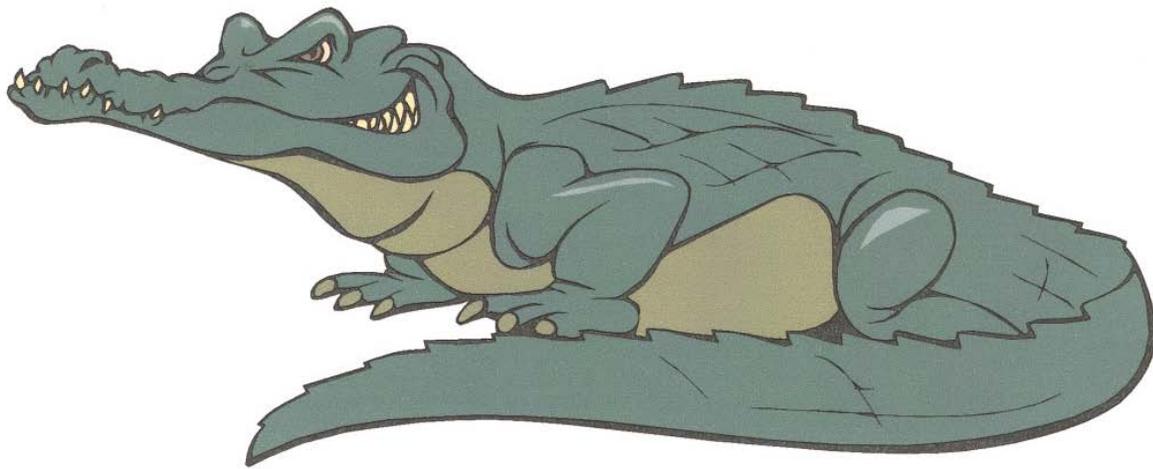


**GEOGRAPHIC AREA TRAINING REPRESENTATIVES  
OPERATING GUIDELINES**



Revised 5/31/2016

## **Introduction:**

This document provides a reference for current operational policies, procedures, and guidelines for managing wildland fire training delivery in a cost effective and efficient manner. All Geographic Area Training Representatives (GATRs) will reference this document for guidance and direction in their role as a GATR. This document is reviewed and updated annually at the spring meeting.

## **Membership:**

GATRs are selected, by their governing Geographic Area Coordinating Groups, and/or Boards of Directors, to provide cost effective and efficient interagency wildland fire management training responsive to the needs and direction of their respective Geographic Area's, and in support of the National training effort (Appendix G for member determination recommendation letter). The GATR performs as a training specialist within their Geographic Area and must be able to perform the specific roles and responsibilities as defined below:

## **Specific Roles and Responsibilities of the GATR:**

- ❏ Responsible for the scheduling, coordination, delivery, and evaluation of 300-400 and some 500 level training program within their Geographic Area (GA).
- ❏ GATR represents NWCG training delivery issues/recommendations to the GA and National level.
- ❏ Responsible for forwarding recommendations and delivery issues to the NWCG Operations Training Committee (OTC) and National training leads.
- ❏ Coordinates with other GATRs to share courses, cadres, and training materials to ensure cost effective, efficient training delivery throughout the Geographic Areas.
- ❏ Serves as the single point of contact for out of GA training nomination.
- ❏ Serves as the point of contact for their respective GA Priority Trainee mobilization coordination within and outside their GA. Responsible for providing inter-Geographic priority trainee availability lists and spreadsheet documentation of priority trainee assignments. See appendix I for the PT spreadsheet format.
- ❏ Administrative responsibility for the GA training web page. <http://www.nationalfiretraining.net/>
- ❏ Coordination of Subject Matter Expert and Field Reviewers for NWCG development.
- ❏ Provide an inter-Geographic forum to share innovative training ideas, concepts and new ways of doing business.
- ❏ Responsible for implementation of the training work flow process of IQCS.

