



**United States Department of the Interior  
FISH AND WILDLIFE SERVICE  
FIRE MANAGEMENT BRANCH  
National Interagency Fire Center  
3833 South Development Avenue  
Boise, Idaho 83705**

April 26, 2005

Memorandum

To: Regional Fire Management Coordinators,  
Regions 1-7, CNO

From: Chief, Fire Management Branch

Subject: Fire Management Mentoring Program

The application period for the Fire Management Mentoring Program is now open for prospective mentors and mentees. The program will officially begin the week of October 17, 2005 for those selected. Attached are applications for the mentor and mentee positions for this program.

The purpose of the program is to identify people with a high desire to learn, understand, and develop necessary skills to work within the Service fire management program. This goal is accomplished through the development of a personal interactive partnership between a mentor and mentee.

A unique aspect of this program is that all employees interested in a career in fire management have the opportunity to participate. Those employees not specifically in a fire management career, but who support the fire management program through the use of prescribed fire or fire suppression, also have the opportunity to participate. Because this program has a 2-year commitment period, it is offered to full-time and part-time permanent status employees. The mentoring program is intended to complement other Service programs.

The intent of this voluntary program is to ensure succession of organizational knowledge and institutional memory, and help our employees achieve their fullest potential. Our goal is to work toward developing tomorrow's fire leaders today.

**The current application period is open until close of business Friday June 3, 2005. Successful candidates will then be notified, and will be required to attend formal training and orientation during the week of October 17, 2005. The training and orientation will be conducted at the National Conservation Training Center in Shepherdstown, West Virginia.** Travel expenses for mentors and mentees for the training and orientation session will be funded from the Fire Management Branch. The first official meeting of the mentor and mentee will occur during this period of time.

A brief description of how the mentoring program process works is as follows:

- 1) Potential mentors and mentees apply in writing to participate in the program during the application process. Applications are returned to the Mentoring Program Coordinator by the closing date.
- 2) The Mentoring Steering Committee matches prospective mentors with mentees, and selected individuals are notified by the Mentoring Program Coordinator. Mentees may request a specific mentor, but the final decision rests with the Steering Committee, the requested mentor, and the mentor's supervisor.
- 3) Selected individuals attend formal training which explains the program in detail and provides for the first formal meeting of the mentor and mentee. The mentor and mentee develop a set of mentoring goals, with the input and concurrence of the mentee's supervisor. Attendance at this training is mandatory for both the selected mentor and mentee, as this is the official starting point of the mentoring relationship.
- 4) The mentoring relationship proceeds according to guidelines for up to a 2-year period. The relationship can be ended sooner if both parties agree it is in their best interests. The Steering Committee will make progress checks to ensure things are working smoothly. A program evaluation process will ensure that program goals and objectives are being met.
- 5) At the conclusion of the second year, the mentor and/or mentee will either decide that sufficient accomplishments have been made, and conclude the relationship, or will agree to extend the relationship on an informal basis. Depending upon the long-range goals of each, either one may consider re-entering the program and forming a new formal relationship.

A list of Steering Committee members is attached. Feel free to contact any of the members for further information on the program.

If there are any additional questions, please contact Joette Borzik, National Fire Training Specialist, at (304) 876-7749.

Attachments