or email at: [agrayshi@blm.gov](mailto:agrayshi@blm.gov)

Questions or problems involving single resource positions above fire crew boss or camp crew boss please contact me directly at: (775) 885-6103.

Sincerely,



Shane McDonald  
Fire Management Officer



**CARSON CITY DISTRICT / WESTERN NEVADA AGENCY  
BUREAU OF LAND MANAGEMENT  
ADMINISTRATIVELY DETERMINED (AD) CASUAL HIRE  
APPLICATION**



**2015**

**APPLICANT INFORMATION**

Check the box of the position/s for which you are applying:

- Rookie Firefighter (no previous firefighting experience)
- Returning Firefighter (previously worked as a wildland firefighter)
- Rookie Camp Crew (no previous camp crew experience or previous wildland firefighter experience)
- Returning Camp Crew (previous camp crew or wildland fire experience)
- Single Resource (list position/s)

**Note:** All firefighters will also be listed as camp crew members on their red cards.

Name:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Age:	<input style="width: 40px;" type="text"/>
	(first name)	(middle name)	(last name)		
Valid Driver's License?	yes <input type="checkbox"/> no <input type="checkbox"/>	If yes, state?	<input style="width: 150px;" type="text"/>	Class:	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
Primary Contact Phone #:	<input style="width: 350px;" type="text"/>	Is this a cell phone?	yes <input type="checkbox"/> no <input type="checkbox"/>		
Secondary Contact Phone #:	<input style="width: 350px;" type="text"/>	Is this a cell phone?	yes <input type="checkbox"/> no <input type="checkbox"/>		
Email address:	<input style="width: 95%;" type="text"/>				
Current Mailing Address:	<input style="width: 95%;" type="text"/>				
City:	<input style="width: 200px;" type="text"/>	State:	<input style="width: 100px;" type="text"/>	ZIP Code:	<input style="width: 100px;" type="text"/>
Current Physical Address:	<input style="width: 95%;" type="text"/>				
City:	<input style="width: 200px;" type="text"/>	State:	<input style="width: 100px;" type="text"/>	ZIP Code:	<input style="width: 100px;" type="text"/>
***** EMERGENCY CONTACT *****					
Name:	<input style="width: 300px;" type="text"/>	Relationship:	<input style="width: 250px;" type="text"/>		
Primary Contact Phone #:	<input style="width: 250px;" type="text"/>	Secondary Contact Phone #:	<input style="width: 250px;" type="text"/>		
Emergency Contact Physical Address:	<input style="width: 95%;" type="text"/>				
City:	<input style="width: 200px;" type="text"/>	State:	<input style="width: 100px;" type="text"/>	ZIP Code:	<input style="width: 100px;" type="text"/>
Additional Physical Directions:	<input style="width: 95%;" type="text"/>				

**ADDITIONAL INFORMATION**

The position you are applying for is primarily a wildland firefighting position or wildland firefighting support position. The following questions pertain to any and all wildland firefighting or support experience.

Have you ever worked as an (AD), (GS), or other fire or support position, other than for Carson City District, BLM or Western Nevada Agency, BIA?	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, what agency/state/department?	<input style="width: 600px;" type="text"/>
1. Address of agency:	Number of fire seasons:
City: <input style="width: 200px;" type="text"/>	State: <input style="width: 100px;" type="text"/>
Position: <input style="width: 100px;" type="text"/>	ZIP Code: <input style="width: 100px;" type="text"/>
Supervisor Name: <input style="width: 250px;" type="text"/>	Supervisor Contact Phone #: <input style="width: 200px;" type="text"/>
If necessary, what agency/state/department?	<input style="width: 600px;" type="text"/>
2. Address of agency:	Number of fire seasons:
City: <input style="width: 200px;" type="text"/>	State: <input style="width: 100px;" type="text"/>
Position: <input style="width: 100px;" type="text"/>	ZIP Code: <input style="width: 100px;" type="text"/>
Supervisor Name: <input style="width: 250px;" type="text"/>	Supervisor Contact Phone #: <input style="width: 200px;" type="text"/>
At what agency/office/district would your training records be held?	<input style="width: 600px;" type="text"/>
Phone: <input style="width: 100px;" type="text"/>	Contact Name: <input style="width: 400px;" type="text"/>

