



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 South Development Avenue
Boise, Idaho 83705-5354



September 28, 2012

Memorandum

To: All Regional Directors, All Regions
Attention: Regional Fire Management Officers
Regional Fuels Specialists

From: Director, Branch of Wildland Fire Management

Subject: Fire Mentoring Detail

This memorandum is to inform the field of the opportunity to participate in the Fire Mentoring Detail Program. The purpose of this program is to offer opportunities to individuals to enhance their work experience by participating as a trainee or field coordinator/mentor at the Bureau of Indian Affairs (BIA) National Prescribed Fire Mentoring Hub located at the Seminole Agency in Florida or one of the Geographic Prescribed Fire Mentoring Hubs.

The Seminole Agency was selected to serve as the primary mentoring hub due to their ongoing annual workload in the area of prescribed fire. In addition, most of Seminole Agency's prescribed fire operations are planned for January through mid-March, a time of the year that BIA and Tribal employees may be more able to participate. This year the addition of two Geographic Hubs will offer additional opportunities for trainees to gain valuable experience in the area of prescribed fire operations.

The Seminole program will be able to support two groups of participants this season. Each group of five to seven participants will be organized by Craig Cook, Mentoring Program Coordinator, from the pool of applicants provided by the Regional Fuels Specialists. Length of assignment will be 21 days, including travel. If weather conditions and funding allow we may be able to offer a third session at Seminole.

The Geographic Hubs this year will be hosted by Crow Agency in Rocky Mountain Region and the Mississippi Choctaw in Eastern Region. Crow Agency will offer burning in the months of October/November. Actual travel dates for Crow Agency will be coordinated between the hosting unit and the participant once they are selected. Mississippi Choctaw offers burning during the month of March, exact dates will be set dependent on weather. Length of assignment for the Geographic Hubs will be approximately two weeks. Those applying for the Geographic Hubs should expect to be more flexible in terms of travel dates in order to best hit the available burning windows.

Field Coordinators

An important element in the success of each group will be the assignment of a fully qualified RXB2, to serve as a Field Coordinator/Mentor for the group. The Field Coordinator will serve as the primary liaison and mentor between a group of five to seven participants and the Seminole or Mississippi Choctaw Tribal Fire Management Officer (FMO). Once the Mentoring Program Coordinator makes group assignments, the Field Coordinator will be expected to make pre-session contact with the individuals assigned as well as with the Seminole Tribal Fire Management Officer. The Field Coordinator will coordinate daily activities with the FMO, provide advice on technical aspects of prescribed burns and various prescribed burning techniques and equipment, and coordinate trainee assignments and task book management of attendees. Field coordinators will be responsible for managing daily logistics, briefings, burn permit compliance, and crew cohesion. They will be responsible for ensuring project work documentation and accomplishments, and facilitating response to unexpected events or emergencies. **Applications for Field Coordinators should be sent direct to the Fire Mentoring Program Coordinator.**

Field Coordinator(s) at the **Crow Agency Hub** will be provided by the Hosting unit.

The Field Coordinator/Mentor is a rewarding position offering the opportunity to directly impact the development of the BIA and Tribal prescribed fire and suppression personnel.

2013 Seminole Hub Schedule:

<u>Group</u>	<u>Travel Day</u>	<u>Work Days</u>	<u>Travel Days</u>
1	Wednesday, January 9	January 10 – January 28	Tuesday, January 29
2	Tuesday, January 29	January 30 – February 17	Monday, February 18
3	Monday, February 18	February 19—March 6	Thursday, March 7

2012/2013 Geographic Hub Schedule:

<u>Group</u>	<u>Travel Day</u>	<u>Work Days</u>
1 Crow Agency	October/ November 2012	7 to 14
1 Mississippi Choctaw	March 2013 TBD	14 to 16

Desired Group Composition at Seminole:

<u>Participants</u>	<u>Minimum Qualifications</u>	<u>Qualification Status</u>
1 to 2	RXB2 / Field Coordinator	Qualified
1 to 2	RXB2	Trainee
1 to 2	FIRB	Trainee
varies	FFT1/ ENGB/DZOP/PSDO/FEMO/ATVO	Qualified or Trainee

