



AMERICA'S BACKYARD

Featuring: American Frontiers: A Public Lands Journey

Agency Details/Contributions

Public Lands Journey

- **Details on Pre-Trek Support Team** – personnel details – none would require full time and could be accomplished at home offices – **Detail period = April 1 to August 1**
 - Safety/EMS/Security Coordinator – 4 weeks – part time
 - Media/PR/Promotions Coordinator (could serve on trek support team) – 6 months – part time
 - Team Training Coordinator – 4 weeks – part time
 - Mapping Support Coordinator – 4 weeks – part time
 - Supply and Equipment Manager (could serve on trek support team) – 6 months – part time
 - Education Outreach Coordinator (could serve on trek support team) – 6 months – part time
 - Communications/Data Processing Manager (could serve on trek support team) – 4 months – part time
 - Exhibit development/design coordinator (public lands monument) – 2 months – part time

- **Details on Trek Support Team** – personnel details – these are full time details, but could be divided up between several detailees – **Detail period = July 15 to September 31**
 - EMT Personnel (2) – 10 weeks
 - Security/Law Enforcement Personnel – for special events and VIP visits (4) – 10 weeks - part time
 - Communications/Data Processing Managers (2) – 10 weeks
 - Supply and Equipment Managers (2) – 10 weeks
 - Media/Sponsor/VIP Coordinators (2) – 10 weeks
 - Special Events/Education Coordinators (2) – 10 weeks
 - Logistics Crew (4) – 10 weeks
 - Trek Guides – part time details at specific locations

- **Details to Provide Sponsorship and Support for National Public Lands Day Celebration in Utah** – **Detail period = April 1 to September 31**
 - Overall project coordinator – 6 months – part time
 - Additional personnel to coordinate – 6 months - part time
 - Logistical support team – 6 months – part time
 - Assistance in seeking sponsors – 6 months – part time

- **Provide Equipment/Vehicles** – loans from inventory
 - Lap Top Computers (4) – 10 weeks
 - Support Vehicles - 4x4 supercab/crew cab longbed pickups or large carryalls (4) – 10 weeks
 - Flatbed and Covered Trailers (2 each) – 10 weeks
 - Handheld Radios (16 at any time) – 10 weeks – units will be traded out for local radios as trek proceeds to assure coverage

- **Provide Associated Contributions and Services**
 - Gasoline for Gov't Vehicles
 - Office Support for participating personnel at home offices – phone, supplies, etc.

Job Descriptions For Details

Pre-Trek Support Team – Part time details

Safety/EMS/Security Coordinator – Part time detail responsible for coordinating the safety, medical, and security needs for the trek. This includes sourcing paramedics, working with local search and rescue groups, determining agency support levels, identifying risks and developing risk reduction recommendations.

Media/PR/Promotions Coordinator – Part time detail responsible for generating media and public interest in the trek prior to its start. Would coordinate press releases, media contacts, promotional events and activities, and work with sponsors and partners. Could also serve as one of the trek media coordinators.

Team Training Coordinator – Part time detail responsible for coordinating the development of the Trek and Support Team training program. This includes development of the curriculum, selection of trainers, and identification of a training site.

Mapping Support Coordinator – Part time detail responsible for developing maps and guides for use by the trek team and support team, and create map versions for use by media and promotions.

Supply and Equipment Manager – Part time detail responsible for accessing, inventorying, procuring, transporting, and maintaining all supplies and equipment needed to support the trek. This includes food, drink, support gear and equipment, vehicles, electronics, etc. Could also serve as one of the trek supply managers.

Special Events/Education Coordinator – Part time detail. Prior to the trek, coordinates, with agencies, organizations, sponsors, and local contacts to coordinate all trek related education outreach efforts, local involvement activities, and special events. Recruit and manage local volunteers. Could also serve as one of the trek special events coordinators.

Communications/Data Processing Manager – Part time detail responsible for determining the needs and coordinating the design and set up of all communications/data processing/electronics equipment prior to the trek. This includes radio, phone, computers, and satellite communications, GPS support, video/camera needs, etc. Works with supply/equipment/transportation coordinator in sourcing and acquiring. Could also serve as one of the trek communications managers.

Exhibit development/design coordinator (public lands monument) – Part time detail to coordinate the development, design, and fabrication of the public lands monument which will be placed at the team joining site in Utah. Responsible for sourcing the design and fabrication, and getting necessary authorizations from the Forest Service.

Trek Support Team – Ten (10) week details or shared details

EMT's (2) – Responsible for assisting paramedic personnel with emergency medical services for all personnel associated with the trek. Coordinate with local medical services en-route. When not activated, they will assist support team with day to day logistics.

Communications/Data Processing Managers (2) - Responsible for operating and maintaining the communications/data processing/electronics equipment for the trek. This includes radios, phones, computers, satellite communications equipment, GPS support, video/cameras, etc. Works with supply/equipment/transportation coordinator.

Supply and Equipment Managers (2) – Responsible for accessing, inventorying, procuring, transporting, and maintaining all supplies and equipment needed to support the trek. This includes food, drink, support gear and equipment, vehicles, electronics, etc.

Media/Sponsor/VIP Coordinators (2) – As both on-site and advance personnel, they coordinate all aspects of the media to maximize opportunities and exposure. Serve as media spokesperson. Work with sponsors to help fulfill sponsor agreements. Manage and coordinate any VIP situations during the trek.

Special Events/Education Coordinators (2) - As both on-site and advance personnel, they are responsible for and oversee education outreach efforts, local involvement activities, and special events. Recruit and manage volunteers.

Logistics Crew (4) – Provide assistance to other support team members and the trek team on an as needed basis. Work will be assigned by support team managers and coordinators.

Trek Guides (?) - These individuals would serve as on the ground guides for the team when they pass through areas requiring special skills such as horse packing and wilderness. In addition, guides would serve as field interpreters for the team.

National Public Lands Day Coordinator – This part time detail would involve overall coordination of the National Public Lands Day Event planned on September 28-29, 2002. Would work closely with NEETF and the other federal agency partners. Would coordinate sponsor acquisition, event logistics, volunteers, and volunteer projects.