

## **GENERAL INFORMATION**

The Department of Interior's (DOI) Fire Integrated Recruitment Employment Systems (FIRES) is a computerized employment application processing system, which electronically prescreens candidates and ranks them according to specified criteria. FIRES lets you search for available seasonal wildland fire jobs in the DOI; create, edit, and archive your electronic resume; and apply for specific jobs online! FIRES also provides you with an opportunity to establish criteria to identify the type(s) of jobs you are interested in, and will then notify you with an email message when that kind of job is open for application. FIRES is simple to use and is designed to meet your job search and application needs well into the new millennium!

## **HOW TO APPLY**

It's easy to create, edit, and store your FIRES online resume to apply for seasonal wildland fire jobs in the DOI. Just click on the "Login to FIRES" button on the main page and follow the directions below:

### Logging into FIRES

#### New Users

1. After you login to the FIRES system, select the "New Users" option, and click on the "Next" button.
2. Fill in all the "User Information" and resume data fields.
3. Fill in your e-mail notification preferences and click on the "Next" button again.
4. Continue filling out the online resume by responding to the remaining questions. After answering the last question, click "Continue."
5. Your user information will be electronically stored and the system will assign you an ID number. (Store this number in a safe place! You may use either your ID number or your e-mail address and password to login to the system in the future.)

You can change your personal or demographic information at any time by logging into FIRES and selecting the appropriate option. However, any changes you make will not be reflected on any of your applications for vacancies that have already closed.

#### Registered Users

1. If you are already registered and your personal and resume information is up-to-date, select the "Registered Users" section on the login page and enter your FIRES ID (or e-mail address) and your password.

2. Select "Go to Jobs" and click on the "Next" button.
3. If you need to change your personal or demographic information simply select the appropriate option.
4. Remember that any changes you make will not be reflected on any of your applications for vacancies that have already closed.

#### Searching for Vacancies

1. After you have logged into the system, select the link for "DOI FIRES".
2. Hit "enter" and the system will display a list of job openings; or if you prefer, you can select the link for the "Search Wizard."
3. Once you have found a job that you are interested in, click on the vacancy announcement number to view the full vacancy announcement.

#### Applying for Jobs

1. To apply for a particular vacancy, first carefully read and respond to the vacancy application questions. If you are unsure of which answer to select, make sure you select the one that best describes your education and/or experience. Do not select an answer unless you fully meet all the criteria described for that response. (Do not select an answer that only partially applies to you.)
2. Click on "Finished" to submit your completed application. along with a copy of your resume.
3. Your application is not complete until you see a screen that says "Your application has been successfully transmitted!"
4. You may log into the system and edit your responses to either the application questions or your resume at any time up until the closing date and time of the announcement.

#### FIRES Notification Reliability

If you choose to receive email notifications of vacancies as they open in FIRES, please be aware that this service is presented as a courtesy to our applicants. Although the email notification system is very reliable, it is possible that an email notification for a particular vacancy may not reach you due to technical problems related to sending email across the Internet that are beyond our control. To ensure that you are aware of all the job advertisements please periodically review the vacancy listing that appears directly on the FIRES website or USAJOBS.

## Unsubscribing from FIRES Notifications

Instructions for unsubscribing from the email notifications of vacancies through FIRES are located here. In addition, if email from our system is undeliverable due to an invalid or inoperable email address the DOI reserves the right to discontinue any future email notifications to that address.

## Logging out of FIRES

The best way to "log out" of FIRES is to simply close the window on your browser. This will prevent anyone else from using your FIRES account without your knowledge.

## **PASSWORD HELP**

Your password is case sensitive and must be a minimum of 5 characters long (you can use upper or lower case letters). For example, if you choose a password of EMPLOYEE, each time you enter your password you must type it using all capital letters.

## Forgotten Passwords

Follow these instructions if you forget your password:

1. Go to the main login screen and select the "Forgot your password?" option.
2. Click the "Next" button.
3. Enter the following:

Your User ID (or, if you prefer, your e-mail address that you registered with)  
Your zip code  
Your date of birth

4. Click on the "Next" button.
5. If your request was successful:

You will see a screen telling you your request was successful, and that your password was changed to your zip code. Click "Return to Login" and login using your new password.

6. If it was not successful:

You will see a screen telling you that errors were encountered. This screen only appears if the information you entered in Step 3 does not match the information in your account. Use the back button to correct your information, or, if still unsuccessful, contact [ncsjobs@blm.gov](mailto:ncsjobs@blm.gov)

Note: If you are sending an e-mail regarding a specific vacancy, be sure to include the vacancy announcement number and title of the position.

## **PRIVACY ACT STATEMENT**

Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of Title 5 of the United States Code. We need the information requested in the online resume and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records separate from others who may have the same name or even the same birthdate. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files such as files on unpaid student loans.

If you do not give us your SSN or any other information requested we cannot process your application. In addition, incomplete addresses and ZIP Codes will slow processing.

We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies; concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Council, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.

We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home

address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or other job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.

## **SECURITY**

In order to use FIRES you must use a Web browser that supports Secure Socket Layers (SSL) protocol with 128 bit encryption software. This prevents your personnel information from being read by others on the Internet while it is being transmitted between your Web browser and FIRES. In addition, browsers typically store/save pages displayed on your monitor to your hard disk. This can allow others to see your personal information if they have access to your machine. When you are operating in the SSL mode, this automatic saving or caching can be turned off. You should verify caching is turned off before using FIRES.

All current versions of both Netscape Navigator and Microsoft Internet Explorer support the minimum encryption settings required to use FIRES. Information for configuring either of these browsers to disable automatic caching is available here:

### **Netscape Navigator/Communicator Users**

If you are using Netscape 4.x (version 4.0 or above) your browser is already configured to never cache encrypted pages to a disk. However, if you use Netscape 3.x, choose menu option "Options -> Network Preferences". Make sure the checkbox for "Allow Persistent Caching of Pages Retrieved through SSL" is NOT checked.

### **Microsoft Internet Explorer 5.x/6.x Users**

Click the "Tools" menu item and select "Internet Options" Then select the tab labeled "Advanced" and scroll down to the "Security" section. Make sure the box labeled "Do not save encrypted pages to disk" is checked.