(See Appendix A for current list of the GATRs)

## **Advisors:**

Advisors to the GATR are agency training representatives (OAS, BLM, USFS, FWS, BIA, State, and NPS) with responsibility for representing their agency training delivery issues and program updates. Meeting attendance is dependent on agenda topics and coordinated through the GATR chair.

## **Chair/Co-Chair:**

The Chair and Co-Chair will be elected by the GATR group as a whole. Each will serve a two year term. At the end of the two year term the GATR Group can elect to retain the incumbent chair. Or at the conclusion of the two year term, the Co-Chair can assume the Chair and a new Co-Chair will be elected. The term for both positions begins at the completion of the spring meeting and will end at the completion of the spring meeting 2 years hence. It is the Chair's responsibility to facilitate election of a new Co-Chair.

In the absence of the Chair, the Co-Chair will assume the duties of the Chair. Additionally, the Co-Chair will assist the Chair in their duties as needed. The Chair is responsible for meeting management, solicitation and development of agenda items and the facilitation of selection of new GATRs. The Chair will maintain an electronic file with documentation of all GATR meetings. The Chair will be responsible for sending a letter of consideration for selection of new GATRs. See Appendix F for the template.

### **Logistics Coordinator:**

The GATR Chair will select and assign a Logistics Coordinator to the group. The Logistics Coordinator's commitment should be a minimum of two years. Every effort will be given to ensure that the outgoing Logistics Coordinator attends and mentors the incoming Logistics Coordinator at their last meeting. If the Logistics Coordinator is unavailable to attend the meeting, the Chair will coordinate a replacement for that meeting. The Logistics Coordinator is responsible for recording, finalizing, and disseminating meeting minutes; updating and disseminating GATR mailing lists and correspondence from all GATR meetings; for developing and maintaining meeting action logs, developing meeting agendas in conjunction with the GATR Chair; and coordinating meeting logistics with the hosting GATR. The National training leads will be invited to the May GATR meeting.

### **Meeting Facilitator:**

The GATR Chair will select and assign a Meeting Facilitator to the group. The Facilitator will commit to a minimum two-year term and make every effort to host their last meeting with the incoming Facilitator to assure continuity in transition.

### **Meetings:**

Two meetings will be held annually. The first meeting will be held the second week of May. The participants at the meeting will be the primary GATR from each Geographic Area (see Appendix A), NAFRI representative and development representative. Advisors, Agency Training Officers, Training Managers, Training Specialists and Geographic Area Training Committee Chairs, may be invited to attend and represent issues specific to the GATR agenda. The GATR Chair has the responsibility for invitations and meeting agenda topics.

The second meeting will be held the second week of November. The primary purpose of this meeting is to facilitate the coordination of interagency training nominations between the Geographic Areas and NAFRI. The meeting will identify the need for further course sharing and/or additional course needs among the Geographic Areas.

### **Meeting Topics:**

Geographic Area training needs analysis and tentative Geographic Area course schedules will be on the May agenda each year and will consist of each geographic area discussing tentative 300-400 and some 500 level courses planned for the following training season. Potential Geographic Area course sharing and course rotations throughout Geographic Areas will be discussed and locations identified. A list of Geographic Area courses will be available at the conclusion of the meeting. Additional topics of common interest or concern will be identified and discussed with the National Training Leads at the May meeting.

(See Appendix D for recommended May and November meeting topics)

### **GATR Sub-Committee:**

In 1999, the GATRs assigned and established a sub-committee, the "Training Information and Communications Systems (TICS)" group. Appendix C is the annual TICS report of accomplishments (updated in May, annually).

### **Geographic Area Coordinated Course Scheduling and Rotation:**

The GATRs have identified the courses that are difficult and/or costly to deliver in one GA, and have agreed to a rotational cycle (see Appendix B) to provide the most cost effective delivery (e.g. S-440 Planning Section Chief). Historically, there have only been enough candidates nationally to host one course (rather than sponsoring 2-3 courses across the GA with 4-5 people, it is more cost effective and efficient to host one course with 30 people, full capacity – one cadre, not several etc.); therefore, the course presentation is rotated throughout the GAs. A listing of the course rotation is provided in Appendix B. It is updated by the GATRs at the annual May meeting.

