



Pacific Southwest Federal
Priority Trainee
Mobilization
Program

Promoting Excellence
In Organizational
Leadership

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Pacific Southwest Federal Priority Trainee Mobilization Program

Mission Statement: Our primary mission is developing our Federal workforce. This program entails mobilizing trainees on incidents to assist them in gaining critical experience for job requirements as well as to assist in succession planning for Incident Management Teams.

This is a focused accelerated development program for all California Federal personnel. The goal is to reduce the amount of time it is taking to build capacity.

Overview: Currently, there is a shortage of qualified applicants to apply for incident management positions. Additionally, the geographic area has identified key shortage positions within the Incident Management Teams (IMT).

Nationally, IMTs provide the support structure for managing large incidents. As individuals retire, it is critical that we prepare for the future by training replacements to ensure that this key structural backbone remains intact. The end state is to produce a holistic system wherein all functional areas involved in the mobilization and training process join together to create a sustainable workforce.

Each pay period, units will supply a list of trainees identified by their Unit Qualification and Review Committee, utilizing standardized prioritization criteria (see example - Attachment 1). Priority trainee names will be elevated to the Pacific Southwest Workforce Development and Fire Training Support Staff (SS), where they will be compiled into a list.

Once the list is compiled, it will be distributed to the Workforce Development Staff, who will act as catalysts to mobilize trainees by collaborating with:

1. Unit Fire Management Personnel (Fire Training Officers, Chiefs, etc.)
2. Incident Training Specialists (TNSP)
3. Incident Management Teams (IMT)
4. Expanded Dispatch Supervisory Dispatchers
5. Geographic Area Coordination Centers (GACC)

Priorities for Trainee Assignments on Federal Incidents:

1. "Host" Unit Trainees (Unit on which the incident is occurring)
2. IMT **Federal** Trainees for Team Succession Planning
3. Priority Trainees from other incidents within the GACC, who have days remaining on their 14-day assignment
4. Federal Priority Trainees Within GACC
5. Federal Priority Trainees from the R5/R8 Agreement
6. Federal Priority Trainees from outside of GACC
7. Trainees from cooperating agencies (CAL FIRE, local government, etc.)

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On occasion, the cooperating agencies may elect to pay salary, including over-time, for their portal-to-portal employees. When that occurs, they will be ordered prior to #6, "Federal Priority trainees from outside of GACC".

It is critical to have the Expanded Dispatch Support Dispatcher note in the "Special needs": **Trainee's salary is being provided by the sending unit** to document that the Forest Service will not be billed for the employee's portal-to-portal wages.

What is a Priority Trainee? This designator reflects someone serving in a trainee position who is in critical need of receiving on the job training to either meet a job requirement, to help fill a team shortage, or to become qualified in a shortage position identified by the local unit. Examples of a priority trainee are listed below.

Job Requirement – Needs the trainee assignment to meet the requirements to perform fully in their present position or to re-certify for a position lost due to currency requirements

IMT Shortage – California Wildfire Coordinating Group (CWCG) or the Pacific Southwest Director of Fire and Aviation has identified that a shortage of this position exists on the Incident Management Teams; hence there is a need for succession planning.

Type 3 Organization Shortage – Local unit has identified this as a key position for the forest and there is a need to develop candidates at the local level.

Future Advancement –Qualification related directly to evaluation criteria commonly required for future advancement in the employee's chosen career development path.

The priority trainee list is not meant to capture everyone who has an open task book. Rather, it is meant to capture those individuals who meet one of the four criteria listed above.

Setting Up for Success: Each spring, a letter is issued by the Regional Forester, or agency equivalent, outlining and supporting the priority trainee mobilization process.

One or more Workforce Development Representatives will attend the following meetings to explain the priority trainee mobilization process, roles and expectations. Intent is to educate and endorse workforce development programs.

