**Appendix A
BLM Fire Training Committee Request for Change Process**

All Requests for Change forms will be submitted through the appropriate State BLM Fire Training Committee (BFTC) Representative. The Request for Change process is used to recommend:

* Changes to or creation of BLM training courses;
* Changes to or creation of BLM position qualifications including IQCS recommendations;
* Changes to BLM training policy; or
* Development of new training products or workforce development programs.

When the BFTC representative receives a request for change, he/she is expected to seek input from their state prior to submitting the request to the BFTC to ensure the change request is national in scope and meets an identified need of the agency. If so, BFTC representatives will forward to the co-chairs for placement on the agenda.

All requests for change will be processed through BFTC conference calls or meetings and tracked through the BFTC Action Item Log. Some decisions may require coordination with other BLM committees and/or groups.

Once a decision has been reached, the BFTC will forward the request to the Fire Operations Group (FOG) for concurrence. The FA-324 BFTC co-chair will inform the BFTC of final decisions and if any further action(s) is needed.

Changes adopted through this process will be incorporated into the *BLM Standards for Fire Training and Workforce Development* during the annual revision.

**Form Instructions:**

1. **State/Office Requesting Change:** Indicate the State requesting the change and identify the appropriate BFTC state representative.
2. **Unit Representative Contact Information:** Provide the name, home unit, telephone number, and email address of the person initiating the change request.
3. **Description of the Proposal:** Briefly describe the proposed change in sufficient detail.
4. **Description of the Issue:** Describe the issue your proposal is intended to solve. Provide the significant background information on the issue.
5. **Desired Outcome:** Provide a description of the final product. Offer suggested language for policy change, if applicable.
6. **Estimated Cost/Workload Required:** Provide an estimated amount the proposal will cost to accomplish. Estimate the number of people and time it will take to bring the request to resolution. Offer alternatives for delivering the desired outcome. Understand that this is a simple estimate of workload.

| **BLM Fire Training Committee Request for Change** |
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| **1. State/Office Requesting Change:****State Training Representative:** | **2. Unit Representative Contact Information:**Name:     Home Unit:     Contact #:     Email:     Date Submitted:      |
| **3. Description of the Proposal** (Be concise.) |
| **4. Description of the Issue** (Concise overview and background and reasons change is needed.) |
| **5. Desired Outcome** (Describe potential end product, proposed language, estimated due date, etc.) |
| **6. Estimated Cost/Workload Required** |
| **7. ~For Committee Use Only~****Tracking #: BLMTC-****Training Committee Approval:** **[ ] Yes** **[ ] No Date:** **[ ] Pending/Further Information Needed** |
| **Rationale:** |
| **Fire Operations Group Approval: [ ] Yes [ ] No Date:       [ ] Pending/Further Information Needed** |
| **Rationale:** |
| **Fire Leadership Team Approval: [ ] Yes [ ] No Date:       [ ] Pending/Further Information Needed** |
| **Rationale:** |