### **GATR Nomination Process:**

Nominations for courses outside the geographic area must be submitted electronically or through IQCS to the designated hosting Area GATR on an NWCG Interagency Training Nomination/Agreement to Collect Funds Form by November 8th of each year. No hand-written nominations will be exchanged from GATR to GATR. A cover page or excel spreadsheet of all nominations submitted to each GA will be compiled and forwarded from the requesting GATR to the hosting GATR (example format in Appendix E). See the National Training website for the official NWCG nomination form [http://www.nationalfiretraining.net/nwcg\\_nomination\\_form.html](http://www.nationalfiretraining.net/nwcg_nomination_form.html). GATRs will post area specific nomination processes on their geographical area web page.

### **Course Scheduling:**

Each GA will post 300-400 and some 500 level training course schedules on the National Search Page and their GA home pages. It is recognized that certain courses are for within-area nominees only; therefore, courses will be advertised to reflect within-area only nominees to avoid unnecessary nominations.

### **Course Equivalency:**

Course equivalency is an agency responsibility as per the PMS 310-1 National Incident Management System: Wildland Fire Qualifications System Guide. A review process to determine course equivalency has been defined in the Field Manager's Course Guide, the BLM Fire Training Information Job Aid, and for the Forest Service in their Fire and Aviation Qualifications Guide.

### **Course Development and Review Subject Matter Expert (SME) Process:**

The NWCG Development Unit Leader will solicit names for upcoming NWCG course revisions on an as needed basis. The Development Unit Leader will email an announcement and nomination form to the OTC and GATRs notifying them when SMEs for specific courses are needed. OTC and GATRs will forward the email as appropriate. Any feedback or priorities from the GATRs regarding the SMEs from the respective areas will be taken into consideration by the Development Unit when making final selections.

### **Appendices:**

- Appendix A. Geographic Area Training Representatives
- Appendix B. Geographic Area Course Rotation Schedule
- Appendix C. TICS Annual Report
- Appendix D. Recommended Meeting Agenda Topics
- Appendix E. Out of Region Nominations and Priorities
- Appendix F. Courses Outside of Standard Process
- Appendix G. Letter to GATR Selection Board Chair
- Appendix H. GATR Work Calendar
- Appendix I. National Priority Trainee Mobilization Plan

## **APPENDIX A**

### **GEOGRAPHIC AREA TRAINING REPRESENTATIVES**

A current list can be found at:

<http://www.nationalfiretraining.net/userfiles/Main/gatrlist.pdf>

## APPENDIX B

(Revise annually in May)

**Rotation of difficult courses as determined by history, and defined by the GATR:**

Course Planning Schedule			
	2016	2017	2018
S-341 GISS	NW	NR	SA?/
S-354 FACL	NW/CA	NR	RM
S-355 GSUL	NW/CA	NR	RM
S-357 FDUL	NW	NR	RM
S-375 ASGS	NR/RM	NW/CA	SW
S-378 ATGS	GB	NW/CA/GB	GB
S-440 PSC	NR	GB	NW/CA
S-470 AOBD	NW	CA	AK
S-481 IBA	SW	CA/GB	NW/NR
S-482 SOPL	NR	NW/SW	GB
L-480	NR/RM/CA	NW/SA/GB	RM/GB/CA
L-973 FSC	EA	CA	GB
L-975 FUL		CA	GB
L-950 IC		SW	
L-952 PIO	GB	SW	
L-964 SITL	NR/GB	GB	NW/CA
L-965 RESL	NR	GB	NW/CA
L-967 LSC			NR
L-970 SPUL			NR
YWNSA	CA/RM/NW/SW	NR/RM/CA/SA/AK/GB	NW/CA