1. Line Officer Team (LOT) Meetings
2. Board of Director Meetings
3. February Incident Management Team (IMT) Selections
4. Spring IMT Meetings and Plans Section/TNSP Breakouts
5. Spring and Fall Training Officers Meetings
6. Annual Dispatchers Workshop

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7. California Wildfire Coordinating Group Meetings,
8. Geographic Area Training Representative (GATR) Meetings

Roles and Responsibilities:

Employee

- Responsible for the actual planning and decisions necessary to achieve career goals.

Unit Priority Trainee Coordinator

- Coordinates with Unit Qualification and Certification Committee to identify priority trainees, pre-season.
- During mobilization periods, works with unit leadership to identify and prioritize the names of trainees who are available and interested in filling a key shortage position.
- Elevates the names of these candidates to the Priority Trainee Mobilization Support Staff (SS) each pay period. As activity increases, submission of priority trainees may increase to a daily occurrence.
- Ascertains availability of candidates prior to submission and notifies SS of changes.
- Serves as a point of contact between the trainees, Workforce Development Staff and the local dispatch unit.
- Works with local dispatch center to ensure trainee status is displayed in ROSS correctly.

Priority Trainee Mobilization Support Staff (SS)

- Compiles list of priority trainees available for mobilization from each unit.
- Reviews ROSS for potential status errors (qualifications, availability).
- Updates list based upon activity.
- Distributes the priority trainee list to Workforce Development Staff, Incident Training Specialists and Geographic Area Coordination Centers (GACC). List will be sent to additional individuals upon request.
- Tracks statistics for priority trainee mobilization within the geographic area.

Forest Supervisor/Line Officer

- Includes this Guide as part of the delegation of authority to the Incident Commander and the Team.
- Assures the Incident Commander, or his/her representative, clearly understands the Pacific Southwest Federal Priority Trainee Mobilization Guide and the priorities for trainees on the incident.
- Participates in the revision of this tool in the Pacific Southwest Federal Succession Plan, as needed.

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Incident Training Specialist

- Announce at the Initial briefing, every trainee position that is ordered for the incident must be coordinated with the Incident Training Specialist.
- Educates Incident Management Team (IMT) about the Priority Trainee Mobilization Program.
- Works with Planning Section Chief (PSC) to determine how orders will be placed for the incident and if the fire can support additional trainees. PSC may allow the TNSP to work directly with each functional area to ascertain trainee opportunities.
- Works with host unit and IMT to identify local trainees for mobilization.
- Works with other functional areas to promote the list and determine if they can accommodate trainees.
- Attends operational briefings and planning meetings to assess training opportunities.
- Develops a positive relationship with the Ordering Manager (ORDM) to facilitate the placement of trainees. Explains process for ordering priority trainees through name requests.
- Fills out General Message (ICS 213) forms and obtains needed signatures to order priority trainees. Submits orders to Ordering Manager.
- Reviews IAPs to assist in placing trainees into key positions.
- Matches trainees with qualified trainers.
- Accurately captures incident/trainee data in the form of reports and spreadsheets.
- Utilizes TNSP Pro software and the forms provided therein to facilitate the process.
- Reviews Team rosters to identify trainees that may not have signed up with the Training Specialist.
- Conducts site visits to remote locations such as helibase, spike camps and dispatch centers to capture trainee data.
- Coordinates with functional areas to provide opportunities for completion of specific elements in the position task book (i.e. works with Plans to get a priority trainee assigned to a division that has structure protection).
- Solves problems that arise within the mentorship process.
- Trains additional TNSPs who have a strong background in the training function, especially on large or long duration incidents, to build capacity
- Networks with other TNSPs and the Workforce Development Staff to share information and update status on current trainee situation region-wide (contact information is listed on the first page of the daily priority list). Identifies opportunities to reassign trainees to another incident when appropriate. Front page of daily priority list has contact information for these individuals.

Expanded Dispatch Coordinator or Supervisory Dispatcher

- Consults the priority trainee list when assigning trainees to an incident.
- Facilitates priority trainee mobilization and name requests.
- Insures accurate wording is placed in “Special Needs” for the priority trainee.

