

# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Office of Fire and Aviation  
3833 South Development Avenue  
Boise, Idaho 83705-5354

November 15, 2000

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To: All Field Offices

From: Director, Office of Fire & Aviation

Subject: International Disaster Assistance Response Team Training Sessions  
DD: 12/15/00

The Forest Service's Office of International Programs, Disaster Assistance Support Program is offering training/orientation courses on international disaster assistance teams. The Forest Service has offered several positions in the course to qualified Bureau employees. It will be offered twice as follows:

SESSION 1: March 12 - 16, 2001 - Reno, Nevada  
SESSION 2: April 23 - 27, 2001 - Seattle, Washington

The 32-hour courses will begin at 1300 Monday and end at 1200 Friday. Attachment 1 provides information on the training program and reference materials.

### **Course Objectives and Background**

The objectives of this training course are to prepare participants for potential assignments on an international Disaster Assistance Response Team (DART) deployed by the U.S. Agency for International Development's Office of Foreign Disaster Assistance (USAID/OFDA) and to prepare participants to provide technical support to USAID/OFDA at its Washington, D.C. office. Prior to an international assignment, participants are expected to work a minimum of one detail assignment in Washington, D.C. for USAID/OFDA.

The Disaster Assistance Support Program (DASP) was established in 1985 to provide technical emergency and disaster management support to USAID/OFDA. The primary goal of DASP is to assist OFDA in providing disaster prevention, preparedness, and emergency response support to developing nations. Since in the mid 1980's, BLM has supported DASP and USAID/OFDA with technical expertise and specialized equipment. These assignments have provided challenging career enhancing opportunities for those who have participated in the past.

## Note to Candidates

Candidates need to have a clear understanding of the situations which they may encounter on USAID/OFDA assignments in developing countries. Exposure to human misery and death, frustrations due to language barriers, confusing foreign bureaucracies, and complicated international politics are common experiences during these assignments. There is a greater risk of contracting potentially life-threatening diseases in developing countries, particularly in disaster-affected areas. Field assignments are usually 2-6 weeks in duration.

## Applicant Requirements

1) Candidates for this training should have experience and expertise in such areas as program management, aircraft operations, logistics, planning, expanded dispatch, emergency management, earth sciences, and geographic information systems. International travel or work experience, or foreign language skills are also assets in this type of work. Candidates should have an interest in participating in international disaster assistance response, prevention, preparedness, and mitigation programs.

2) All selected candidates will be required to submit personal information to obtain a secret level security clearance unless they already have a current secret level security clearance originated by BLM. Candidates selected for training will be provided security clearance forms attached to their course acceptance letter. All forms are to be completed prior to the training and submitted to the instructor cadre on the first day of the course. Candidates can obtain information from their personnel office. If there are additional questions after contacting the personnel office, contact Tom Frey, the International Program Coordinator for Office of Fire and Aviation at [tom\\_frey@nifc.blm.gov](mailto:tom_frey@nifc.blm.gov) or 208-387-5167. **Applicants unwilling to submit to the security clearance process should not apply for this course.**

3) Prior to an international assignment, participants will be **required** to work at least one 4-6 week detail assignment in Washington, D.C., to provide technical support to USAID/OFDA headquarters operations. After working an assignment in Washington, D.C., candidates will then be eligible for consideration for an overseas assignment at a later date. **Potential candidates who are unwilling or cannot work a detail assignment in Washington, D.C. should not apply for this course.** All assignments with DASP and USAID/OFDA are based on participant availability and home unit approval.

4) Selected course participants will be expected to review and be familiar with information available on the Internet specified in Enclosure 1.

## Course Application Procedures

Applicants should complete the attached DART application form and email completed application forms to [tom\\_frey@nifc.blm.gov](mailto:tom_frey@nifc.blm.gov). In the subject line of the email, please write the following, depending on which training location you are applying for:

**Subject: DART Training Application – Reno**  
**Subject: DART Training Application – Seattle**

Applications are due into Tom Frey by December 15, 2000.

Candidate applications are evaluated on an individual basis for course acceptance. Group applications, e.g., incident management teams, will not be accepted.

Past experience indicates that the number of applicants for this course far exceeds the number of slots available. Candidates selected for this training should be fully committed to attend the course. Late cancellations do not allow time for the extra slot to be filled, thereby depriving a potential applicant of a slot. Selected candidates should make every effort to fulfill their obligation to attend the course and are expected to stay the full duration.

If there are further questions regarding applications, please contact Tom Frey, BLM Office of Fire and Aviation International Program Coordinator, at 208 387-5167, (tom\_frey@nifc.blm.gov).

### **Selection Process**

A review of the candidates by the Office of Fire and Aviation's International Program, DASP and USAID/OFDA will be conducted to select the participants. Applicants will be notified of their status by January 15, 2001. Candidates accepted into the course will receive additional course information and security clearance forms at that time.

Participants who successfully complete this course will be eligible candidates for detail assignments with the OFDA headquarters operations and DARTs, on an as-needed basis with approval from the employee's home unit.

### **Costs**

The candidate's home units is expected to cover the costs of his/her travel and per diem for the training course unless other arrangements are made with the Office of Fire and Aviation's International Program. There is no training course fees or tuition.

Costs associated with both domestic and overseas assignments, including salary, travel, per diem, and authorized overtime, will be covered through a reimbursable agreement with the Forest Service.

In addition to furthering international humanitarian and resource management goals, this training will provide challenging career growth opportunities for the participants. We appreciate your support and cooperation in carrying out our international program activities.

