CONDITIONS OF HIRE FOR BLM EASTERN MT/DAKOTAS DISTRICT CASUAL HIRES

1. Individuals are **NOT** entitled to casual employment. Sponsorship will be terminated after two documented accounts of breaking district policy. ADs seeking casual employment recognize they will be hired only if no agency employee is able to fill the need.
2. MT-EMD ADs are hired as an emergency firefighter (AD) by an agency of the U.S. Government, the Bureau of Land Management. This agency is referred to in this document collectively as the 'Government.' Procedures or policies that refer to either federal or state agencies are specifically addressed.
3. Disclosure of your Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN) is mandatory. The U.S. Government requires an SSN for U.S. citizens or an ITIN for non-U.S. citizens. You will be ineligible for employment with the Government if you fail to provide your SSN. The SSN is the primary reference for the gathering of earnings data in connection with lawful requests from other agencies (Internal Revenue Service or State agencies). The hiring agency alone has direct access to this information. SSN use is necessary because another individual may have a name identical to yours. Always provide your full legal name on your hiring documents, not nicknames.
4. EMDD ADs must be 18 years of age or older and in good physical health. A physical examination may be required at the discretion of your supervisor and in accordance with BLM policy.
5. Before hiring, ADs must have submitted a valid Defensive Driving certificate and Do What's Right certificate to the EMDD Training Officer. ADs must be compliant with trainings and qualifications specific to their position.
6. EMDD ADs will read, agree to, and sign the Incident Behavior form annually prior to attending training or accepting an assignment.
7. EMDD ADs must have a Casual Hire Form signed by a designated hiring official and themselves before beginning training or an assignment. Failure to do this will result in no pay until the form is signed. Note that backdating forms is unlawful.
8. EMDD ADs are required to have a resource order for all assignments, local and non-local. ADs must have their resource order in their possession either electronically or on paper and have notified dispatch of their travel plans before leaving on assignment. This does not apply for Rx Fire on district as the funds used for these projects are appropriated.
9. ADs will be paid at an hourly rate. This rate is determined by the position the AD is ordered as, and the rate outlined in the most recent AD Pay Plan. If an AD is doing the duties of a position other than what they were ordered as, their supervisor may submit a general message with the position change, and the AD will record their time accordingly. There is no need for a new resource order or Casual Hire Form.
10. If performing duties as a trainee, ADs will be paid at the step lower than what the AD Pay Plan outlines for the fully qualified position.
11. Shifts on district will be a minimum of 2 hours. Shifts off district will be a minimum of 8 hours. Shifts will not be longer than 16 hours without proper justification.
12. Time must be submitted to EMDD Fire Business Specialist on an OF-288 for payment. DOI ADs are paid through their home unit.
13. ADs working on the home unit will submit time at the end of DOI pay periods.
14. ADs working away from the home unit will submit time at the conclusion of their assignment.
15. ADs traveling off district must have a Concur travel profile. Communication with the individual responsible for EMDD AD travel is strongly encouraged. Traveler must have an approved authorization or traveler will be responsible for all travel charges.

16. Standard assignment length is 14 days. You may be released at any time from the incident you are assigned to and 14 days is not a guarantee.
17. Individuals on active duty with the Armed Forces (Army, Air Force, Navy, Marine Corps, or Coast Guard) are ineligible for hire as an AD.
18. Personal hygiene must meet the standards set by your supervisor.
19. All documents for AD hiring or pay must be submitted electronically. Scans sent directly from a scanner/copy machine will not be accepted.
20. If an AD is fired or quits without good reason before their scheduled demobilization, their pay will stop immediately. Additionally, the Interagency Resource Representative or Incident Commander will determine whether the Government will provide transportation back to the point of hire or pay the AD for this travel time. If not, the AD will be responsible for transportation costs and/or the costs of personal needs during the waiting time.
21. ADs are authorized up to 80 paid hours of training time. ADs will get time signed by their instructor or the EMDD Training Officer. Requests for training in excess of 80 hours will require approval from the State Fire Business Lead in advance.
22. EMDD ADs recognize they are not regular government employees and do not have purchasing authority. Inappropriate purchasing will result in immediate termination of sponsorship.

THE U.S. GOVERNMENT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. Unlawful discrimination or any kind of harassment will not be tolerated. (This includes behavior such as making threats, abusive language, slurs, unwelcome jokes, teasing, and other such verbal or physical conduct.) Creating a hostile work environment will not be condoned. (This includes verbal or physical conduct of a sexual nature, making unwelcome sexual advances or requests for sexual favors, and unreasonably interfering with the work of others.)

I have been provided the opportunity to complete income tax withholding forms.

I have read, or had read to me, and understand the above conditions and upon signing below, agree to abide by said conditions for the duration of this calendar year.   I understand this Condition of Hire is required for hire as a casual by the Eastern Montana/Dakotas District of the Bureau of Land Management.

Printed Name:_____

Date:_____

Signed: _____