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Workforce Development Liaisons

- Serves as a liaison between the Forest/Unit Fire Program Managers, the Incident Management Teams, Expanded Dispatches and the GACCS for the Workforce Development Program.
- Serves as field-going liaison with the Incident Management Team.
- Serves as contact point to answer policy questions or provide mobilization assistance.
- Meets with TNSPs and Command and General Staff to facilitate the priority trainee mobilization process and place priority trainees.
- Interfaces with the IMT, Expanded Dispatch, TNSP, and Geographic Area Priority Trainee Point of Contact (POC) to share information and update status on current trainee situation region-wide.
- Attends operational briefings, planning meetings and close-outs when able.

Geographic Area Priority Trainee Point of Contact (POC)

- Advocates and educates Fire Leadership and Agency Administrators on workforce development succession planning, and the priority trainee mobilization process.
- Provides leadership and support to Workforce Development Liaisons. Establishes priorities.
- Maintains contact and provides support to Incident TNSPs.
- Networks with Geographic Area Coordination Centers (GACC) and expanded dispatch organizations to promote trainee mobilization.
- Assists in filling priority trainee orders from other geographic areas by coordinating with GACC points of contact.
- Determines need for deployment of additional Workforce Development Staff.

Incident Processes:

Prior to Team In-Brief

- TNSP and Workforce Development Staff are in communication.
- TNSP is provided with Priority Trainee List.
- If no TNSP is assigned to team, Workforce Development Staff will work with the Plans Section Chief to mobilize a TNSP and a trainee.

At Incident

- TNSP and Workforce Development Staff will work together to ascertain if there are quality assignments available prior to mobilizing priority trainees.
- Complexity and potential duration of incident will be weighed against trainee travel time when assigning trainees, to ensure a quality assignment. In some cases, it may not be practical to mobilize trainees outside of the local area or province.
- Workforce Development Staff will confirm availability of trainee with home unit dispatch if requested by TNSP.
- Availability of priority trainees from other GACCs will be confirmed by the POC prior to orders being placed.

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Prior to Departing Incident

- If the incident is ongoing when the TNSP leaves, a transition plan is created and passed on to the incoming TNSP so a clean transfer of data occurs.
- If the incident is not being transitioned to another IMT, the TNSP completes incident summary with pertinent documents and statistics for incident close-out package.
- The TNSP compiles the four page trainee data packages and delivers them to the Wildland Fire Training and Conference Center, attention: WFTC Training Specialists, incident Documentation Unit, trainee's home unit training officer, and trainee (if not given at incident). If possible, provide a scanned copy of all documents on a CD.

Wildland Fire Training and Conference Center :

Attn: WFTC Management Analyst
3237 Peacekeeper Way, Suite 200
McClellan, California 95652

Mobilization Process:

In GACC



Out of GACC



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Attachment 1: Examples of Forms

GENERAL MESSAGE			
TO:	Ordering	POSITION:	
FROM:	Mike Smith/ Sandy Jones	POSITION:	TNSP/ PSC2
SUBJECT:	Priority Trainees	DATE:	TIME:
MESSAGE:			
<p style="margin: 0;">TFLD (t) Smith, John CA-FICC</p> <p style="margin: 0;">Date, Time and Location: 7-14 @ 1800 ICP</p> <p style="margin: 0;">Authorized for: cell phone, Agency Vehicle, (Laptop if it's a position that would use a laptop)</p> <p style="margin: 0;">DIVS(t) Smith, Sally CA-ANCC</p> <p style="margin: 0;">Reassignment from Mill Fire</p> <p style="margin: 0;">Date, Time and Location: 7-14 @ 1800 ICP</p> <p style="margin: 0;">Authorized for: cell phone, Agency Vehicle</p> <ul style="list-style-type: none"> • EXPANDED DISPATCH: Please place in "Special Needs", "Geographic Area Priority Trainee" 			
SIGNATURE: <i>Functional Area Signature</i>		POSITION:	
REPLY:			
DATE:	TIME:	SIGNATURE/POSITION:	

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Regional Priority Trainee List Example:

