



United States Department of the Interior
FISH AND WILDLIFE SERVICE
Fire Management Branch
National Interagency Fire Center
Boise, Idaho



Memorandum

June 13, 2007

TO: Regional Chiefs, Regions 1-7, CNO Field Office

FROM: Chief, Fire Management Branch

SUBJECT: Service wide Recruitment Notice - Fire Management Mentoring

The Fish and Wildlife Service is committed to developing our personnel to levels that will provide the professional capability required to manage our wildland fire management program. 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 to meet the Service mission. The Service Fire Management Program uses this voluntary effort to develop organizational knowledge and meet institutional needs at all levels and to help our employees achieve their fullest potential. Although in the long term the program is likely to enhance some careers it is explicitly not a career placement program.

The program is open to all Service employees, not just those currently in fire management positions, having a strong interest in participating and supporting Fire or All Hazard Incident Management activities at the local or national level.

The basis of this program is to foster mentoring relationships among all FWS personnel. Details of the Fire Management Mentoring program include the following information:

- It is formal and voluntary and lasts for two years.
- It focuses on fostering a relationship between two people, one of whom is senior in experience and skill (the mentor), with the purpose of promoting the growth and development of the employee (the mentee), according to a mutually understood set of goals.
- It is a long-term learning process that focuses on more than a particular professional skill or discipline. The program capitalizes on career life experience gained throughout a professional career and passing that knowledge on to others.
- Mentees may request a specific mentor but the Fire Management Mentoring Steering Committee will make the final match.

The next session of mentor/mentee formal training will commence January 15, 2008 with fifteen mentors and fifteen mentees. Attendance is required by both the mentor and mentee.

There is a rolling application deadline for this year's program. Anyone wishing to participate, as a mentor or a mentee, should apply by the dates below. If fifteen mentee nominations are received by the first or second deadline additional nominations will be

***FIRE MANAGEMENT MENTORING PROGRAM
STEERING COMMITTEE MEMBERS***

<p>Chad Fisher (Program Manager) National Fire Management Training Specialist US Fish & Wildlife Service National Interagency Fire Center 3833 South Development Ave. Boise, ID 83705 (208) 387-5986 Phone (208) 387-5668 Fax</p>	<p>Jack Owens Education Specialist National Conservation Training Center 698 Conservation Way Shepherdstown, WV 25443 (304) 876-7903 phone (304) 876-7248 fax</p>
<p>Bill Waln Fire Management Officer Quivira NWR Route 3, Box 48A Stafford, KS 87578 (620) 486-2393 phone (620) 486-2315 fax</p>	<p>Mark Kaib Regional Fire Ecologist P.O. Box 1306 Albuquerque, NM 87103 Fedex: 500 Gold Avenue SW, Room 12126 Albuquerque, NM 87102 (505) 248-6819 phone (505) 248-6475 fax</p>
<p>Terri Jenkins Fire Management Officer Savannah Coastal Refuges 1000 Business Center Drive, Suite 10 Savannah, GA 31405 (843) 784-6351 phone (912) 652-4385 fax</p>	<p>Roger Hollevoet Project Leader Devils Lake Wetland Mgt District Complex P.O. Box 908 Devils Lake, ND 58301 (701) 662-8611 phone (701) 662-8612 fax</p>

FIRE MANAGEMENT MENTORING PROGRAM

MENTEE APPLICATION

The information you provide is voluntary. The information that is provided will assist in matching someone of similar interests and career paths. The more information, the better the match of mentor with mentee. All information collected will be used for the Fire Management Mentoring Program and for no other purpose. Due to the scope of the program, not all applicants will be selected to participate. You may attach additional supporting information to this application (i.e., letters of recommendation or support, continuation sheets, etc.).

