



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Fire and Aviation
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To: All Fire and Aviation Employees

From: Deputy Assistant Director (NIFC), Fire and Aviation

Subject: Fire and Aviation (FA) Education Award Opportunity Due Date: 05/22/09

I am pleased to announce the opportunity for Fire and Aviation employees to compete for an annual award through the FA Education Award Program.

The FA Education Award Program objective is to provide eligible employees with a government-paid educational/training opportunity aimed at increasing their knowledge and skill. This education training opportunity will enhance performance in their current position and assist in achievement of their career goals with the Bureau of Land Management (BLM).

The amount of each award will vary depending on the cost of course tuition and books. The number of annual awards granted will depend upon the total cost of tuition and books and the number of recipients selected.

Employees are eligible to apply for an award if they meet all of the following criteria:

- are serving in a career or career-conditional appointment (including permanent seasonal appointments),
- have completed a minimum of one (1) year of federal service in a career or career conditional appointment as of application date,
- encumber a position with a full performance level of GS-12 and below or wage grade equivalent,
- have Supervisor and Division Chief concurrence,
- have completed an Individual Development Plan (IDP) identifying career goals and action plans,
- have a “fully successful” or higher employee performance rating of record, and
- do not have an outstanding balance from a previously-approved education award.

Employees interested in competing for an award must complete and return the attached application form, along with a supervisor evaluation and a copy of their IDP, to the Human Resources Office, Attention: Education Award Coordinator, by close of business May 22, 2009.

An evaluation panel will review all application packages. Selections will be made based on how the proposed course(s) relate to the employee's development and career goals.

A copy of the FA Education Award Program Guidelines is attached for reference. Questions concerning the program may be directed to Suzanne Rebish, 208-387-5388.

Signed by:
Timothy M. Murphy
Deputy Assistant Director (NIFC), Fire and Aviation

Authenticated by:
Erin K. Maskalick
Records Management Specialist

3 Attachments:

- 1 - Fire and Aviation Academic Training Program Guidelines (3 pp)
- 2 - Education Award Application Form (1 p)
- 3 - Supervisor Recommendation/Division Chief Concurrence Form (1 p)

Distribution:

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Suzanne Rebish (FA220)