<p>NR – Northern Rockies          RM – Rocky Mountain          SW – Southwest          GB – Great Basin          CA – California          NW – Northwest          SA – Southern          EA – Eastern          AK – Alaska</p>
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## APPENDIX C

(Note: Revise annually in May)

### TRAINING INFORMATION AND COMMUNICATION SYSTEM (TICS) COMMITTEE

#### 2016 ANNUAL REPORT

##### **Committee Membership:**

Renee Beams, Chair, Northwest Training Center; Northwest Training Center; Rosie LeMire, Northern Rockies Training Center; Kim Bang, Rocky Mountain Training Center; Jake Nuttall, Southwest Area; Kelly Woods, Great Basin Training Center; Terri Silva, California; Debra Burgos, Southern Area; Matt Dillon, Eastern Area; Steve Theisen, Alaska; John Burfiend, NAFRI; and Computer Technical Advisor, Diana VanCurler.

##### **Background:**

In 1999, under the Charter of the Geographic Area Training Representatives (GATRs), the Training Information Communication Systems (TICS) group was established as a sub-committee to provide improved customer service and to reduce duplication of administrative training functions. The TICS group proceeded with the development and implementation of the National Wildland Fire Training website ([www.nationalfiretraining.net](http://www.nationalfiretraining.net)). The website was designed and evaluated through field users from each Geographic Area and proved to be very successful. The website provides a central location for all interagency training administration such as catalogs, schedules, and the National Wildland Coordinating Group (NWCG) training nomination form. In FY09 the new design for the website was completed.

##### **Specific Accomplishments 2004 through 2016:**

Most Geographic Areas and NAFRI have developed training web pages that reside on the National Wildland Fire Training website ([www.nationalfiretraining.net](http://www.nationalfiretraining.net)). The National Wildland Fire Training website is reviewed and maintained annually by TICS members. Rosie LeMire, Northern Rockies Training is the web master for the National web page.

In the fall of 2016, the TICS are working to get all the geographic areas local zones on line for the 2017 training season. Some geographic areas will be utilizing the local zone pages with one person or they may have one person for each local zone. This depended on the website moving to NIFC.

We have all agreed that the person would have to be trained before we give them access to the web site. The GATR chair gives final approval for passcodes to be given out.

The group has identified the following issues to work on in the future:

1. 2016 NAFRI will be moving the sites to a NIFC server. We will need to make sure each GA still has access to the website.

## APPENDIX D

### Recommended Meeting Agenda Topics

#### **November Meeting Topics:**

- ☒ Nomination exchanges, non-IQCS by Nov 8. Excel spreadsheet with priorities
- ☒ Identify and determine additional course scheduling/course sharing opportunities
- ☒ Site visits
- ☒ Review and exchange of student numbers across geographic areas as needed
- ☒ NWCG Development Update
- ☒ Additional Topics/Presentations from SME's as needed
- ☒ Regional Trainee Priority accomplishments review

#### **May Meeting Topics:**

- ☒ Delivery issues/recommendations
- ☒ Course schedule sharing and identification
- ☒ Geographic Area Training needs analysis shared
- ☒ Update/revise GATR operating plan
- ☒ Review GATR charter
- ☒ Update GATR course rotation schedule (Appendix B)
- ☒ Update TICS annual report in operations guide (Appendix C)
- ☒ NWCG Development Update
- ☒ Additional Topics/Presentations from SME's as needed
- ☒ Program updates/coordination with OAS representative, and other new program coordinators/advisors (i.e., Leadership Committee Chair, IQCS Representative, etc.)
- ☒ Invite Agency Leads for updates
- ☒ Schedule conference calls for next year
- ☒ Geographic Area Priority Trainee Program update/review
- ☒ Meet with National Training Leads (schedule day and time)

# APPENDIX E

## Example of Out of Region Nominations and Priorities

GreatBasinNoms2016.xlsx - Excel

March 28 - April 1, 2016  
Great Basin Training Center  
(PNW Noms)

