



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 (Battle Mountain, Carson City, Elko, Ely, Southern Nevada, and Winnemucca). 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).

STEP ONE: Go to the **USAJOBS Website** found at:

www.usajobs.gov

Currently the BLM requires on-line applications for all positions. From this page you can create your resume and search for jobs.

STEP TWO: Create an Account and Resume or if you have previously applied using USAJOBS, sign in and update your resume.

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.

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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**)

- 1) Go to the USAJOBS Home Page at www.usajobs.gov,
 - If you are an existing user, click on the **sign in** link located in the upper right hand corner (pictured below), type in your username and password.
 - If you have never used USAJOBS before, you will need to click on the **Create an Account** link also found near the top right of the screen.



- 2) Fill in all required information (shown with a red asterisk *) and Select the **"I agree. Create my account"** link. Be sure you write down your username and password so you can access your account.
- 3) Once your account is created, you will need to sign in to your account. Select **"Edit Profile"**, make sure all information is filled out and correct for each Tab of information. The Tabs are titled; Personal Information, Hiring Eligibility, Preferences, Demographic, and Account Information. Some of the information here is imported to your resume automatically such as contact information.
- 4) Once you have completed/updated your profile information you are ready to create a resume. Select **"Resumes"**, you can create/upload up to 5 resumes. You have the option to upload a resume, however uploaded resumes **are not** accepted for these fire positions.
- 5) Select **"Build New Resume"**. This will start the resume building process. 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 in the "Duties, Accomplishments, and Related Skills", 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 "Save Experience" button and complete the same information. Continue until all work experience has been completed and added to the resume.

- 6) 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.
- 7) Under "**Other**", 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. This is also another section to include what fire qualifications you currently hold.
- 8) Complete the "**References**" information. 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 so employers can contact them.
- 9) The last step is to "**Preview and Finish**" your resume. Look your resume over and correct any mistakes. Once you click finish you will be able to use this resume to apply for jobs.

STEP THREE: 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 for seasonal fire positions are set up at intervals; typically 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 2011 Salary Table for "Rest of United States", New to government postings jobs? Wonder what your "Pay Grade" means? To find the salary breakdown for General Schedule (GS) positions, please click <http://www.opm.gov/oca/11tables/indexGS.asp> for a full overview.

To qualify for a GS-02 (\$10.95/hr), you must meet at least one of the following:

- 3 months of general work experience, which can be any work experience; OR
- have graduated from high school or the equivalent.

To qualify for a GS-03 (\$11.95/hr), you must meet at least one of the following:

- 6 months of general work experience, which can be any work 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 (\$13.41/hr), you must meet at least one of the following AND the Selective Factor:

- 6 months of general work experience, which can be any work experience AND 6 months of specialized work experience equivalent to the GS-3 level duties. Examples of specialized work experience include on-the-line wildland fire experience in forest/range fire control, prevention

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- or suppression work as a trainee wildland firefighter. 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 creditable 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 listed above, you must have the following for the GS-04: 90 days of wildland fire experience. Wildland fire experience is defined as any non-structure fire that occurs in the wildland. Wildland firefighting experience is gained through work on the fire line in 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. For more information regarding this go to [FAQs](#) Question #7 on the DOI FIRES website.

Incident Qualification Certification System (IQCS) Master Record or equivalent documentation:

- **If you are applying for the GS-5 or higher**, you must submit your IQCS Master Record or other equivalent documentation which verifies you meet the IFPM minimum qualification standards as stated in the qualification section of this announcement. Failure to provide this documentation will result in you being rated as not qualified for the GS-5 position.

To qualify for a GS-05 (\$15.00), you must meet at least one of the following AND the Selective Factor:

- 12 months of specialized work experience equivalent to the GS-4 level duties. Examples include on-the-line wildland fire experience in forest/range fire control, prevention or suppression work as a skilled wildland firefighter, utilizing a variety specialized wildland fire tools and equipment. 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 the 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 listed above, you must have the following for the GS-05:

You must possess the following National Wildfire Coordinating Group (NWCG) incident management qualifications and training to be considered eligible for the GS-5 position.

1. Fire Fighter Type 1 (FFT1); And
2. Successful completion of the S-290 Course

To qualify for a GS-06 (\$16.73/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 FOUR: Once you have determined which GS level you qualify for and have built 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) If you are currently logged in you can navigate to **My Account** or the **Search Jobs** page.
- 2) Once logged in, you can search for firefighter or dispatch jobs; locate the Search jobs boxes in the upper right corner, Click in the **"What"** box and type in **"firefighter" or "Dispatch" (depending on the type of job you are searching for)**; then click in the **"Where"** box and type in **"Elko County, NV"** for Jobs just in the Elko area or type in **"Nevada"** for a list of all jobs throughout the state.