Northern California Trainees PP 16

UNIT	DISPATCH OFFICE	Available Trainee	Trainee Position(s)	Unit Priority	FS-FPM REQ.	Remarks
ROTATION A KNF, LNF, MNF, SHF, SRF, R05						
CA-LNF	CA-SIFC	Costello, Tanya	INVF	1		
CA-R05	CA-ONCC	TenPas, Jeff	SOIL			
CA-KNF	CA-YICC	Osborne, Kevin J	CRWB	1	XXX	
ROTATION B						
CA-PNF	CA-PNFC	Gorham, Kaye	EQTR	3		
CA-ENF	CA-CICC	Kizziar, Scott	SOFR	2		
CA-ENF	CA-CICC	Recor, Alexandra	CRWB	5		

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Other GACC Priority Trainee List Example:

UNIT	DISPATCH OFFICE	Available Trainee	Trainee Position(s)	FS-FPM	Remarks
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Other GACC Priority Trainees

Rocky Mountain Area CONTACT:

CO-TALX	CO-PBC	Grosslight, Gordon	ATGS		
CO-PSF	CO-PBC	Alexander, Mike	DIVS		Needs one more evaluation/struction Sitting on ONC-006 O-18.58 DIVS as AVAILABLE
CO-TALX	CO-PBC	Grosslight, Gordon	SOF2		
KS-MCR	CO-PBC	Steinle, Deon	DIVS		Unavailable Aug. 28
CO-RMC	CO-RMC	Hecker, Linda	PIO1		
SD-BKF	SD-GPC	Ackerman, Callie	PIOF		
SD-SDS	SD-GPC	Blair, Chris	TFLD		
WY-CPC	WY-WYS	Dedic, Jeremy	TFLD		3 Tasks left in book/ Available 8/12
WY-PLX	WY-CPC	Dodge, Sandy	RESL		EFF
WY-BHF	WY-CDC	Gettings, Shawn	STCR		
WY-BHF	WY-CDC	Gettings, Shawn	TFLD		
WY-CPC	WY-CPC	Kittell, Gale	EQPM		
SD-SDS	SD-GPC	Lehmann, Richard	TFLD		
SD-SDS	SD-GPC	Lehmann, Robert	PSC1		
SD-RBA	SD-GPC	Oliver, Robert	DIVS		
WY-WSO	WY-RWC	Saville, Dennis	PIO2		AVAILABLE

Southern Area CONTACT:

	TN-CNF	Morris, Sandra	FSC1	1	
	TN-CNF	Lambert, Sam	EQPM	1	
	SC-FMF	Taylor, Richard	ICPI	1	
	GA-KEP	Johnson, Melville	PIOF	1	
	PR-CIC	Ramos, Martin	ENGB	1	
	MS-MSS	Bynum, Jared	BCMG	1	
	NC-NCS	Aldridge, James	LSC2	1	
	GA-GAS	Kregl, Teresa	EQTR		
	GA-GAS	Kregl, Teresa	PTRC	1	
	FL-SEA	Steelman, Grant	TFLD	2	
	FL-SEA	Brown, Jr. Bobby	COMT	1	

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Standardized Prioritization Criteria Example:

¹ **Employee** Click here to enter text. ² **Job Title** Click here to enter text.

³ **ICS Position** Click here to enter text.

Employee and Supervisor agree that:

This position has been identified on the employee's Individual Development Plan and that the employee will be available to take trainee assignments. The employee understands that they may be expected to meet additional requirements, i.e., refreshers, physical fitness if applicable.

The employee meets current prerequisites for the ICS position in box 3.

Yes No Must provide a justification below when prerequisites are not met

Part A

Years of experience in prerequisite qualification

- 1 point 1 year
- 2 points 2 years
- 3 points 3 years
- 4 points 4 years
- 5 points 5 or more years

Employee _____ Date _____

Supervisor _____ Date _____

Part B

To be completed by the FQRC

Check only one in this section

Qualification is required by current job
4 points

Qualification is required for future career development
3 points Next logical career step

2 points Next ICS position

Qualification is identified as a Forest
shortage
1 points

Total points (parts A&B) _____

Forest priority _____

Remarks: _____

Signature: _____
Certifying Official _____ Date _____