



EASTERN AREA PRIORITY TRAINEE MOBILIZATION PROGRAM

Prepared By: */s/ Matt Dillon*
Eastern Area Training Working
Team Chair

Date: 10/03/14

Concurred By: */s/ Cameron Crisp*
Eastern Area Dispatch Working
Team Chair

Date: 10/03/14

Concurred By: */s/ Jeremy Bennett*
Eastern Area Operations Working
Team Chair

Date: 10/06/14

Concurred By: */s/ Randee Olson & Brenda Miles*
Eastern Area Incident Business
Working Team Chair

Date: 10/06/14

Recommended By: */s/ John Berst*
Eastern Area Coordinating Group
Liaison to Training Working Team

Date: 10/09/14

Approved By: */s/ Gail Kantak*
Eastern Area Coordinating Group
Chair

Date: 10/16/14

Eastern Area Priority Trainee Mobilization Program

Table of Contents:

Mission Statement, Overview and Definition of a Priority Trainee.....	3
Priority Trainee Examples.....	4
Roles and Responsibilities.....	4
Mobilization Process at Different Planning Levels.....	7
Timelines.....	9
Appendix A: Examples of Forms.....	11
Appendix B: Eastern Area Priority Trainee Positions.....	18

Eastern Area Priority Trainee Mobilization Program

Mission Statement: The primary mission of the Eastern Area Priority Trainee Mobilization Program is to develop the interagency workforce within the Eastern Area wildland community. 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.

Overview:

Currently, there is a shortage of qualified individuals to fill critically needed incident command system positions. Additionally, the Eastern Area has identified shortage positions within the Incident Management Teams (IMT). To address this concern, the Eastern Area Coordinating Group will annually address key shortage positions.

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 vision 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 of the Eastern Area's interagency partners will then supply a nomination form for trainees within their local area, who are on a developmental path and are interested in filling a key shortage position. Priority Trainee names will be elevated to the Eastern Area Training Working Team for inclusion onto a list used in the mobilization process. Once the list is compiled, the Priority Trainee List will be supplied to the Center Manager of the Eastern Area Coordination Center (EACC).

These individuals will act as catalysts to mobilize the PTs:

1. Unit Fire Management Officer (State Fire Supervisors, Federal Fire Management Officers, etc.)
2. Local Dispatcher
3. Incident Training Specialists (TNSP)
4. Incident Management Team Members
5. Expanded Dispatch Supervisory Dispatchers
6. Center Manager at EACC
7. Geographic Area Training Representative (GATR)

What is a Priority Trainee?

A Priority Trainee (PT) is 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.

Eastern Area Priority Trainee Mobilization Program

Examples of a Priority Trainee:

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 – EACG 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 their organization 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 PT List is **not meant** to capture everyone, who has an open Position Task Book (PTB). Rather, it is meant to capture those individuals, who meet one of the four criteria listed above. These are true priorities needing on-the-job training.

Roles and Responsibilities

Priority Trainee:

- Responsible for the actual planning and decisions necessary to achieve career goals
- Will only sign-up for one position on the PT Mobilization Program
- Will request Local Dispatch Center to mark all other trainee positions “non-visible” in the Resource Ordering and Status System (ROSS), while Available – National, until PTB has been recommended for certification or until the next calendar year whichever comes first
- Work within the chain of command to ensure availability periods are accurately and correctly listed in the ROSS by the local dispatch center
- Agrees to only take an off-unit assignment in the chosen PT position for the first seven calendar days of being statused as Available - National in ROSS
- Notifies Local Dispatch Center when PTB has been recommended for certification

Unit Fire Management Officer:

- Works with unit personnel and unit leadership to identify and prioritize the names of trainees who are interested in filling a key shortage position
- Prioritizes names by position for the Unit
- Elevates the names of these candidates to the agency representative on the Eastern Area Training Working Team

Eastern Area Priority Trainee Mobilization Program

- Ensures current PTBs and Incident Qualifications Cards are assigned
- Ensures PTBs are entered into IQS or IQCS
- Ensures Unit personnel understand PT Mobilization Program
- Serves as a point of contact between the trainees, the Eastern Area GATR, and EACC
- Works with Local Dispatch Center to ensure the PT's qualification is displayed in ROSS correctly prior to March 1st of the current year

Agency Representative on EA Training Working Team:

- Compiles list of names for inclusion to the PT List
- Ensures names are submitted on the nomination form as they appear in ROSS
- Ensures current PTBs are assigned for the position
- Returns PT nominations for incomplete information or undocumented PTBs
- Prioritizes names by position for the Agency
- Ensures communication link is established between key players

Local Dispatch Center:

- Reviews ROSS for potential status errors (qualifications, availability)
- Will mark all other trainee positions "non-visible" in ROSS while the PT is statused in ROSS as Available - National
- Will mark all fully qualified position "non-visible" in ROSS during the first seven calendar days of the PT being statused Available – National in ROSS. Once the first seven day availability period has passed, may make all fully qualified positions "visible" in ROSS.
- Tracks statistics for PT mobilization
- Notifies GATR when PT's PTB is recommended for certification
- Ensures communication link is established between key players

Incident Training Specialist:

- Reviews Incident Action Plans (IAPs) to assist in placing trainees into key positions
- Attends operational briefings and works with each functional area to assess trainee potential
- Conducts site visits to remote locations such as helibases, spike camps and dispatch centers to capture trainee data
- Meets with Unit Leaders and Section Chiefs to promote the PT List
- Reviews Team rosters to identify trainees that may not have signed up with the TNSP
- Trains additional TNSPs, who have a strong background in the training function. This is essential on large or long duration incidents to build capacity.
- Develops a positive relationship with the Ordering Manager to facilitate the placement of trainees. Explains PT List process for placing Name Requests.

Eastern Area Priority Trainee Mobilization Program

- Coaches others in using appropriate language in “special needs” section to facilitate mobilization process
- Matches trainees with qualified trainers
- Solves problems that arise within the mentorship process
- Coordinates with other TNSPs, Expanded Dispatch and the Geographic Area Coordination Center to reassign trainees from one incident to another, when there is opportunity
- Accurately captures incident/trainee data and summarizes it for key players in the form of reports and spreadsheets
- Completes a transition plan for incoming team
- Educates team members on the PT Mobilization Program
- Ensures communication link is established between key players

Expanded Dispatch, Supervisory Dispatcher:

- Consults the PT list when assigning trainees to an incident
- Facilitates trainee mobilization

Center Manager of Eastern Area Coordination Center:

- Provides focus for the Eastern Area PT Mobilization Program
- Posts Eastern Area PT List to EACC website
- Notifies Local Dispatch Centers when PTs have duplicate trainee positions listed in ROSS - i.e. Priority Trainee Daily Availability Report
- Seeks opportunities at incidents for trainee assignments
- Coaches others in using appropriate language in “special needs” section to facilitate mobilization process
- Works with the TNSP and IMT to place PTs
- Serves as contact point to answer mobilization questions
- Provides support to IMT in the event that issues arise with trainees
- Works with Command and General Staff and/or TNSPs to facilitate the process
- Interfaces between the incident, Expanded Dispatch, the Training Specialist, and Teams
- Assesses applicability of trainee assignments in terms of both quality and duration via situational awareness gained by gathering intelligence at IC calls, GACC weather briefings, and aviation conference calls
- Ensures communication link is established between key players

Geographic Area Training Representative (GATR):

- Solicits applications to become involved with the PT Mobilization Program
- Produces the ROSS Report – Priority Trainee Daily Availability Report
- Advocates and educates Fire Leadership and Agency Administrators on workforce development succession planning, and the priority trainee mobilization process
- Provides leadership and support to TNSPs

Eastern Area Priority Trainee Mobilization Program

- Serves as contact point to answer PT Mobilization Program policy questions
- Works with other GATRs, GACC, and expanded dispatch organizations to promote trainee mobilization in a seamless fashion
- Coordinates efforts to avoid duplication errors in ordering
- Coordinates with other Geographic Areas (GA) contacts to facilitate PT opportunities
- Assists in filling trainee orders for PTs from other GA
- Analyzes data to determine key shortage positions
- Communicates to Unit Fire Training Officers what is meant by a “shortage” position so that PT lists can be tailored to that specific need
- Compiles PT assignment statistics
- Provides support and priorities to other functional areas in the training mobilization chain of command
- Ensures communication link is established between key players

Comprehensive Process during Planning Levels 1 and 2

Prior to Team In-Brief:

- Incident Training Specialist (TNSP) will acquire an up-to-date PT List from the Eastern Area Coordination Center website
- If no TNSP is assigned to team, Center Manager will work with the Plans Section Chief (PSC) to mobilize a TNSP and a trainee

At Incident:

- TNSP and PSC will work together to ascertain if there are quality assignments available as well as suitable incident duration prior to mobilizing PTs
- TNSP will work with host unit and identify local trainees for assignment
- TNSP will work with 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
- If incident duration is short, TNSP will pull PTs from the Local Area (Short duration is likely to be around 1-6 days, however, selection should not be based solely by a set number of days. Criteria such as the trainee’s travel distance and time to the incident should also be considered.)
- If incident duration is longer, PTs will be used from across the Eastern Area and possibly from other GA (“Long duration” is likely to include events that will last more than 6 days, with criteria considerations similar to travel time for the trainee, etc.
- Outside of the GA, trainee availability will be confirmed by the out-of-area GATR prior to orders being placed, or orders will not be placed outside the GA for those candidates
- TNSP will fill out a General Message (ICS-213) with trainee(s) being requested and will obtain appropriate signatures as outlined by the PSC, for routing

Eastern Area Priority Trainee Mobilization Program

- TNSP routes General Message to the Ordering Manager
- Ordering Manager forwards request onto Expanded Dispatch
- Center Manager will coordinate with the TNSP's to ensure that placement efforts are not duplicated
- TNSP will attend operational briefings and planning meetings to ascertain training opportunities
- TNSP will work with other functional areas to see if they can accommodate trainees

Comprehensive Process during Planning Levels 3, 4 and 5:

In addition to the process mentioned in levels 1 and 2 the following process will be put in place at the higher planning levels.

