

# MEMORANDUM

**To:** [name of designee], [state/country] Business Unit

**From:** [name of Fire Manager], Fire Manager, [name of state/country]

**Cc:** Blane Heumann, Fire Management Coordinator

**Date:** [date of designation memo]

**Subject:** Burn Boss designation

By copy of this memo, I designate you a Burn Boss Type [*choose*- 1, 2 or 3] for The Nature Conservancy in [state(s)]. This designation is based on your completion of all the requirements for this position and demonstrated competencies in the leadership of prescribed burn operations. *[Delete next sentence if not applicable-]* This designation is subject to the following restrictions or limitations: [e.g. only certain fuel types, burn unit size or complexity, or geographies within the operating unit]. I am confident you have the dedication, skills, experience, and judgment to meet the high standards of performance expected of this designation.

With this designation comes the responsibility to conduct prescribed burns in the most professional manner, keeping abreast of current practices, tools and trends, and following the Conservancy’s standard operating principles and guidelines as specified in the Fire Management Manual <http://www.tncfiremanual.org>.

Learning and improvement is an on-going process and should not conclude with designation as a Burn Boss. Seek out opportunities to share what you know with others and learn from others. Consider additional training that supports your work. Collaborate in One Conservancy efforts across borders, and engage with others outside the organization to be a safer and more effective fire practitioner.

Thank you for your service to The Nature Conservancy.