Desired Trainee Positions for Geographic Hubs:

<u>Participants</u>	<u>Minimum Qualifications</u>	<u>Qualification Status</u>
2	RXB2 Crow Agency	Trainee
1 to 2	FIRB Crow Agency	Trainee
1 to 2	RXB2/Field Coordinator (MS)	Qualified
1 to 2	RXB2 Mississippi	Trainee
1 to 2	FIRB Mississippi	Trainee
1 to 2	FEMO/ENGB Mississippi	Trainee/Qualified

Travel and Housing

Housing has been established at Seminole Agency to support the incoming detailers. Housing consists of mobile homes at the Big Cypress forestry compound. Groups may utilize mobile travel trailers at times to minimize travel time to their work sites.

Temporary housing may not be available at the **Geographic Hubs**. In cases where housing is not available suitable lodging will need to be arranged at local lodging establishments.

Actual travel dates to the **Geographic Hubs** will be determined at a later date as weather factors are taken in to consideration. Applicants for these areas should be flexible in regards to dates of travel. Every effort will be made to coordinate the travel of the mentoring participants to the Geographic Hubs in order to maximize their experiential learning. Crow Agency will offer one session beginning approximately in October to November with the exact date to be determined and will be able to host two Burn Boss trainees and one to two Firing Boss Trainees. The Mississippi Choctaw will offer one session in March depending on funding and weather conditions. Operations in Mississippi will involve burning in timber in an urban interface setting.

Cost of travel will be funded by utilizing the Regional Blanket Training Accounts.

Meals

At Seminole, housing will be equipped with a kitchen facility which can be utilized to prepare meals and make lunches. Participants will be required to manage their own day to day living expenses including meals and incidental expenses. Participants will be reimbursed at the daily per diem rate while away from their home unit. The per diem location for the Seminole Hub is **Hendry County**, Florida. Restaurants are available in the community of Big Cypress and surrounding towns, and may be utilized by the field coordinator and participants.

Housing may not be provided at **Geographic Hubs**. Participants will be expected to manage their own day-to-day living expenses including lodging, meals and incidental expenses.

Work Schedule

Participants should be prepared for long work days in the field. Although overtime is not guaranteed, certain prescribed fire “windows” may require working up to a 14 hour shift. The participants should plan on working 6 days a week with one day off per week. At times, this day off may be waived if suppression needs or burn windows dictate extended coverage. Conditions at this time of year may require night-time ignitions, and participants should be prepared for such events. All participants should bring appropriate PPE for Rx fire and initial attack activities and any additional items they regularly use at their home unit such as hand held radios, GPS, and weather observation equipment, etc. Participants must be red-carded and have passed the WCT for the level of work for which they are applying. Task books for all trainees must have been initiated by the home unit.

Cost Summary

1. **Travel: Paid by Sending Unit.** Regional Fuels Blanket Training Accounts will be utilized to cover travel expenses for the participants. **New application procedures this year will require all students to submit their applications to their respective Regional Fuels Specialist.** The Regional Fuels Specialist will prioritize applicants and provide copies of the applications and prioritization information to the Fire Mentoring Program Coordinator by the application deadline listed below.
2. **Base Salary: Paid by Sending Unit.**
3. **Overtime:** For government employees, overtime will be paid through project funds. For tribal employees, overtime will be paid through Regional Blanket Training Accounts. Regions will need to plan accordingly to cover overtime expenses for tribal employees. Blanket Training Accounts **will not** be used for overtime incurred by BIA employees. The Field Coordinator or local Burn Boss will complete Crew Time Reports on a daily basis. Crew Time Reports will include the project charge code. This Charge Code will be used by the home unit to pay for overtime hours. Tribal employees overtime will be paid for by utilizing their respective Regional Blanket Training Account.

Applications

Applications will be accepted from Bureau and Tribal employees currently working in fire management. **Application deadline for 2012 Seminole program is November 30, 2012**
Application deadline for 2012 Crow Agency (coordinated as received)
Application deadline for 2012 Mississippi Hub is December 30, 2011

Field Coordinator Applications should be sent to:

Craig Cook, Mentoring Program Coordinator
BIA - National Interagency Fire Center
3833 South Development Avenue
Boise, Idaho 83705-5354

Please contact Craig for additional information at 208-387-5965, FAX is 208-433-6543.