- GATR will establish working relationships with EACC and Expanded Dispatch Centers that are hosting incidents
- GATR or TNSP may be assigned to EACC
- GATR or TNSP will notify Local Dispatch if there are any discrepancies/issues in orders

Note: *GATR and TNSP may have some overlap of duties depending on relationships and agreements. All involved parties will be advised when this happens.*

Eastern Area Priority Trainee Mobilization Program

Mobilization Process: In GACC



TNSP=> Ordering => Expanded Dispatch => GACC => Local Dispatch => Priority Trainee=
Return with Fill or Unable to Fill (UTF)

Out of GACC



TNSP=> Ordering => Expanded Dispatch => GACC => NICC => Out of area GACC => Local
Dispatch => Priority Trainee= Return with Fill or Unable to Fill (UTF)

Prior to TNSP Departing Incident:

- TNSP completes data packages and sends to the PT's Home Unit Supervisor, Incident Documentation Unit and the PT
- A transition plan is created and passed on to the incoming TNSP so a clean transfer of data occurs

Forms:

- General Message forms will be used to place name requests for trainees
- Local Unit Trainees to be used on incident
- TNSP forms (TNSP-1, TNSP-2, TNSP-3, & TNSP-4) will be used to document trainee experience
- See Appendix A

Pre-Season Timelines:

- EACG will establish a list of Priority Trainee positions
- GATR will solicit nominations to the PT Mobilization Program in early November for the upcoming season

Eastern Area Priority Trainee Mobilization Program

- Local Fire Management Officers will ensure PTBs are accurately documented in IQS or IQCS
- Nominations will be sent to respective EA Training Working Team members for inclusion on the PT List in mid-January

Annual Timelines:

- In February, the EA TWT will finalize the upcoming year's PT List
- PT List will be posted to EACC's website by the first week of March

Eastern Area Priority Trainee Mobilization Program

Appendix A: 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:

Eastern Areas Priority Trainee Mobilization Program

Incident Trainee/Trainer Data Form

PLEASE PRINT

A. Trainee Data

Trainee Name: _____ Circle One: Male Female
(Last Name, First Name, MI)
Trainee Position: _____ Request # (A,C,E, or O): _____
5 Letter Agency Designator: _____ Office Phone #: _____
(Example: WV-WVS)
Date Assigned to Incident: _____ Anticipated Release Date: _____
Agency: _____ Employment Status: _____
(Regular Agency, Seasonal, Casual)
Trainee Work Address: _____
City: _____ State: _____ Zip: _____

B. Home Unit Training Officer

Name: _____ Office Phone #: _____
Work Address: _____
City: _____ State: _____ Zip: _____

C. Trainee Prerequisites

1. Valid Red Card or Agency Certification Card? (If not, you must obtain written concurrence from Home Unit) _____ Yes _____ No
2. Trainee has current position task book issued by home unit? _____ Yes _____ No
3. Trainee has incident issued position task book with concurrence by Home Unit? _____ Yes _____ No

D. Trainer/Evaluator Data

Trainer/Evaluator Name: _____ Position: _____
Agency: _____
Work Address: _____
City: _____ State: _____ Zip: _____
Request # (A,C,E, or O): _____ Anticipated Release Date: _____
Office Phone: _____

E. Trainee Goals (3 tasks or objectives you would like to address from your PTB):

1. _____
2. _____
3. _____

Eastern Area Priority Trainee Mobilization Program

INCIDENT TRAINING ASSIGNMENT LIST

Page ___ of ___

Section: _____

Training Specialist: _____

Incident Name: _____

Dates: _____ to _____

#	Trainee Name	Order #	Job (Mnemonic)	Date Assigned	Date Released	Agency Designator	Home Unit	Coach/Evaluator	Recommendation (1, 2, 3, 4, 5, 6)	Final Letter	Evaluation
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Key:

1. The trainee has completed successfully all tasks in the PTB for the position. The Final Evaluator has completed the Final Evaluator's Verification section and has recommended the trainee be considered for Agency certification.
2. The tasks have been performed in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
3. The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
4. The individual is severely deficient in the performance of tasks in the PTB for the position and must complete all training (both mandatory and suggested) prior to further assignment as a trainee.
5. The individual did not complete the training package with the Training Specialist.
6. Other

