

**U.S. FISH AND WILDLIFE SERVICE**  
**FIRE MANAGEMENT MENTORING PROGRAM**  
**PROGRAM CHARTER**

**I. INTRODUCTION AND PURPOSE:**

As we move into the 21st century, the mentoring program is one avenue to address the issues the Service Fire Management Program and its employees' face as new generations move into the workforce.

Mentoring is defined "as a relationship among two people, one of whom is senior in experience and skill (the mentor), with the purpose of promoting the growth and development of the other (the mentee) according to a mutually understood set of goals."

The purpose of the Fish and Wildlife Service Fire Management Mentoring Program is to identify people with a high desire to learn, understand, and develop the necessary skills to work within the fire management program. This will be accomplished through the development of a personal interactive relationship between a mentor and mentee which matches experience with the desire to learn new skills. The Service Fire Management Program will use this voluntary effort to develop organizational knowledge and institutional needs at all levels, and help our employees achieve their fullest potential.

**II. AUTHORITY:**

Under the direction of the Service Fire Management Coordinator, establish, test, and implement a mentoring program. Program oversight will be provided by a steering committee assisted by subject matter experts as needed.

**III. PARTICIPATION AND ORGANIZATION:**

Steering committee membership is of a voluntary nature in order to ensure that only those highly committed to its purpose are assigned. In order to maintain continuity in the program and ensure program consistency, a minimum of a two (2) year commitment on the steering committee is required.

The Steering Committee membership will include the following voting representatives:

- < 2 Fire Management Officers (Refuge level)
- < Fire Management Coordinator or other fire staff (Regional level)
- < Asst. FMO, Prescribed Fire Specialist, or similar (Refuge level)
- < Refuge Manager or Project Leader (Refuge level)
- < National Program Manager/Fire Training Specialist (National level)
- < Subject Matter Expert/NCTC Liaison (National level)

Additional resources that may be utilized (non-voting subject matter experts) are as follows:

- < Consultants
- < Employee education and training specialists
- < EEO/Personnel Specialists
- < Other agency mentoring program representatives

#### **IV. ROLES AND RESPONSIBILITIES:**

##### **Service Fire Management Coordinator**

- < Approves committee charter, annual operating plan and budget
- < Designate National Fire Management Mentoring Program Coordinator
- < Serves as advocate for the mentoring program, and encourages others to support and participate in the program

##### **Mentoring Program Steering Committee**

- < Responsible for active participation in committee meeting and projects
- < Develops annual Program of Work and reviews curriculum annually
- < Acts as advocates and field contacts for program with agency personnel
- < Provides oversight/direction to the National Program Coordinator
- < Reviews new materials in the mentoring field for applicability to the program
- < Matches mentee with potential mentors during the selection process
- < Monitors, assesses, and evaluates program effectiveness
- < Reports to the Service Fire Management Coordinator with program progress and recommendations
- < Shares successes and challenges of the program with the field
- < Encourages mentors and any other under-represented group to become involved in the program

##### **National Fire Management Mentoring Program Manager**

- < Responsible for administrative action to ensure mission attainment for the program; requests task groups as necessary
- < Schedules committee meetings and serves as facilitator at those meetings
- < Deals with tactical implementation of program
- < Administers MOU's and contracts as needed
- < Develops budget for program
- < Serves as National Mentoring Program contact point
- < Provides information for development of a long-term strategy
- < Requests attendance of specially qualified individuals for committee meetings and as instructors or speakers at the orientation session

- < Acts as a clearinghouse for progress reports, recommendations and information on mentors, mentees and committee activities. Maintains program records and maintains files regarding the program.
- < Acts as liaison for other agency/interagency mentoring programs
- < Notifies mentors and mentees selected by the steering committee
- < Notifies immediate supervisors when employees are selected into program
- < Maintains “open door” relationship with mentees/mentors supervisors
- < Shares successes and challenges of the program internally and externally
- < Encourages mentors and any other under-represented group to become involved in the program

## **V. TASK GROUPS**

- < Task Groups may be established as special needs arise to assist the Steering Committee with their work. The Steering Committee will provide direction and oversight.
- < Task Groups will identify a chairperson. This person will, in general, serve a one-year term. Minutes of meetings will be documented and distributed to task group and steering committee members.
- < Task Groups will be approved and chartered by the Steering Committee. Task Groups may be re-charted annually or as needed.

## **VI. MEETINGS AND REPORTING:**

Regular committee meetings will be held semi-annually or more frequently if deemed necessary by the Steering Committee. One committee meeting will be held in conjunction with the Mentoring Orientation & Training session. Conference calls and email will be utilized as appropriate.

Time, place, and agenda for subsequent meetings, will be established by Committee prior to concluding each meeting. Decisions will be made by consensus.

The Steering Committee will reconsider membership when a member misses two (2) or more meetings.

Revision of this charter will occur on an annual basis and be approved by the Service Fire Management Coordinator of the Branch of Fire Management.

**Approved by: /s/ Phil Street \_\_\_\_\_ Date: 4/29/03 \_\_\_\_\_**  
**Service Fire Management Coordinator**  
**Branch of Fire Management**