Agency/Unit	Name	Priority	Telephone
<b>USDA, Forest Service</b>			
Deschutes NF	Sonny Caldwell	3	
Deschutes NF	Mike Aizpitarte	10	
Redmond Air Center	Gary Atteberry	4	
Siuslaw NF	Monroe, Jason	14	541563.3211
Winema NF	David Lilly	6	541885.3470
Winema NF	Karl Krauter	11	541885.3470
Malheur NF	Eric Bush	7	541575.3371
Malheur NF	Joseph Fansler	9	541575.3374
Malheur NF	Anthony Hernandez	12	541575.3387
<b>USDI, Bureau of Land Management</b>			
BLM, Burns	Chad Pott	2	541573.4315
BLM, Burns	Casey O'Connor	8	541573.4395
BLM, Burns	Toby White	13	541589.2038
BLM, Lakeview	Danny Brown	5	541947.6181
<b>USDI, Bureau of Indian Affairs</b>			
<b>USDI, Fish &amp; Wildlife</b>			
Turnbull, NWR	Ken Meinhart	1	509.235.4723
<b>USDI, National Park Service</b>			
<b>Oregon Dept. of Forestry</b>			
<b>Washington Dept. of Natural Resources</b>			
<b>Fire Service</b>			
<b>TOTAL</b>		<b>14</b>	

M-581

## APPENDIX F - Courses Outside of Standard Process

### **S-341 GIS Specialist for Incident Management**

Emmor Nile is the Faculty Lead for most of the S-341 sessions offered by the Geospatial Training Unit (GTU). Course locations are determined by the GATRs by the first week in May, annually. These classes will be open to students from all Areas.

Emmor Nile  
S-341 Faculty Lead  
503-945-7418

#### **Nominations Flow Process:**

Nominations will go through the normal process through the GATR to the Faculty Lead, Emmor Nile. Nominations do not have a set date but will be decided at the May meeting, annually. Nominees will be given a GIS test assignment which will be graded pass/fail.

#### **S-341 Faculty Lead / GATR - Roles and Responsibilities:**

The hosting area GATR will develop the rosters and will work within the IQCS nomination process. The hosting area GATR will consider all input regarding local and area priorities. The hosting area will do everything required to conduct the class. The Faculty Lead will be responsible for grading the pre-tests and providing the results to the hosting area. The Faculty Lead will work with the hosting area on course materials, establishing timelines, and any other preparation materials that are not readily available to the area hosting the course(s). The hosting area GATR is responsible for posting the training course on their schedule page. The link for the course announcement, which could be included on the training schedule announcement, is located at:

[http://www.ntc.blm.gov/krc/uploads/223/GISS\\_Course\\_Description\\_2011.doc](http://www.ntc.blm.gov/krc/uploads/223/GISS_Course_Description_2011.doc)

### **S-443 Nomination Process**

#### **Background:**

S-443 Infrared Interpreter is required for USFS personnel and highly recommended for other potential interpreters. Training, including S-443 and OJT/mentoring afterward, for potential infrared interpreters continues to be coordinated by the National Infrared Operations Group. The National Infrared Coordinator will keep a roster of currently qualified IRIN's and evaluate the need and location for future training sessions. Once the need and location has been determined, the National Infrared Coordinator and the hosting GATR will make contact to coordinate details.

#### **Nominations Flow Process:**

Ideally, the hosting GATR will have enough time to advertize S-443 on the national website as part of their annual training schedule. The nominations should go through the normal channels for prioritization. After the nomination deadline, the GATR will turn the nominations over to the National Infrared Coordinator who coordinates final selections.

#### **National Infrared Coordinator / GATR - Roles and Responsibilities:**

The National Infrared Coordinator keeps a list of qualified instructors and will be responsible for assembling the cadre, corresponding with the selected students, and ordering the necessary equipment. Other Course Coordinator responsibilities will need to be worked out in conjunction with the hosting GATR. These may include, but are not limited to, the documentation of student completion, IQCS inputs, classroom set-up, tuition payments when applicable, and payments for instructor travel expenses.