TNSP-2

Eastern Area Priority Trainee Mobilization Program

INCIDENT TRAINING SUMMARY

Incident Name: _____ Number: _____

Training Specialist(s): _____ Date: _____

Number of Trainees per Section and Agency						
Agency	Command	Operations	Plans	Logistics	Finance	Total
BIA						
BLM						
FD						
FWS						
NPS						
Private						
State						
USFS						
Total						

NUMBER OF TRAINEES WITH THE FOLLOWING RATINGS

- _____ 1. The trainee has successfully performed all the tasks in the PTB for the position. The Final Evaluator has completed the Final Evaluator's Verification section and recommends the trainee be considered for agency certification.

- _____ 2. The Tasks have been performed in a satisfactory manner. However, opportunities were not available for all tasks (or uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

- _____ 3. The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

- _____ 4. The individual is severely deficient in the performance of tasks in the PTB for the position and must complete all training (both mandatory and suggested) prior to further assignment as a trainee.

- _____ 5. The individual did not complete the training package with the Training Specialist.

- _____ 6. _____

Remarks: _____

TNSP-3

Eastern Area Priority Trainee Mobilization Program

FINAL INCIDENT TRAINEE INTERVIEW

Trainee: _____ Trainee Position: _____

Coach/Evaluator: _____ Training Specialist: _____

Incident Name & Number: _____

1. Is this your first assignment in this position? Y N
(Circle One)

2. Do you feel you benefited from this assignment? (Explain) _____

3. Were your training goals accomplished? Y N
(Circle One)

If no, explain _____

4. Would you prefer another trainee assignment? Y N
(Circle One)

5. Comments regarding your coach/evaluator. (Assistance, Ability, Knowledge of the Position, and so forth) _____

6. Did you receive an Incident Personnel Performance Rating (ICS-225)? Y N
(Circle One)

Trainee Signature: _____

TNSP-4

Eastern Area Priority Trainee Mobilization Program

Date:

From:

Subject:

Trainee Name:

To:

The individual listed above has participated in a training assignment as:

Incident:

The enclosed training forms are the records of the training assignment. The recommendations given are those of the Training Specialist that was assigned to the incident, with input from the trainer/evaluator of the position. It is the responsibility of the home unit to insure the assignment is properly credited and the Interagency Qualification Record is updated, per agency certification standards.

- _____ 1. The trainee has successfully performed all tasks in the PTB for the position. The Final Evaluator has completed the Final Evaluator's Verification section and recommends the trainee be considered for the agency certification.
- _____ 2. The tasks have been performed in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- _____ 3. The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- _____ 4. The individual is severely deficient in the performance of tasks in the PTB for the position and must complete all training (both mandatory and suggested) prior to further assignment as a trainee.
- _____ 5. The individual did not complete the training package with the Training Specialist.
- _____ 6. _____

If the recommendation indicated that the individual is fully qualified for this position, the Interagency Qualification Record certification update should be made upon review by the local unit. If additional formal training is indicated, arrangements should be made to provide the training at the earliest convenience. Upon completion of the training, the home unit should determine the qualifications of the individual, taking into consideration the quality of this incident trainee assignment. If an additional training assignment is indicated, efforts should be made to accomplish such before the benefits of this incident training assignment are diminished.

Training Specialist

TNSP-5

Eastern Area Priority Trainee Mobilization Program

Appendix B: Eastern Area Priority Trainee Positions

Air Ops	Command	Dispatch	Finance	Logistics	Operations	Plans	Prevention	RX Fire
AOBD	ICT1	ACDP	BUYL	BCMG	DIVS	CTSP	PETL	RXB1
ASGS	ICT2	CORD	BUYM	COML	OPBD	DMOB	PETM	RXB2
ATCO	ICT3	EDSD	CLMS	COMT	OSC1	DOCL		RXM1
ATGS	LOFR	EDSP	CMSY	EQPM	OSC2	DPRO		RXM2
DECK	PIO1	IADP	COMP	FACL	STAM	FBAN		
HEB1	PIO2	INTL	COST	FDUL	STCR	FEMO		
HEB2	PIOF	INTS	EQTR	GSUL	STDZ	FOBS		
HLCO	SOF1		FCS2	INCM	STEN	GISS		
HMGB	SOF2		FSC1	LSC1	STPL	HRSP		
RAMP	SOFR		IBA1	LSC2	TFLD	IARR		
SEMG			IBA2	MEDL		LTAN		
TOLC			PROC	ORDM		PSC1		
			PTRC	RCDM		PSC2		
			TIME	SECM		RESL		
				SPUL		SITL		
				SUBD		SOPL		
				SVBD		TNSP		