



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 SOUTH DEVELOPMENT AVENUE
BOISE, IDAHO 83705-5354

Instructional Memorandum BIA-NIFC-69

December 22, 2006

Memorandum

To: All Regional Directors, All Regions
Attention: Forestry/Fire Management

From: Director, Branch of Wildland Fire Management

Subject: International Travel for Bureau of Indian Affairs (BIA) Firefighters

Purpose:

The purpose of this instructional memorandum is to inform BIA employees regarding policies and procedures for official foreign travel as it relates to wildland firefighting assignments. Currently, much of Victoria, Australia is engaged in a very severe fire season. Victoria has received assistance from other Australian States, New Zealand and Canada and may request additional assistance from the United States.

The Deputy Assistant Secretary -- Indian Affairs, Policy and Economic Development (DAS-PED) is responsible by formulating policy on international issues for Indian Affairs and has concurred with Bureau of Indian Affairs, National Interagency Fire Center (BIA-NIFC) and the following procedures. By coordinating this approval for foreign travel, DAS-PED seeks to ensure consistency in compliance with the Department of the Interior.

Scope:

This policy applies to employees of the Office of the Assistant Secretary -- Indian Affairs and the Bureau of Indian Affairs. It applies to all official travel when the employee is representing the United States Government or is part of a program sponsored by the United States Government.

Roles and Responsibilities:

For BIA employees requested to provide assistance to wildland firefighting efforts internationally, the following criteria must be met:

Passport:

Passports, personal or government issued, are required and must be current.

Travel Authorization:

In anticipation of a possible order for U.S. resources, the National Interagency Coordination Center (NICC) has developed a list of available personnel for assignment to Australia. This list was developed by each local fire dispatch office through their respective Geographic Area Coordination Center. If a person's name is on the approved list that the NICC holds, the assumption is that their supervisors have approved them to travel abroad. The individuals will still need to get a local signed travel authorization.

DI-1175 (Foreign Travel Certification Form):

Any BIA employee traveling internationally must have a signed and completed DI-1175. In emergency situations, a blanket justification will be developed and approved ahead of time by the Department. The employee will then need to have his or her immediate supervisor's signature, which is then sent back to the Central Office in Washington DC for the BIA Director's concurrence via signature. This form is forwarded and signed by the Assistant Secretary of Indian Affairs or his designate. The final approval then comes from the Department's International Affairs Office (202-208-3048 fax-202-501-6381).

BIA International Travel Liaison, Washington DC

Mr. Eric Wilson, Program Analyst, AS-IA, Office of Policy and Economic Development has been assigned as the International Travel Program liaison. Mr. Wilson will expedite delivery of the completed packets from the AS-IA office to the Department's International Affairs Office. Mr. Wilson can be reached at 202-501-5944 (office), 703-220-7097 (cell), 202-273-3153 (fax), or email at ericbrucewilson@msn.com.

If you have any questions, please contact this office at 208-387-5575.