## **S-495 Geospatial Fire Analysis, Interpretation, and Application**

NAFRI will be the host location for this course. Nomination process will follow NAFRI procedures as posted on their website.

### **Prescribed Fire Training Center (PFTC): <http://www.fws.gov/fire/pftc/>**

#### **How to Apply:**

Complete the PFTC application. Print a copy of your most recent IQCS master record showing all experience, all current positions, all training history, and any task books that are not complete. Submit these forms to the Prescribed Fire Training Center by the October 15 deadline. Be sure to provide all pertinent information, including documentation of minimum qualifications, to facilitate the selection process. All applications will be collated and forwarded as follows:

All applications will be forwarded to the Geographic Area Training Representative who will prioritize the applicants from their area.

Selected participants will be notified by mid-November via email. (Please note on the application, if you are a seasonal employee to provide a personal email address for notification.)

#### **RAWS Courses**

The RAWS Coordinator schedules nationwide delivery of RAWS Maintenance sessions. By **April 15 annually**, the RAWS Coordinator will notify the Chair of the GATRs of the dates for RAWS training classes for the upcoming Fall/Spring training season. Class dates will be based on the following calendar year. The GATR Chair will email the list of dates to the GATRs by **April 30 annually**, so the GATRs will be prepared to discuss location needs for the courses at the Spring GATR meeting. The GATR Chair will notify the RAWS Coordinator which GATRs will host classes by **May 31 annually**. The hosting GATRs will be responsible for posting the scheduled course on the national training web page and selecting a nomination due date in consultation with the RAWS Coordinator. All RAWS classes will be held in Boise except one. The RAWS group will coordinate with the GATRs to decide where the one off site class will be hosted. The off-site course will rotate between the Northeast, Southeast, Alaska, and Hawaii unless another location is determined to be a greater need by the GATRs and RAWS Coordinator.

#### **Nominations Flow Process:**

Nominations will follow the normal process through the GATRs. Each GATR will forward prioritized nominations to the hosting GATR, for consideration, space permitting. The RAWS Coordinator fills the class from the final prioritization list developed by the hosting GATR, creating the class roster. The RAWS Coordinator sends/emails selection and course information to the students, issues certificates, and completes the class in IQCS to award competencies.

**Note:** This same process will be used for the Portable RAWS class (PRAWS) with the exception of anything being done in IQCS, as it does exist in IQCS.

#### **TIMELINE:**

April 15 – RAWS Coordinator will notify GATR Chair of the dates for the upcoming Fall/Spring training season.

April 30 – GATR Chair will notify other GATRs of the proposed dates of RAWs training for the next training season so they will be prepared to discuss location needs at the Spring GATR Meeting.

May 31 – GATR chair will notify the RAWs Coordinator which GATRs will host classes.

July 1 – Hosting GATR posts course information to web unless class is scheduled earlier.

Nomination due date is set by hosting GATR, in consultation with RAWs Coordinator, based on class dates.

The hosting GATR will send a prioritized student class list (using IQCS and electronic nominations) to the RAWs Coordinator within 15 days after the nomination due date.

The RAWs Coordinator will send the hosting GATR a class roster within 15 days after receiving the prioritized list from the hosting GATR. The hosting GATR will post the selection list to the website.

### **S-258 and S-358**

S-258 and S-358 are coordinated by Susan Bleeg. She will solicit locations for S-258 and S-358 annually through email with the GATRs. Those GATRs requesting a course will be responsible for coordinating the course with Susan. GATRs should send all nominations directly to Susan at [sbleeg@fs.fed.us](mailto:sbleeg@fs.fed.us).

[http://www.nifc.gov/NIICD/tech\\_training/tech\\_training.html](http://www.nifc.gov/NIICD/tech_training/tech_training.html)

### **You Will Not Stand Alone (YWNSA)**

This course has a National Steering Committee and CA, NW and SW have leads for the YWNSA course. The GATRs will talk in the May meeting each year about what GA would like to host a class so we do not over load the few cadre we have Nationally.