If you have the experience and interest, I strongly encourage you to participate in this program. The training can provide challenging career growth opportunities. It is also an excellent way for BLM and you to assist in achieving international humanitarian and resource management goals.

Signed by:  
Larry E. Hamilton  
Director, Office of Fire and Aviation

Authenticated by:  
Pat Lewis  
Supervisory Mgmt. Asst.

### **2 Attachments**

- 1 - Training Program (2 pg)
- 2 -DART Training Application Form (4 pg)

## **TRAINING PROGRAM**

### **Course Information Included with Acceptance Letters**

#### **Course Location, Times, and Facilities Information**

#### **Course Pre-work Available on the Internet**

Field Operations Guide for Disaster Assessment and Response -  
[http://www.usaid.gov/hum\\_response/ofda/fog](http://www.usaid.gov/hum_response/ofda/fog)

Organization Chart for U.S. Agency for International Development  
<http://www.usaid.gov/about/usaidorg.html>

Office of Foreign Disaster Assistance  
[http://www.usaid.gov/hum\\_response/ofda/](http://www.usaid.gov/hum_response/ofda/)

US Forest Service International Programs Disaster Assistance Support Program  
<http://www.fs.fed.us/global/aboutus/dasp/welcome.htm>  
[http://www.fs.fed.us/global/news/welcome\\_mar2000.htm](http://www.fs.fed.us/global/news/welcome_mar2000.htm)

General Health Precautions Information  
<http://www.cdc.gov/travel/>

### **Course Topics - Disaster Assistance Response Team Orientation**

History and overview of OFDA/DASP and the disaster response program

Interagency Roles and Interactions--Relationship of OFDA, DASP, U.S. Embassy, USAID, PVOs/NGOs, host country/United Nations/etc.

OFDA/ Washington Office assignments on response teams, logistics, and regional teams.

Explain stages of a request for international disaster assistance

Disaster assessments and deployment criteria

DART preparations and mobilization procedures

Cross-Cultural Awareness - International relief through the eyes of the recipient country

Health Precautions - General overview of health and safety issues related to international travel to developing countries

Passports/Visas/Security Clearance - Explain procedures relating to documents

Attachment 1

DART Functions - (Refer to Field Operations Guide for Disaster Assessment and Response)

Team Management

- Media Relations
- Liaison
- Safety

Operations Overview

- Health/Medical
- Search and Rescue
- Technical

Logistics Overview

- DART Support
- Transportation
- Supply
- Aviation
- Logistics Process
- Ordering, issuing, tracking, accounting
- OFDA/Washington DART support

Plans Overview

- Assessments
- Information Reporting
- Plans Meetings

Administration Overview

- Contract/Procurement
- Financial tracking
- Administrative support

Disaster Response Simulation

DART Demobilization

- Close-out in Country
- Final Documentation
- After Action Workshops

Total Course - 32 hours

## Application Form

*All information provided in this application is confidential.*

### Preference for Training Location

Place a "1" next to your first choice. If you can attend the other course as a second alternative, place a "2" in the space next to the location.

\_\_\_\_\_Reno

\_\_\_\_\_Seattle

### Personal Information

First Name	
Middle Name	
Last Name	
Ms./Mr./Dr./etc (select one)	
Job Title	
Agency (USFS or BLM)	
Region/State	
Forest/Field office/District	
District/Area	
Work Telephone	
Work FAX	
Work E-mail	
Home Telephone	
Mobile Phone	
Pager	
Home E-mail	
Internet E-mail	

Work Address	
Home Address	
Social Security Number	
Date of Birth	
Birth Location (city, state, country)	

Supervisory Approval

I have discussed this course information with my supervisor. My supervisor supports my attendance at the DART training and understands I may be requested for assignments up to six weeks in duration.

Supervisor Name	
Supervisor Title	
Supervisor Telephone	

Passport/Security Clearance Information

Official Passport Number	
Date Issued	
Date Expires	
Where Issued	
Location of Passport	
Personal Passport Number	
Date Issued	
Date Expires	
Where Issued	
Clearance Type (none / secret / top secret)	
Agency	
Date Applied	
Date Approved	
Date Expires	

Emergency and Medical Information

Emergency Contact Name	
Relationship to Applicant	
Address of Contact	
Phone - Day	
Phone - Night	
Email	
Doctor Name	
Doctor Phone	
Current Medical Condition	
Allergy Information	
Blood Type	

Immunization Dates

Yellow Fever	
Typhoid	
Hepatitis A	
Hepatitis B	
Tetanus	
Meningitis	
Rabies	
Polio	
Other Immunizations	

Narrative addressing skills

Provide a narrative not to exceed a total of one page addressing the following skills:

- 1) Program management skills
- 2) Ability to work both independently and as a team player
- 3) Functional skills in the areas of technical writing, program analysis, public information, public affairs, geographic information systems, earth sciences, computer/data base management, emergency/disaster response management,

logistics, planning, operations, aircraft operations, dispatch, engineering, pest management, telecommunications, hydrology, hazmat response, and administration.

(type narrative-here will expand to narrative size)

Overseas Work Experience or Personal Travel

<u>Country or Region</u>	<u>Months Experience</u>

If you have overseas work experience, provide a narrative describing this experience. The narrative should not exceed one page.

(type narrative-here will expand to narrative size)

Foreign Languages

Language	Proficiency Level Fluent/Conversational/Survival