

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 S. Development Avenue
Boise, Idaho 83705-5354**

April 26, 1999

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EMS Transmission 4/26/99
Information Bulletin No. OF&A 99-055

To: State Directors
From: Director, Office of Fire and Aviation
Subject: Rating Applicants for Technical Fire Management Course

The attached materials are intended to assist State Office Fire Management staffs in making objective selections for students to attend the Technical Fire Management program. Information Bulletin No. OF&A 99-052 described the program requirements in detail.

The use of the attached materials is not required, however it is highly recommended that they be used in the selection process. The selection process described has been valuable in the past to objectively select students who will be successful in the Technical Fire Management program. This program is a rigorous academic course that requires strong mathematical and computer skills, as well as a solid fire management background and a commitment to succeed. If a process like the one described here is not used to screen applicants, the likelihood of success is reduced.

The application period for this year's Technical Fire Management program ends May 7, 1999. All application materials should have been submitted to the State Offices by that date. State Office Fire Management staffs then have two weeks to rate applications, make selections and forward all materials to BLM Training Group, the National Interagency Fire Center. It is important that all application materials be forwarded to the BLM Training Group at the National Interagency Fire Center, because applicants who were not selected by States may still be able to participate under National Office sponsorship.

Please contact Larry Sutton, BLM Training Group Leader, at 208-387-5374, if you have any questions regarding the Technical Fire Management program.

Signed by:
Edward W. Shepard
Acting Director, Office of Fire and Aviation

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst.

3 Attachments:

- 1 - TFM Student Selection Panel Instructions and Documentation (1 p.)
- 2 - TFM Individual Rating Sheet (1 p.)
- 3 - TFM Summary Rating Sheet (1 p.)

Distribution:

State Fire Management Officers
Jay Thietten, Room 5627, MIB
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WO-540

Student Selection Panel Instructions and Documentation

State: _____

Panel members: _____, Chair person

Date: _____

Objective of selection panel: Rank candidates to attend the upcoming class of Technical Fire Management; select the number allocated for your state for this year.

Purpose of the program:

#1. To improve the technical proficiency of fire specialists beyond the level that can be attained through on-the-ground training.

#2. Provide an opportunity for students to acquire 18 units of college credit in the natural resource management field (401 series), specifically fire management. It is not intended for people with four-year degrees in resources or fire. Applicants must be at the GS 6-11 grade level.

Background:

Information Bulletin OF&A 99-052 was sent to the field on April 9, 1999 with a closing date of May 7, 1999 (all forms to be submitted to State Offices by that date). State Offices have until May 21, 1999 to make selections and forward all application information to BLM Training, NIFC.

Rating Process:

Using the two attached worksheets, panel members rate applicants on the basis of materials provided during the nomination process. The Individual Rating will be determined by panel members reviewing the applicants' responses to the "Selection Criteria for Technical Fire Management" included in the course announcement. Points are assigned by panel members, up to 5 for each topic as it relates to their experience, knowledge, skill and ability. A total of 115 points is possible for each applicant. Each rating panel member will record their points per category and provide a summary total for each applicant. The panel leader will tabulate the scores and total points (scores from all evaluators) for each applicant will be determined.

Applicant's Name ⇒									
<u>1. Communications</u>									
a. Oral									
b. Written									
<u>2. Fire Mgmt. Knowledge</u>									
a. Budget									
b. Preparedness									
c. Prevention									
d. Activity Planning									
<u>3. Fire Related Effects</u>									
a. Fire Ecology									
b. Fuels Mgmt									
c. Rx Fire Mgmt									
d. Smoke Mgmt									
<u>4. Computers</u>									
a. BEHAVE/CONSUME									
b. NFDRS,KCFAST,WIMS									
c. Word Processing									
d. Database/Spreadsheet									
e. Operating Systems									
<u>5. Math skills</u>									
a. General									
b. Algebra/Statistics									
<u>6. Wildland Fire Operations</u>									
a. Knowledge of I.A.									
b. Extended attack									
c. Incident Mgmt Team									
d. Program Mgmt									
<u>7. Why you wish to attend</u>									
a. Qualify for 401 series									
b. Long-term career objective in fire program									
TOTAL									

