

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 S. Development Avenue  
Boise, Idaho 83705**

September 14, 2000

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EMS Transmission 09/14/2000  
Instruction Memorandum No. OF&A 2000-023  
Expires: 09/30/2001

To : State Directors

From: Director, National Office of Fire and Aviation

Subject: Fire Program Workforce and Training Questionnaire DD: 9/25/00

Purpose: Since 1993, BLM has participated in the Wildland Firefighter Apprenticeship Program. The goal of this program is to provide an avenue for continuous recruitment and training of a safe, effective and diverse fire management workforce.

Background: In January, 2000, the BLM Wildland Firefighter Apprenticeship Committee met in Fort Hunter Liggett, California. The committee addressed many concerns and possible improvements that could be made to the current USDA-Forest Service program and curriculum that would be of benefit to the BLM Fire Program. Specific concerns focused on providing more slots for BLM participants and the possibility of developing a curriculum to better meet BLM needs.

Policy/Action: The Executive Leadership Team (ELT) has tasked the BLM Training Unit with analyzing viable training alternatives that could better serve the needs of BLM Fire Managers. To aid in this analysis, the BLM Training Unit is asking all Fire Management Officers at the District/Field Office level to complete the attached questionnaire concerning workforce and training needs for entry level firefighters. This information will provide focus and ensure the analysis of appropriate training alternatives that will assist Fire Managers in completing their workforce training goals.

Timeframe: **Completed questionnaires should be compiled by State Fire Management Officers no later than September 25, 2000. A copy of the results should be sent to Ted Mason**, Training Specialist, BLM Training Unit. Please respond via Lotus Notes. The State Offices will be asked to ensure that all District and Field Offices respond.

Budget Impact: N/A

Manual/Handbook Sections Affected: N/A

Contact: We appreciate your time and effort in providing accurate and thoughtful responses. If you have any questions, feel free to contact Ted Mason at (208) 387-5336.

Signed by:  
Lynn P. Findley  
Acting Director Office of Fire and Aviation

Authenticated by:  
Pat Lewis  
Supervisory Mgmt. Asst.

1 Attachment

1 - BLM Workforce and Training Questionnaire

Distribution

Jay Thietten, Room 5627, MIB  
Cyndie Hogg, NARTC  
Fire Program Manager  
Aviation Program Manager  
NIFC Director

The BLM Training Unit is currently analyzing various training alternatives that will assist BLM Fire Program managers in meeting current and forecasted training and qualifications needs for entry level (GS 5/6) career status fire positions. The accuracy of this analysis is dependent upon current information and input from field offices.

Please take a few minutes to complete the following questionnaire and **return it to your State Fire Management Officer no later than September 25, 2000.** **A carbon copy should also be sent to Ted Mason, Training Specialist, BLM Training Unit.** Please respond via Lotus Notes. The State Offices will be asked to ensure that all District and Field Offices respond.

Although many non-fire personnel are active participants in the Fire Program, please limit your responses regarding organizational structure and positions to fire-funded personnel only.

Thank you very much for your time and effort.

If you have any questions please contact:

Ted Mason  
Training Specialist, BLM Training Unit  
3833 S. Development Avenue  
Boise, Idaho 83705  
Phone: (208) 387-5336  
Fax: (208) 387-5556

# BLM Fire Training Questionnaire

NAME: \_\_\_\_\_

STATE / FIELD OFFICE or DISTRICT: \_\_\_\_\_

1. Considering only the GS-5 and GS-6 positions, how many do you currently employ?  
Please do not include administrative staff.

Temporary	GS-5 _____
Short Term Career Seasonal	GS-5 _____
Long Term Career Seasonal	GS-5 _____

Temporary	GS-6 _____
Short Term Career Seasonal	GS-6 _____
Long Term Career Seasonal	GS-6 _____

2. If every position was filled in your approved Fire Management Plan's organizational structure, how many GS-5's and GS-6's would you employ (i.e., at 100% MEL)? Please do not include administrative staff.

Temporary	GS-5 _____
Short Term Career Seasonal	GS-5 _____
Long Term Career Seasonal	GS-5 _____

Temporary	GS-6 _____
Short Term Career Seasonal	GS-6 _____
Long Term Career Seasonal	GS-6 _____

3. How many career status fire positions at the GS-5/6 level have you filled through vacancy announcements in the last...

Year \_\_\_\_\_

5 years \_\_\_\_\_

4. What skills/abilities do you look for most in selecting candidates for Career Status GS-5/6 positions? (Consider both operational and administrative duties).

5. What skills/abilities do most selected candidates for Career Status GS-5/6 positions lack? (Consider both operational and administrative duties).

6. How many employees from your unit have participated in the Wildland Firefighter Apprenticeship Program?

Year 2000 \_\_\_\_\_

Total for last five years \_\_\_\_\_

7. What is the criteria that you use or have used in selecting candidates to attend the Wildland Firefighter Apprenticeship Program?

8. If you had as many slots *per year* for the Wildland Firefighter Apprenticeship Program as you needed to staff at the approved Fire Management Plan organization, how many GS-5 or -6 positions would you project filling for each of the next five years?

Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_ Year 5 \_\_\_\_\_

9. Do you know of any locations in your state that could accommodate 40-60 trainees comfortably, that meet the facilities criteria? (See attached sheet for criteria)

Yes \_\_\_\_\_ No \_\_\_\_\_

10. Would you be willing to host such a training facility within your area?

Yes \_\_\_\_\_ No \_\_\_\_\_

11. Additional comments:



## Site Criteria for Training Facility

Location: Within one hour's drive of a major jet port

Accommodations:

- Must have two separate sleeping areas (male and female), with bathroom facilities
- Enough beds for 60 trainees
- Separate sleeping rooms for staff and cadre (at least 12 that can house two people each)
- Linen (W/WO service) sheets, blankets, and pillows

Meals: (3 meals Monday thru Friday, two on weekends)

- Must be able to feed up to 80 people per meal
- Capable of preparing sack lunches

Classrooms:

- One classroom capable of holding 75 people (approximately 2200 square feet)
- Two classrooms capable of holding 40 people (approximately 1200 square feet each)
- Electrical outlets in classrooms for projectors etc.
- Auditorium that will seat up to 250 persons for presentations.

Offices:

- At least six outside phone/fax/data lines available
- At least four small offices that can hold two-three people (approximately 10' x 10' each)
- At least two staff/cadre meeting rooms that can hold 12 people each (approximately 15' x 20' each)
- Storage areas

Other facilities:

- Laundry: at least four washers/dryers
- Pay telephones: at least four available in the vicinity
- Sufficient parking for 50 vehicles
- Photocopying equipment available on-site
- Exercise room and/or areas (availability of exercise equipment)
- Medical Facilities on site and hospital within approximately 30 miles.
- Appropriate recreation opportunities.

Other considerations:

- No new facility construction required
- Facilities available at very low or no cost