



Information Sheet on the Mentor Program

What is the Mentor Program?

The Mentor Program is an essential part of the U.S. Fire Administration (USFA) All-Hazards Incident Management Team (AHIMT) Technical Assistance Program. Mentor opportunities consists of Type 3 All-Hazard Incident Management Team (Type 3 AHIMT) members mobilized to an incident where they will follow/observe/train with an experienced Type 2 or Type 1 Incident Management Team (IMT) position. This allows the Type 3 AHIMT to become involved in position specific training and/or to monitor the functions, tasks, and responsibilities of the position they will be performing as a Type 3 AHIMT member. It will provide Type 3 AHIMT members with hands-on experience through meaningful training tasks and assignments enhancing knowledge of their position – to learn first-hand about IMT operations during major emergencies/incidents. Type 3 IMT members **may** have the opportunity for some tasks to be reviewed and signed off in their ICS position task books during these assignments. Assignments are intended to be personal and professional development opportunities. The National Interagency Fire Center (NIFC) USFA Wildfire Manager (USFA-WM) works directly with the NIFC U.S. Forest Service IMT Manager (USFS-IMTM) to identify and assign mentor participants to active Type 1 or 2 IMT incidents.

Who Should Participate in Mentor Assignments?

Participants in the AHIMT Technical Assistance Program will have completed Position Specific Training for a position on the Type 3 AHIMT and have a Position Task Book (PTB) for the position requiring mentor assignments. The participant will be required to meet specific objectives during the mentor experience to meet the requirements of the AHIMT Technical Assistance Program. Participants are required to have a government issued picture identification, copy of general liability and workers compensation certificate of insurance, and PTB when they arrive. Unless otherwise arranged, the participants should have camping equipment, go kit supplies, and other personal hygiene and sustenance supplies.

How will Mentor Assignments be Made?

Type 3 AHIMTs are being developed at State and Regional levels across the country through the AHIMT technical assistance program developed and maintained by the USFA. All mentor assignments are arranged through the NIFC USFA-WM and the NIFC USFS IMTM, followed by coordination with the designated Type 3 AHIMT Point of Contact (POC). Participants are not agents of the Federal government nor have jurisdictional authority at the incident location.

Type 3 AHIMTs volunteering for a Mentor Assignment will be placed on a list in the order USFA receives confirmation of an IMT's interest, be able to provide the required documentation, and a verbal confirmation that they have the funding available to accept assignments within 24 hours. This list of volunteer AHIMTs will rotate weekly in order to give every team on the list the ability to be "in the queue" to respond to a possible alert. This list will be viewable online in order to help teams be prepared to the possibility of future alerts.

Once USFA is alerted of a possible assignment, the top three teams will be notified simultaneously. The first team to respond and confirm they can support the assignment will be the designated IMT to support the request. If none of the three teams notified respond within 24 hours, the next three teams on the volunteer Mentor Program list will then be notified, and so on.

If a Type 3 AHIMT receives a direct written invitation from the Incident Commander (IC), that invitation will be forwarded for coordination with USFS and USFA for consideration at the NIFC. At NIFC, the USFA-WM will coordinate the assignment with the USFS IMT Manager to expedite this assignment process. **However, T3 AHIMT members are asked to NOT contact IC's directly to request the assignment.** This is to prevent resource confusion, and to allow mentor assignment opportunities to be available to all Type 3 teams, which helps develop the whole community as opposed to just a limited amount of teams.

When and Where are Mentor Assignments Made?

Mentor assignments may become available when an Interagency Type 1 or Type 2 IMT is mobilized to an incident within the United States and Territories. It can take 3-6 days before an IC is able to commit to accepting mentor assignments and it is possible that no mentor assignments can be arranged. The mentor assignments will be confirmed and coordinated at the NIFC. T3 AHIMT's do not have the option to choose assignment locations.

Who pays for the Mentor Assignment?

All travel costs associated with Mentor participants are the responsibility of the sending organization unless otherwise arranged/funded.

For additional information about the Mentor Program, Type 3 AHIMT coordinators may contact Jeff Soulé at 301-447-1304 or jeffrey.soule@fema.dhs.gov at the USFA Emergency Response Support Branch.

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