



BUREAU OF LAND MANAGEMENT

NATIONAL OFFICE OF FIRE & AVIATION

INTERNATIONAL PROGRAMS

INTERNATIONAL TRAVEL PROCEDURES



Purpose:

These travel procedures and guidelines are intended to provide an organized and coordinated approach to assist employees traveling internationally on assignments for the National Office of Fire and Aviation (OF&A). OF&A's International Program (IP) has the lead for ensuring that these procedures and guidelines are followed and that the employee receives the necessary assistance throughout the assignment.

- These procedures and guidelines have been established by the
- Department and BLM to ensure that official international travelers:
- Have completed all the necessary forms;
- Have received the required travel authorizations, approvals, and clearances from BLM, the Department and the State Department;
- Understand the objectives of the assignment;
- Have been briefed and understand the issues of logistics, administration, coordination, and safety;
- Have guidelines for writing lessons learned, recommendations and a Trip Report upon completion of the assignment.

Requests:

IP will coordinate requests received by OF&A from other countries for participation in wildland fire projects, conferences, meetings, or emergency assistance. IP provides the coordination between OF&A and BLM units and State Offices which may have potential candidates for international assignments. This coordination includes identification and follow-up support for selected employees. IP bases its selection of employees to participate in international assignments on professional skills, specialized or specific international experience, and language skills. Ultimate approval for an individual's participation in an international assignment rests with the employee's home unit.

Invitations/requests for participation in international activities received directly by an employee from a foreign country or organization should be coordinated with IP.