

# Black Hills National Forest EMPLOYEE SPOTLIGHT



## LEI Program Assistant Mary Willems Rocky Mountain Region



### **What is your educational background?**

I have a Bachelor's degree in English, with a Library Science minor from Pittsburg State University in Pittsburg, KS, as well as numerous business courses.

### **What interested you most about the USFS?**

A permanent job with good benefits and a retirement plan.

### **What type of work are you doing for the USFS?**

I am a Program Assistant for Law Enforcement & Investigations (LEI) Northern Zone (NZ) and Central Zone (CZ) and the Regional database steward for the LEIMARS national database- the database that all the incident and violation notices are inputted into. For LEI, I do Regional and zone purchasing, imputing tickets into the database, complete travel arrangements, create and approve cooperative law enforcement agreements for the NZ, assist in Regional LEI FOIA requests, complete annual law enforcement action plans, write the LEI Weekly Reports, keep track of the NZ training, as well as general administrative tasks for the two zones.

### **What is your favorite thing about working for the USFS?**

The diverse background of the employees and the variety of work I get to do. I've been able to go on details

at the Washington Office, the Federal Law Enforcement Academy in Georgia, a long term detail as an Administrative Assistant for the Job Corps National Office, as well as three details doing administrative support on the Rainbow Family detail in Colorado, Wyoming and New Mexico.

### **How long have you been with the USFS?**

Twelve years. I started out as a 30-day hire for Hell Canyon RD that ended up being 60-days. A few months later I got on permanent at the front desk at the Supervisor's Office. From there I did several Human Resource details, and was in Budget and Finance for a couple years. From there I became the Program Assistant for Law Enforcement.

### **What do you most admire about the Black Hills National Forest?**

The recreational opportunities-the Black Hills National Forest has some of the best hiking trails and motorcycle riding areas in the country. My husband and I are lucky enough to be able to enjoy that.

### **Where do you see yourself in 10 years? What would be your ultimate career objective or goal inside the USFS?**

In 10 years I'll be talking of retiring.

### **What do you like to do outside of the office...hobbies or a passion you have?**

I am fortunate to have a small ranch which I enjoy operating. I need to find time to do more fishing, camping and hunting.

### **Other:**

About every weekend, we are either hiking or motorcycling-either dirt or dual sport riding, also walking our dogs. I am in the process of reading the Joe Pickett series.