Name _____

Location _____

Address _____

City/State/Zip _____

Work phone _____ Home phone _____

E-mail address work _____

Okay to contact at home? Yes No

Job Title _____

Series _____ Grade _____

Do you have career status with the Fish & Wildlife Service? Yes No

If selected into the program, would you prefer your mentor to be in the same:
(check one)

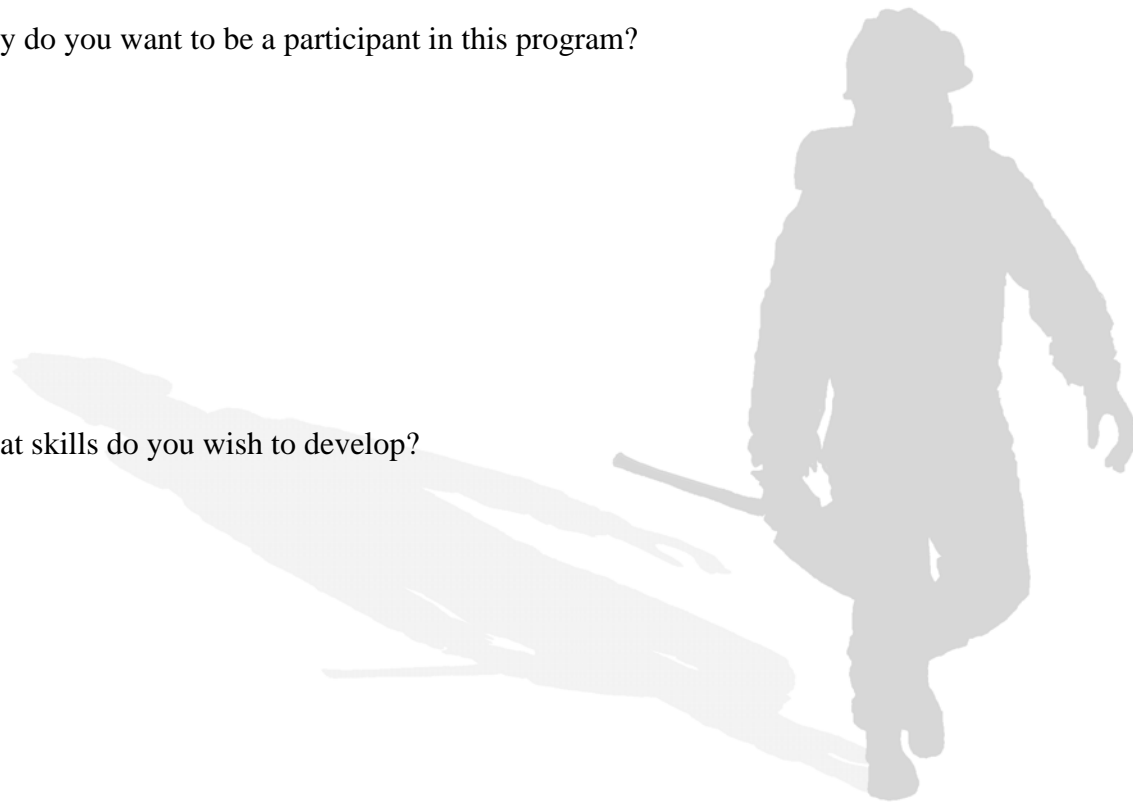
Geographic Area Region State Zone No preference

Prefer other location _____

The Fire Management Mentoring Program is a mentee-driven program, which requires the mentee to be a self-starter. Explain how you will fulfill this role.

Why do you want to be a participant in this program?

What skills do you wish to develop?



What characteristics or qualifications do you prefer your mentor to have?

What are your career goals?

Briefly summarize your work experience.

Do you have a specific person in mind that you would like to have as your mentor?

Yes No

Please recognize that you may name request someone who is not currently willing or able to fulfill the mentor role at this time, due to workload, personal interest in this program, or other constraints. Also realize that the individual named, the individuals supervisor, and the Mentoring Steering Committee must agree that this match would be in the best interests of the Fire Management Mentoring Program. This named individual must also be a Fish & Wildlife Service employee.

If you answered “YES” above, who would you prefer to have as your mentor?

Supervisor’s Concurrence:

I have my supervisor’s concurrence to participate in the Fire Management Mentoring Program. If selected to participate, I agree to serve as a mentee for a 2-year period beginning upon finalization of the Partnership Agreement between myself and the mentor. I also understand that this does not guarantee me future jobs or promotions.

Applicant Signature

Date

Supervisor To Complete This Section:

Supervisor's Name (Please Print) _____

Supervisor's Job Title _____

Phone Number _____

Supervisor's e-mail address _____

The above individual has my support and concurrence to apply for this opportunity. I understand that this does not guarantee my employee future jobs or promotions. If my employee is selected into this program, I agree to ensure that the individual has access to an e-mail account in my employee's name.