If applicable, list your current Red Card qualification/s to the right.  Example; ENGB, CRWB, FFT1, FALA, FFT2, CAMP  (If a returnee but new to CCD/WNA, please provide a copy of your Red Card, IQCS printout, CPR & First Aid or copies of certificates as proof of qualifications)	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	

Do you have a current First Aid card?	yes	no
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If yes, will it be current through October of 2015?	yes	no
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Do you have a current CPR card?	yes	no
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If yes, will it be current through October of 2015?	yes	no
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If applicable, what was the last year you held a Red Card?		N/A
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I understand that as a condition of hire I may be subject to drug testing.	Initial here:	
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I understand that I may be subject to random and/or suspicion drug testing throughout the season and this is a condition of hire or condition of continued employment.	Initial here:	
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I understand that as a condition of hire, I am subject to the Work Capacity Test (pack test) at the level appropriate for my red card qualification/s.	Initial here:	
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**WORK CAPACITY TEST CATEGORIES**

WCT Category	Distance	Weight	Time
Arduous Pack Test	3 miles	45 pounds	45 min or less
Moderate Field Test	2 miles	25 pounds	30 min or less
Light Walk Test	1 mile	None	16 min or less

I understand that as a condition of hire, I will / may be required to fill out a Health Screen Questionnaire (HSQ).	Initial here:	
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I understand that as a condition of hire, I may be required to complete a Medical Exam.	Initial here:	
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I understand that I will be required to have an account allowing for direct deposit of funds.	Initial here:	
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If selected for sponsorship my dates of availability for the 2015 fire season are as follows:	Begin:		End:	
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I, the undersigned, certify that all of the statements made on this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. All information requested on this form is provided voluntarily. I understand that withholding information will jeopardize my possibilities of being selected as a BLM Administratively Determined (AD) Casual Hire.

<b>Signature of Applicant:</b>	_____	<b>Date:</b>	_____
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Note: You have two options; 1. Complete the form electronically, save it, and send the completed form via email. 2. Print out the form, complete it, and either hand deliver or mail in the form. Return mail and email addresses are on the attached cover letter.

**If completing form electronically and returning electronically, sign using the following format: /s/ john doe**

It is recommended that you provide a resume encompassing your fire experience, fire history, and work experience. Hiring priority will be given to those individuals in good standing and who performed at the required level during the 2014 fire season. As stated in the cover letter, applications are due by February 28, 2015. It is your responsibility to ensure your application arrives within a timely manner. Late applications will not be considered. You are encouraged to submit copies of Certificates of Training completed after the February 28, 2015 deadline.

If selected for sponsorship into the AD program, an acceptance letter and additional paperwork will be mailed and/or emailed to you by March 6, 2015. Mandatory training will begin in March, 2015. The majority of AD training will be held on weekends to allow for school and work commitments.

Selections for additional fire training will be prioritized to meet the needs of the fire program as a whole. It is highly recommended that you make every opportunity to attend and complete fire training. As a reminder, you are required to turn in copies of ICS-100 and IS-700a training certificates with this season's application. Casual Hires who were on the AD roster for 2014 should already have copies of ICS-100 and IS-700a on file with the BLM training officer. ICS-200 and IS-800b certificates are required to be turned in for those individuals with single resource and higher qualifications. It is your responsibility to ensure all required training certificates are on file with the BLM training officer.

The following documentation must be submitted for consideration into the AD Casual Hire program:

1. Application. (electronic, mail, or hand delivered)
2. ICS-100 certificate. (Necessary to complete and submit only once.)
3. IS-700a certificate. (Necessary to complete and submit only once.)
4. ICS-200 certificate, if applicable. (Necessary to complete and submit only once.)
5. IS-800b certificate, if applicable. (Necessary to complete and submit only once.)
6. Red Card, copy. (If using for proof of qualifications. Not needed for returnees.)
7. IQCS printout, copy. (If using for proof of qualifications. Not needed for returnees.)
8. First Aid, CPR, Blood Borne Pathogens certificates, copies front and back. (If selected, training will be provided by BLM, but current certification will be considered during selection process.)
9. Federal Defensive Driving, certificate. (If necessary, training will be provided by BLM, but current certification will be considered during selection process.)
10. RESUME. Highly recommended, especially for selection as a Rookie. (If sending application via electronic form, please attach and send a copy of your resume.)