Wildland fire jobs are 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, and 2151 series. BLM seasonal fire positions, GS 02-05; will generally be the 0455 series.

- 3) This will take you to a new page and add new links, Select the job link under Job Summary (in blue lettering, circled in red) that you are interested in applying for.

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The screenshot shows the USAJOBS search results page. The search criteria are 'firefighter' in 'elko county, Nevada' with a 20-mile radius. Two job titles are circled in red: 'Wildland Firefighter (Range or Forestry Aid/Technician)' and 'Hotshot Wildland Firefighter (Range or Forestry Aid or Technician)'. The page includes search filters, a results list, and a 'Spotlight' section on the right.

- 4) You have now navigated to the job announcement you are interested in applying for. 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 (it is helpful to print the "Print Preview" for reference).** On the right side of the screen; select "Apply Online".

The screenshot shows the job announcement page for 'Wildland Firefighter (Range or Forestry Aid/Technician)'. The 'Apply Online' button is circled in red. The page includes job details, salary range, open period, and agency information.

****Some positions have First Consideration Dates, be sure to apply before this date.**

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- 5) You will now be asked to select a Resume that you have built, it is important to update your resume before beginning this process. Your resume needs to support your answers from the application process. **Please Note:** If you are resubmitting or updating a previous application you must re-submit **all** required documents! Once you have selected "**Apply for this position now!**", you will be automatically redirected to the BLM Enterprise Hiring System website where you will continue the application process. Select the "Apply to this Vacancy" link (shown Below)



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 6**).
- 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.
- 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 & EVALUATIONS" 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.**

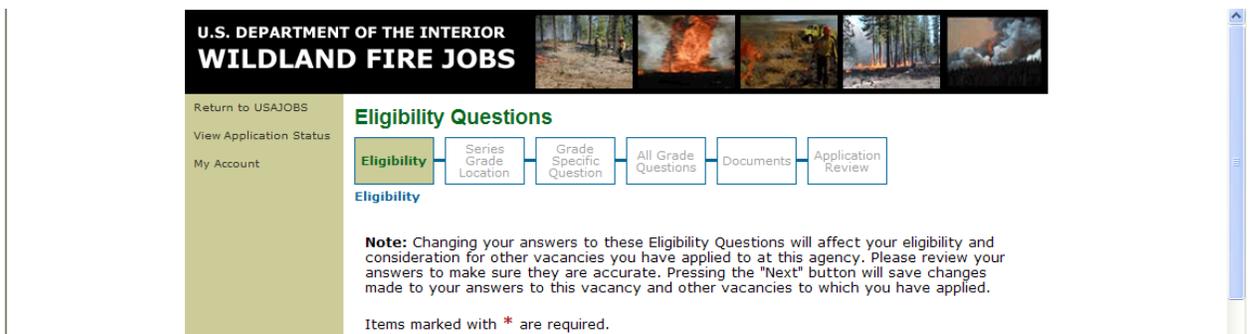
All career seasonal positions will be announced using two methods: DEU (Delegated Exam- for applicants that are not currently in a Career-Seasonal or Career appointment), and MP (Merit Promotion- for applicants that are currently in a Career Seasonal or Career position).

- ***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 FIVE: 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 apply for the vacancy. This process has 6 steps; Eligibility, Series Grade Location, Grade Specific Questions, All Grade Questions, Documents, and Application Review.



While completing the 6 steps for the vacancy application, 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-02/03/04/05) be sure to check the grade level for which you qualify. If you apply only for 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. A duty station may be considered a location, i.e. there are 3 duty stations within Elko District (Elko, Wells and Carlin), if you selected all three you would have 4 more locations available to select.
- 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 must be verified by a review of the work experience and/or education as shown on your resume. 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 save a PDF version of your application. Save this to your computer or email it to yourself so you have documentation that your application was processed successfully.
- Once you have answered all Assessment Questions, click on the "**Next>**" button to continue to the Upload / Fax Supporting Documentation step. This step is presented in detail in the next section.

