



EASTERN AREA PRIORITY TRAINEE PROGRAM

GUIDELINES AND STANDARD OPERATING PROCEDURES 2009

PT Program Guidelines

- Nominees must meet the NWCG 310-1 prerequisites for the trainee position for which they are applying; Forest Service trainees must also meet the 5109.17 requirements. Trainee requirements include completion of all required training courses, prerequisite experience, and possession of an initiated Position Task Book (PTB). The only exceptions are those Command and General Staff positions that include S-420, S-520, and S-620 as required training.
- The PT program is designed for National Mobilization training assignments. If training opportunities develop within Area, EACC will utilize the PT availability list to facilitate trainee assignments as necessary.
- An agency can nominate a person for any trainee position they qualify for. However, take into consideration the positions being requested for incident support. It is not common for a geographic area to receive trainee requests i.e.: EDRC, SCKN, FFT1, FFT2 resources. These lower positions are ones that we should be able to locally work with partners to make trainee opportunities happen.
- Limit nominations to one trainee position per individual per year.
- All agencies agree not to nominate a trainee until all of the prerequisites and qualifications for that trainee position have been completed.
- For federal agencies, anyone who needs a training assignment for the Interagency Fire Program Management (IFPM) requirements of their job, as identified in their Employee Individual Development Plan (IDP) will have highest priority.
- Due to the implementation of IFPM, competition for trainee assignments is expected.
- It is the responsibility of the home agency to ensure that the trainee position of the PT candidate is reflected in a current IQCS/IQS record and imported into Resource Ordering and Status System (ROSS) by **February 1, 2009**.
- In order for the PT program to succeed, it needs total commitment by the individual, the local agency, including the Agency Administrator. All signatures are required on the nomination form.
- Nominations that are not timely and complete will be returned to the EACG Agency Representative and will not be considered.

PT Program Standard Operating Procedures

- Priority Trainee availability should be stated in ROSS as available "local" through appropriate dispatch channels. It is the responsibility of the Trainee to notify the PT Coordinator via e-mail or phone of their current availability.
- A minimum 10-day availability period has been established. Selected Priority Trainees must be willing to commit to at least 10 days to allow the system to work. After 10 days, the trainee may be given the option of being removed from the PT availability list or continue for another rotation to wait for an assignment.
- During the availability period, Priority Trainees agree not to accept any other assignments. The Priority Trainee's supervisor will identify the specific time period that the trainee is available for assignment.

- If a Priority Trainee refuses an assignment during their availability period, the individual will be dropped from the list. The EATWT Priority Trainee Coordinator, John Grosman will notify the trainee's EACG Agency Representative that the individual has been dropped.
- The Priority Trainee may remove their name from the PT availability list for good reason (management, personal, medical) through their respective agency, PT Coordinator and appropriate dispatch channels.
- The EACC fills incident requests based on a current PT availability list provided by the PT Coordinator. Open communications between the Priority Trainee, PT Coordinator, EACC and local dispatch regarding availability status is critical especially during National Preparedness Level 3 and above.
- All sponsoring agencies will notify the PT Coordinator when task books have been completed and the individual is no longer a trainee in the identified position.

For additional information please contact EATWT Priority Trainee Coordinator, John Grosman by e-mail jgrosman@fs.fed.us or by phone at 715-362-1123.