Attachments:

BIA_Detail_application.doc
BIA_Mentor_application.doc

cc: Dave Koch, NIFC
Mark Jackson, NIFC
Sam Scranton, NIFC
Jeff Alter, Seminole Tribe
Scott Meneely, Eastern Region
Randy Prettyontop, Crow Agency
Robin Allen, Mississippi Band Choctaw Indians



Bureau of Indian Affairs
 Branch of Fire Management
 Mentoring Program

FIRE MANAGEMENT DETAIL APPLICATION FOR DETAILER

General Information:

Name: _____

Address: _____

City/State/Zip: _____

Work Phone: _____ Cell Phone: _____

email address (work or home): _____

Functional Job Title _____ Job Series _____ Grade _____

Do you have career status with the BIA or Tribe? Yes _____ No _____

Personal Objectives:

What skills or Trainee position do you wish to develop?
 Include what % your Position Task Book is complete: _____

Qualifications:

List your current incident qualifications: _____

Availability:

What dates are you available to participate? Circle one or more sessions. If selecting more than one please include your priority. Flexibility increases selection probability.

Seminole Hub

Group	Travel Day	Work Days	Travel Days
1	Wednesday, January 9	January 10 – January 28	Tuesday, January 29
2	Tuesday, January 29	January 30 – February 17	Monday, February 18
3	Monday, February 18	TBD	TBD

Geographic Hubs

Group	Travel Day	Work Days
1 Crow Agency	To be Determined	October/November 2012
Mississippi Choctaw	To be Determined	March 2013



Bureau of Indian Affairs
Branch of Fire Management
Mentoring Program

Work Experience:

Briefly summarize your work experience. _____

I have my supervisor's concurrence to participate in the Fire Management Mentoring Detail Program. If selected to participate I agree to serve as a detailer for a three week period.

Applicant Signature: _____ **Date:** _____

Supervisor To Complete This Section

Supervisors Name (Please Print): _____

Supervisors Job Title: _____

Phone Number: _____

Supervisors email address: _____

Supervisors Signature: _____ **Date** _____

Please send completed application to: Craig Cook
Bureau of Indian Affairs
National Interagency Fire Center
3833 S. Development Avenue
Boise, ID 83705
Telephone: (208) 387-5965
Fax: (208) 433-6543



Bureau of Indian Affairs
 Branch of Fire Management
 Mentoring Program

**FIRE MANAGEMENT DETAIL
 APPLICATION FOR FIELD COORDINATOR**

General Information:

Name _____

Address _____

City/State/Zip _____

Work Phone _____ Cell Phone _____

email address work or home _____

Okay to contact at home? Yes _____ No _____

Functional Job Title _____ Job Series _____ Grade _____

Do you have career status with the BIA or Tribe? Yes _____ No _____

Qualifications:

List your current incident qualifications. (Field Coordinators must be qualified as RXB2)

Availability:

What dates are you available to participate? Circle one or more sessions.

Travel to Seminole	Travel to Home Unit
Group 1 Wednesday, January 9	Tuesday, January 29
Group 2 Tuesday, January 29	Monday, February 18
Group 3 Monday, February 18	TBD

Travel to Mississippi Choctaw	Travel to Home Unit
March 2013 start date TBD	16 day assignment

Work Experience:

Briefly summarize your work experience. _____



Bureau of Indian Affairs
Branch of Fire Management
Mentoring Program

I have my supervisor's concurrence to participate in the Fire Management Mentoring Detail Program. If selected to participate I agree to serve as a detailer for a three week period.

Applicant Signature: _____

Date: _____

Supervisor To Complete This Section:

Supervisors Name (Please Print) _____

Supervisors Job Title _____

Phone Number _____

Supervisors email address _____

Supervisors Signature _____

Date _____

Please send completed application to: Craig Cook
Bureau of Indian Affairs
National Interagency Fire Center
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Boise, ID 83705
Telephone: (208) 387-5965
FAX: (208) 433-6543