STEP SIX: You are required to either FAX or UPLOAD all supporting documentation that is required and listed in the job announcement (You need to do one or the other, DO NOT DO BOTH). It is preferable to upload your documentation, because you can see that it is there instantly, where as faxing it in takes time for it to be uploaded and requires you to follow up that it has been received. Again, Please ensure that all instructions are followed relating to what documents to upload, how to attach them and that they are actually there. For more information, read the "How To Apply" section in the USAJOBS vacancy announcement.

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

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. If you do not own a scanner, try your local library.

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.

Documents from your profile that will be sent with your application.

Document Type	Description	Action
College Transcripts	No document Submitted	 Upload  USAJOBS  Fax

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed. Please see the vacancy announcement regarding the required supporting documentation. You will only need to submit supporting documentation that is applicable to you.

Document Type	Description	Action
IQCS Master Record or Equivalent Documents	No document Submitted	 Upload  USAJOBS  Fax

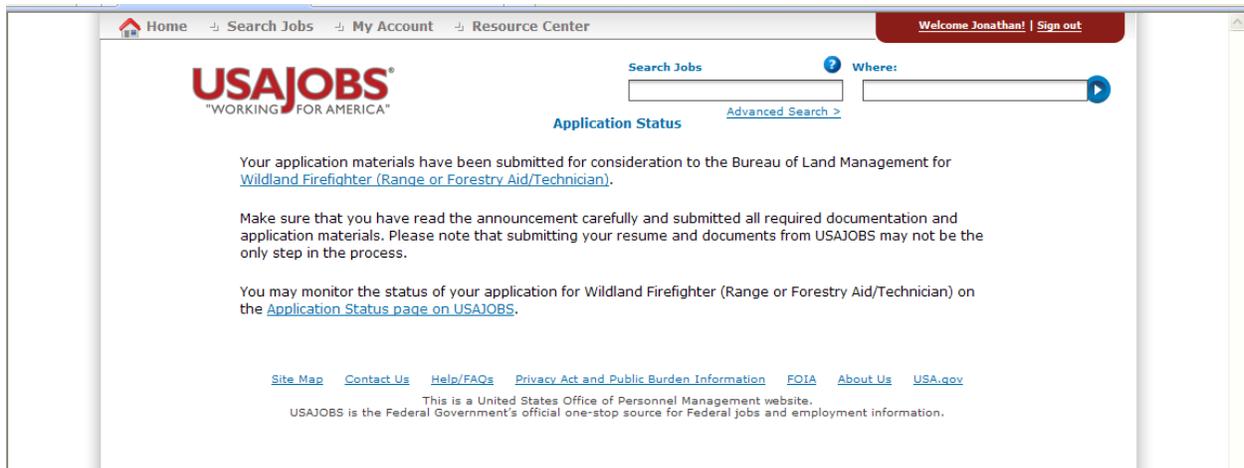
UPLOADING / FAXING Instructions: After answering all of the Vacancy Related Questions, you will be taken to the Documents portion of the application process. The documents that you are required to submit will be listed in the table. Select either **“Upload”**, **“USAJOBS”** or **“Fax”** from the link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

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 blm_fa_fires@blm.gov) for temporary seasonal positions or contact the Nevada State Office Branch of Human Resources (775-861-6431 or nvjobs@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.**
6. Click the "**Save PDF**" towards the top of the page. This will save a PDF version of your application 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 "Save PDF" button, be sure to go back to the Application Review page and 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.



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:

- Go to www.usajobs.gov, create an account and resume.
- Determine what grade level you qualify for based on your general work experience, specialized work experience, and education.
- Search for and apply for positions on USAJOBS.
- 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. I.e. 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.

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@blm.gov .

District Office	Name	Title	Phone
Elko	Dylan Rader	Assistant Fire Management Officer	(775) 753-0395
Winnemucca	Mike Fetic	Zone Fire Management Officer	(775) 623-1705
Carson City	Billy Britt	Fire Operations Specialist	(775) 885-6006
Ely	Ray Maestes	Assistant Fire Management Officer	(775) 289-1923
Southern Nevada	Chris Glode	Assistant Fire Management Officer	(702) 515-5131
Battle Mountain	Barry Burt	Assistant Fire Management Officer	(775) 635-4114
Eastern Nevada Agency	Spencer Gregory	Assistant Fire Management Officer	(775) 753-0308

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

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

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

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

USA JOBS – All Federal Employment	http://www.usajobs.gov
USA JOBS Help - Guides and Tutorials	http://www.usajobs.gov/ResourceCenter
DOI Fire Jobs	http://www.firejobs.doi.gov
DOI Fire Jobs How To Apply	http://www.firejobs.doi.gov/index.php?action=apply