|  |  |
| --- | --- |
| **Name:** | Click here to enter text. |
| **Current Position / GS Level:** | Click here to enter text. |
| **Duration:** | **30 Days ( ) 60 Days ( ) 90 Days ( ) 120 Days ( )** |
| **Date of Availability:** | Click here to enter text. |
| **Home Unit:** | Click here to enter text. |
| **Contact Numbers:** | Click here to enter text. |
| **Mailing Address:** | Click here to enter text. |
| **Immediate Supervisor :**  | Click here to enter text. |
|  **-Office / Cell Numbers:** | Click here to enter text. |
|  **-Email** | Click here to enter text. |
| **Emergency Contact:** | Click here to enter text. |
|  **-Relationship To You:** | Click here to enter text. |
|  **-Home / Cell Numbers:** | Click here to enter text. |
| **Current Quals:** | Click here to enter text. |
| **Current Task books:** | Click here to enter text. |
| **Red Card Expiration Date:** | Click here to enter text. |
| **Feller Quals and Expiration:** | **FALA / 3 ( ) FALB / 2 ( ) FALC / 1 ( )**  |
| **Medical Qualifications:** | **EMT ( ) WFR ( ) 1st/CPR ( )**  |
| **Travel Method:** | **GOV ( ) POV ( ) AIR ( )** |
| **Travel Paid By:** | **Sending Unit ( ) Requesting Unit ( )** |
| **Base Salary Paid By:** | **Sending Unit ( ) Requesting Unit ( )** |
| **Per-Diem Paid By:** | **Sending Unit ( ) Requesting Unit ( )** |
| **Travel Card:** | **Gov. Travel Card ( ) Personal Credit Card ( )** |
| **Open Travel Authorization:** | **Yes ( ) No ( )** |

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**Requesting Units Address and Contacts:**

Cherokee National Forest / Watauga Ranger District

Cherokee Hotshots

4400 Unicoi Drive

Unicoi, TN 37692

**Items detailer(s) are required to bring:**

Sleeping bag, rain gear, Gov. or personal credit card, cold weather gear, physical training clothes & shoes, current red card, Nomex pants & shirts (min of 2 each), IRPG, compass, pocketknife or leather man, eye protection. We will provide all other required items. **Radios, GPS units, etc. are not required to bring**- if you choose to bring these items and they are lost / damaged, it will be your home unit’s responsibility to replace...

**If staying in crew barracks:** some type of bed cover, lock for wall locker

**If you are injured, Cherokee IHC will start the process to get you the treatment needed, and we will continue to assist throughout the process, but all OWCP issues will be the Home Unit’s responsibility to complete and follow up on.**

**Home Unit and/or employee will be responsible for Travel Vouchers and entering time in Paycheck.**

**Detailers will receive Fire Experience Records for time with CIHC and any certifications of training completed while on detail. Home Unit will be responsible for entering into IQCS.**

**Comments/Special instructions:**

Detailers need to be physically fit and prepared for long work hours. Detailers will be sent home if he/she does not meet IHC standards or follow Cherokee Hotshots Standard Operating Procedures.

 Click here to enter text. Click here to enter text.

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 *Signature of Applicant Date*

Click here to enter text.Click here to enter text.

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 *Signature of Supervisor Date*

**If you have any questions, please contact:**

**Dennis Trentham Robbie Claytor**

**Superintendent of Cherokee IHC Cherokee IHC**

**dtrentham@fs.fed.us****rclaytor@fs.fed.us**

**(423) 743-5925 (423) 743-5926**

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