

Geographic Area Priority Trainee Mobilization Program

Purpose: The Trainee Prioritization Program has established a uniform process to identify and mobilize trainees on incidents to assist them in gaining critical experience and qualifications for agency positions and job requirements as well as to assist in succession planning for Incident Management Teams.

Process:

The geographic area will identify shortage positions. Each Unit Fire Training Officer will then supply a list of names of trainees (Attachment A) 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 Geographic Area Priority Trainee Coordinator (GAPTC) for inclusion onto a list used in the mobilization process. Once the list is compiled, it will be supplied to the following respective individuals. These individuals will act as catalysts to mobilize trainees:

1. Incident Training Specialists
2. Incident Management Teams
3. Expanded Dispatches, Supervisory Dispatchers
4. Geographic Area Coordination Centers
5. NIMO National Advanced Training Program (NATP) Representative

GAPTC's for the Pacific Northwest are as follows:

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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 – Geographic Area Wildland Fire Coordinating Groups have identified that a shortage of these 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.

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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 (PTL) 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. These are true priorities needing on the job training.

Comprehensive Process During Planning Levels 1 and 2

Prior to Team In-Brief:

- TNSP, GACC Emergency Operations Manager (GACC-EOM) and GAPTC are in communication
- TNSP, GACC-EOM are provided with Priority Trainee List (PTL)
- If no TNSP is assigned to team, GAPTC will work with the Plans Section Chief to mobilize a TNSP and a trainee.

At Incident:

- TNSP and GAPTC will work together to ascertain if there are quality assignments available as well as suitable incident duration prior to mobilizing priority trainees
- TNSP will work with host unit and identify local trainees for mobilization
- 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 and GAPTC will pull priority trainees from the local vicinity (“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 be considered)
- If incident duration is longer, priority trainees will be used throughout the GACC and possibly from other GACCs (“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.
- GAPTC will confirm availability of trainee with home unit dispatch
- Outside of GACC, trainee availability will be confirmed by the Geographical Area point-of-contact prior to orders being placed, or orders will not be placed outside the GACC 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
- TNSP routes General Message to the Ordering Manager
- Ordering Manager forwards request onto Expanded Dispatch
- The GAPTC 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.

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- TNSP will work with other functional areas to see if they can accommodate trainees

Process During Preparedness Levels 3, 4 & 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.

- The GAPTC will continue to provide the PTL to the GACC-EOM. When high fire activity is occurring or a minimum of 2-Type 2 IMT's have been activated, the GACC-EOM will place an order for the GAPTC to assist them in trainee mobilization.
- GAPTC will establish working relationships and provide updated lists to the TNSP, GACC, Expanded Dispatch Centers that are hosting incidents, and Geographic Area Dispatch Centers.
- GAPTC will work with expanded dispatch, GACC and home unit dispatch centers to monitor orders.
- GAPTC will notify TNSP if there are any discrepancies in orders.

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

Forms:

- General Message forms will be used to place name requests for trainees.
- PTL spreadsheet, which can be sorted by functional area, will be used to capture individual unit trainee needs.

Pre-Season Timelines:

- Letter from the Agency Regional Foresters, or agency equivalent, supporting the priority trainee mobilization process is in effect for that geographic area.
- A Workforce Development Representative will attend preseason IMT meetings, Local Geographic Area Coordinating Group meetings, IMT selections, annual dispatch meeting, Board of Director meetings, TNSP and PSC break out during IMT meetings, visiting GACC, TWT meetings, cooperator preseason meetings, and geographic area leadership meetings to explain the priority trainee mobilization process, roles and expectations. Intent is to educate and endorse workforce development programs.

Pay Period Timelines:

- Prior to the beginning of each pay period, Unit Training Officers will work with unit leadership to identify and prioritize a list of trainee names that are available for dispatch for the next pay period

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- Unit Training Officers will compile the list of available trainees every pay period on a geographic area spreadsheet, checking the trainees for availability and qualifications in ROSS.
- Unit Training Officers will send the unit compiled list to the GAPTC so that it can be compiled into one list for the Geographic Area and sent to the appropriate individuals.

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Attachment A

For the Period of:

Unit:

(Forest/District/Agency/Park/Refuge)

Training Officer Contact:

Contact Phone Number, Primary/Secondary:

Available Trainee	Dispatch Identifier	Position	Position						% PTB Completed	Remarks
			C & G Team Trainee *	Team Unit Leader Trainee **	IFPM/FS-FPM Trainee ***	NATP Trainee ****	Current Job Requirement	PTB Expires 2013		
Smokey Bear	OR-NWC	SOF2	X						90	Needed to fill team shortage position

- * Individual who is signed up on an IMT as a C & G Trainee
- ** Individual who is signed up on an IMT as a Trainee
- *** Individual who needs position to meet IFPM/FS-FPM Requirements
- **** Individual who is signed up on the National Advancement Training Program