## APPENDIX G



Date

To: Chair or selection board for GATR

From: GATR Chair

Subject: Geographic Area Training Representative (GATR)

I would like to thank you for your past support and contribution in allowing (outgoing GATR name) to serve as a member of the GATR Group. In consideration of your GATR replacement, I ask that you review the following history and duties in assigning a representative to serve as your GATR.

The GATRs are a group chartered to assist in the implementation, coordination and evaluation of fire, aviation, and all risk training programs for NWCG member agencies and their sponsors. The members must be an integral part of their GA training program with knowledge in fire management training delivery and be working in a training specialist position within their Geographic Area.

The membership of the group has evolved over the years; the original group consisted of only a few Forest Service Training Officers who met to exchange information on 400 level course presentations and to exchange nominations from one geographic area to another. Today the group is national in scope with interagency representatives from each geographic area representing all agencies in their respective area. Several members have been with the group for a lengthy period of time and this has provided corporate history and stability. The stability of the group is important to be able to provide consistent input and guidance, including political and technological changes inherent in the complex environment of training development and delivery. It takes new members several meetings to gain an understanding of their role and expected participation as an integral member of the GATR Group. Therefore, rotation of membership is not recommended.

As per the GATR operations guide please consider the following membership role and specific roles and responsibilities of the GATR in making your selection. This will ensure that your GATR is best able to provide leadership and effectively represent your geographic area training program as well as contribute to the national training effort:

### **Membership:**

GATRs are selected, by their governing Geographic Area Coordinating Groups, and/or Boards of Directors, to provide cost effective and efficient interagency wildland fire management training responsive to the needs and direction of their respective Geographic Area's, and in support of the National training effort. The GATR performs as a training specialist within their Geographic Area and must be able to perform the specific roles and responsibilities as defined below:

### **Specific Roles and Responsibilities of the GATR:**

- ❏ Responsible for the scheduling, coordination, delivery, and evaluation of 300-400 level training program within their Geographic Areas (GA).
- ❏ Represent NWCG training delivery issues/recommendations to the GA and National level.
- ❏ Responsible for forwarding recommendations and delivery issues to the NWCG Training Working Team.
- ❏ Coordinates with other GATRs to share courses, cadre, and training materials to ensure cost effective, efficient training delivery throughout the Geographic Areas.
- ❏ Serves as the single point of contact for training nomination coordination and dissemination among all GA's.
- ❏ Administrative responsibility for the GA training web page.
- ❏ Coordination of Subject Matter Experts and Field Reviewers for NWCG Course development.
- ❏ Provide an inter-Geographic forum to share innovative training ideas, concepts and new ways of doing business.
- ❏ Responsible for implementation of the training work flow process of IQCS.
- ❏ Serve as the point of contact for their respective GA Priority Trainee (PT) mobilization coordination within and outside their GA. Responsible for providing inter-Geographic priority trainee availability lists and spreadsheet documentation of priority trainee assignments. See Appendix I for the PT spreadsheet format.

For the complete GATR operations guide:

[http://nationalfiretraining.net/userfiles/Main/gatr\\_ops\\_plan.pdf](http://nationalfiretraining.net/userfiles/Main/gatr_ops_plan.pdf)

I appreciate your time and consideration in selecting your GATR. Please feel free to contact me with questions or concerns.

