

# PREFACE

The purpose of this job aid is to provide Bureau of Land Management (BLM) employees, and others responsible for training (referred to as Training Officers in this document), a source document that addresses the processes and responsibilities through which wildland fire suppression and prescribed fire qualifications and training are established and managed within the BLM.

The job aid is designed to be a depository of both corporate (i.e., defensive driving and blood borne pathogens) and incident management training (training required in order to be on the fireline).

The guiding principles and priorities listed below are fundamental to the success of the Bureau's wildland and prescribed fire training programs and were considered during the development of this document.

## Guiding Principles

- Training is a basic responsibility of management at every level of operation intended to promote organizational and individual effectiveness.
- Managers and supervisors are responsible for assessing the training needs and establishing priorities of the organization and individual employees through Individual Development Plans (IDPs).
- Employee development is a practical means for building and maintaining a cadre of employees skilled in the performance of their official duties.
- Training and employee development will be used to meet the career needs and job requirements of all BLM personnel.
- Employees assigned to training are required to attend and complete the training assignment as they are any official assignment; employees are held accountable for failure to complete training assignments.
- All training will be tracked in a system, systems that may be used are the Incident Qualifications and Certification System (IQCS), DOI Learn, and manually.

## Bureau Priorities

1. Firefighter and public safety is the first priority in every fire management activity.
2. Develop qualified personnel and ensure that only trained and qualified personnel participate in fire management activities.
3. Maintain and improve employee performance.
4. Develop employee skills unavailable through existing recruitment sources.
5. Establish and maintain an accountable annual training program.

