

**U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL INTERAGENCY FIRE CENTER**

EMPLOYEE CONDUCT, RESPONSIBILITY AND SAFETY CODE

GENERAL

As in any organization, if it is to function efficiently, there must be an understood code of conduct and an expectation that the code will be observed. Following is the code for employees of the National Interagency Fire Center (NIFC).

ON-CALL-STATUS

Personnel at NIFC must be in constant readiness for fire duty if fire duties are assigned to them. After call-up, you are expected to report to the Fire Center within one hour, or later time limit as specified by your supervisor, ready to perform your function on a fire or at the fire center.

HOUSING

There is no housing available for seasonal employees at the Center. You should have enough funds to support yourself in Boise since it will be from two to three weeks before your first check.

PARKING

There is limited parking space for all NIFC employees. Bus transportation is also available within six blocks of the Center on Vista Avenue. All personnel are subject to Fire Center traffic regulations as posted, and such regulations; including parking will be enforced by Base Services personnel.

TRAVEL

Many NIFC personnel are expected to travel frequently and may remain in the field for 30 or more days per dispatch.

CLOTHING AND GEAR

Firefighting equipment, hard hats, flame resistant shirts and pants, duffle bags, sleeping bags or other special purpose items will be furnished by the Interagency Fire Center, when required. Uniforms are mandated for certain positions. If a uniform is required for your position your supervisor will advise you. Certain positions require boots or safety shoes.

PERSONAL APPEARANCE

As representatives of NIFC, employees are expected to maintain clean and neat appearances. For safety reasons, personnel who are subject to work assignments that have been designated as hazardous must be able to contain their hair under a hard hat. These items will be determined by your supervisor.

SAFETY AND HEALTH

Many NIFC employees are subject to work assignments that are hazardous in nature. Such assignments may involve mechanized equipment with parts, belt drivers, rotors, etc., as well as smoke, dust, electrical and other hazards. Employees involved in these assignments must comply with established standards during such assignments.

Firearms are not allowed at NIFC or while on fire assignments away from the Center. All forms of drugs or controlled substances which are illegal under State or Federal statutes are prohibited. Possession or use may constitute grounds for dismissal and legal action.

SMOKEJUMPER TOWER

This equipment is to be used by NIFC personnel only when engaged in work at that location or when involved in training under supervision.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Bureau to afford equal opportunity to all qualified persons and to prohibit discrimination because of race, sex, color, religion, age or national origin. Individual rights to speak another language, worship in one's way or observe customs and traditions associated with one's own culture shall not be restricted so long as it does not infringe on the rights of others or interfere with the accomplishment of the mission for which they are employed.

If, in the opinion of the interviewing supervisor at the time you report for duty, you have not complied with the items that are the employee's responsibility, you will not be hired unless the situation is corrected immediately.

Any questions may be referred to BLM-NIFC Human Resources Management Office (208) 387-5364.

I accept/decline the offered appointment at NIFC. I can report to duty on _____.

I have read and will adhere to the statement of conduct and responsibility as stated above.

NAME _____
(Signature)

DATE _____

Please complete and return the above to Human Resources Management. All forms must be received in Human Resources two weeks prior to your 'enter on duty date'.