Sincerely,

*Renée Beams*

Geographic Area Training Representative Chair

## APPENDIX H

### GEOGRAPHIC AREA TRAINING REPRESENTATIVE WORK CALENDAR

When	What	Who
March 15	Call for spring meeting agenda items	Logistics Coordinator/Chair
April 1	Draft Agenda out to GATRs for approval, final call for agenda topics	Logistics Coordinator/Chair
April 15	Contact RAWs person to get dates for RAWs classes	Chair
April 25	Final spring meeting agenda distributed	Logistics Coordinator/Chair
April 30	Notify GATRs of RAWs Course Dates	Chair
May (1 <sup>st</sup> week of month)	Spring GATR Meeting Schedule conference calls for next year	All
May 31	Notify RAWs person GATRs hosting RAWs courses	Chair
June 15	Post next FY course schedules to web (if possible)	All
July 1	Post RAWs courses to web	Hosting GATR
July 15	S-341 GIS Course locations finalized	Geospatial Training Advisory Group?
September 15	Call for fall meeting agenda items	Logistics Coordinator/Chair
October 1	Call for Fall meeting agenda topics	Logistics Coordinator/Chair
October 15	Draft Agenda out to GATRs for approval, final call for agenda topics	Logistics Coordinator/Chair
October 30	Distribute final Fall Meeting agenda	Logistics Coordinator/Chair
November 1	Nominations Due to GATR <b>(GB in GA nom's due Oct 1)</b>	All
November 8	Nominations GATR to GATR due	All
November ( 2 <sup>nd</sup> week of month)	Fall GATR Meeting	All

# National Priority Trainee Mobilization Program

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**Mission Statement:** The primary mission of the Priority Trainee Program is developing an interagency workforce by mobilizing trainees to incidents, assisting them in gaining critical experience for Fire Management position requirements, and succession planning for Incident Management Teams.

## Overview:

Currently, there is a shortage of qualified applicants to apply for Fire Management as well as Incident Management positions. Additionally, all geographic areas have identified key shortage positions within the Incident Management Teams (IMTs).

Nationally, IMTs provide the support structure for managing complex incidents. It is critical that the interagency wildland fire community prepare for the future by training replacements to ensure that this key structural backbone remains intact. The vision is to produce a holistic system wherein all functional areas involved in the mobilization and training process work together to create a sustainable workforce.

The priority trainee list is not meant to identify all trainees who have an open task book. Rather, it is meant to identify those trainees who meet one of the four criteria listed below.

## Definition of a Priority Trainee

This designator reflects someone serving in a trainee position who is in critical need of receiving on the job training to: 1) meet a job requirement, 2) help fill a team shortage, or 3) become qualified in a shortage position identified by the local unit. Examples of a priority trainee are listed below.

1. **Position Job Requirement** – The trainee is currently assigned in a job that requires the qualification position to retain their employment. The trainee is subject to removal from their employed job if they do not meet the requirement. (Example: IFPM, FSFPM, and any other agency's similar program that have been documented and signed by the highest level authority for their agency). The trainee needs assignment to meet the requirements to perform fully in their present position or to recertify for a position due to a lapse in currency.
2. **IMT Shortage** – Coordinating Groups have identified shortage positions on Incident Management Teams.
3. **Type 3 Organization Shortage** – Key positions have been identified for local response.
4. **Career Development** – Established Individual Development Plans (IDP's) for future advancement for career path.

## National Priority Trainee Program Process

- Annually, Geographic Area Coordinating Groups will establish a process to prioritize and identify priority trainees.

- The Geographic Area Training Representative (GATR) will manage and maintain their respective lists.
- GATRs will coordinate with each other during heightened incident activity and will share opportunities for mobilization of priority trainees.
- GATRs will coordinate with IMT, NIMO, and hosting Agency Administrators to ensure trainee lists are implemented for mobilization.

## Mobilization Process

The priority trainee list will be utilized for within and out of geographic area mobilization. (see flow charts below).

### Within Geographic Area



### Out of Geographic Area



## Incident Management Organization Succession Planning Team (IMOSPT) / Evolution of Incident Management (EIM)

The following will be an integral part of the priority trainee process and succession planning.

- Local Geographic Area and National Dispatch/Coordination Centers
- National Mobilization Guide
- National Operations Group
- National Incident Management Organization (NIMO)
- Area Coordinating Groups
- National Training Officers
- Fire Directors
- Agency Administrators
- Incident Training Specialists
- Incident Management Teams or best title for our current team organizations