Supervisor's Signature

Date

Any Additional Comments Regarding Applicant:

Please send completed application to:
Chad Fisher
National Fire Management Training Specialist
3833 South Development Ave.
Boise, ID 83705
(208) 387-5986 Phone
(208) 387-5668 Fax
Chad_Fisher@fws.gov

FIRE MANAGEMENT MENTORING PROGRAM

MENTOR APPLICATION

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Name _____

Location _____

Address _____

City/State/Zip _____

Work phone _____ Home phone _____

E-mail address work _____

Okay to contact at home? Yes No

Job Title _____

Series _____ Grade _____

Do you have career status with the Fish & Wildlife Service? Yes No

If selected into the program, would you prefer your mentee to be in the same:
(check one)

Geographic Area Region State Zone No preference

Prefer other location _____

Why do you want to be a mentor?

Have you ever been part of a mentoring relationship? If yes, please explain.

What skills would you bring to the mentoring relationship?

Would you be interested in mentoring more than one individual?



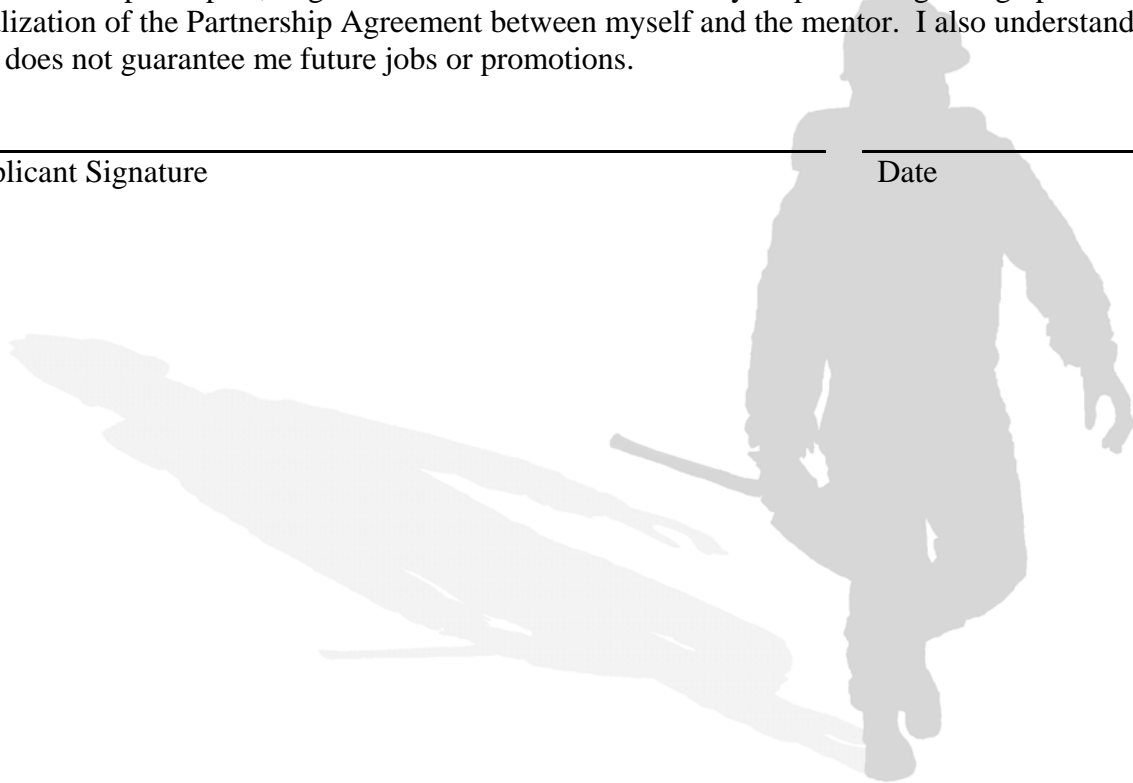
Briefly summarize your work experience and credentials.

Supervisor's Concurrence:

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Supervisor To Complete This Section:

Supervisor's Name (Please Print) _____

Supervisor's Job Title _____

Phone Number _____

Supervisor's e-mail address _____

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Date

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