

# Priority Training Program Standard Operating Procedures

The Priority Trainee (PT) Program is designed specifically for National Mobilization training assignments. If training opportunities develop within the Eastern Area, the Eastern Area Coordination Center (EACC) will utilize the PT List to facilitate trainee assignments as necessary. In order for the PT program to succeed, it needs total commitment by the individual, the Supervisor, and the Agency Administrator.

The following Operating Procedures are established by the EACG to effectively and efficiently implement the PT Program.

## Nomination Process

The Eastern Area Geographic Area Training Representative (GATR) will send a letter in December notifying Fire Managers of the Nomination procedures, attach the nomination form, and indicate submission deadlines.

Individuals wishing to participate in PT Program will submit a nomination form along with a copy of their IQS/IQCS Master Record through agency accepted channels to their Home Unit. The Home Units will prioritize each PT nomination by position and submit the nominations to their respective Eastern Area Training Working Team (EATWT) representative.

[http://www.nationalfiretraining.net/userfiles/EasternArea/ea\\_twt\\_members.pdf](http://www.nationalfiretraining.net/userfiles/EasternArea/ea_twt_members.pdf) EATWT representatives will then prioritize the nominations by position for their respective area and submit nomination forms to the GATR.

## Requirements

Nominees must meet the NWCG 310-1 prerequisite training and experiences for the trainee position for which they are applying. <http://www.nwcg.gov/pms/docs/pms310-1.pdf>. Forest Service trainees must also meet the 5109.17 requirements. <http://www.fs.fed.us/fire/publications/fsfaqg/fsfaqg.pdfh>. Trainees must also be in possession of an initiated Position Task Book (PTB).

An agency can nominate a person for any trainee position in which they qualify; however, there will be a limit of one nomination per individual per calendar year. Nominations that are not timely and complete will be returned to the EACG Agency Representative and will not be considered. All signatures are required on the nomination form.

- **All** of the prerequisites and qualifications for the position must have been met.
- Priority Trainees agree not to accept any other assignments for the first 10 days of their availability period.
- During the availability period, the PT will have the **trainee qualification 'visible'**
- **and stated available 'National' in ROSS through appropriate dispatch channels. All other qualifications will be hidden.** If requested by the Trainee, after the first 10 days of their availability period, other qualifications may be made visible.
- If a Priority Trainee refuses an assignment, while they are stated as available as a PT, the individual will be dropped from the list. The GATR will notify the trainee's EACG Agency Representative that the individual has been dropped.
- The PT may remove his/her name from the PT List for good reasons (management, personal, or medical) through their respective agency, GATR, and the appropriate dispatch channels.
- All sponsoring agencies will notify the GATR when PTBs have been completed and the individual is no longer a trainee in the identified position.

## **Evaluations**

Per guidance of the EACG, members of any of the NWCG Type 2 Incident Management Teams (IMTs) in Eastern Area will be given an extra one point score for trainees nominated to the program. The recognized Type 2 IMTs within EA include: Minnesota Incident Command System (MNICS) A –B – C teams, Northeast Compact T2, Maine T2, and Eastern Area T2.

The EATWT will develop a “final” interagency list at the Joint Working Team meeting in February. This final Priority Trainee list will be submitted to the EACG, Eastern Area Coordination Center (EACC), State Compacts Representatives and Agency Training Officers by the end of February, and posted at the Eastern Area Coordination Center’s website, <http://gacc.nifc.gov/eacc/administrative/training/training.htm>

## **Mobilization**

When training requests come into EACC, EACC will fill requests from the priority training list first. If there are no priority trainees available to fill, they then will utilize other EA trainees.

EACC will fill incident requests based on a current PT availability from the list provided by the GATR. Open communications between the PT, GATR, EACC and local dispatch regarding availability status is critical, especially during National Preparedness Level 3 and above.

## **Name Requests**

Name Requests for positions for which there are available trainees on the PT List will not be honored unless it is for a trainee on the list. EACC will notify the requesting unit to advise that the EA has a PT Program and would like to fill the request with an individual who has been identified as a priority. If the requesting unit agrees, then the request will be altered and filled with a PT. Conversely, if the requesting unit will not agree to the PT, then the requesting unit will be asked to retrieve the request.

1. A Name Request for a trainee position should be honored providing the individual is on the PT List.
2. A Name Request for a trainee position in which the individual is not on the PT List will not be honored and every attempt will be made to fill the request with an individual on the PT List.
3. A Name Request for a trainee position on a “hard dollar” incident such as an Rx burn will be honored even if the individual is not on the PT List.
4. A request for a trainee position in which there are no PTs can be filled by any available EA trainee.
5. If a request for a trainee position in which there are PTs, but no PTs are available for the assignment, then the request can be filled by any available EA trainee.
6. In the case of a Name Request for a trainee position in which the individual is not on the PT List, every effort will be made to fill the request with an individual on the PT List. If the ordering unit is unwilling to accept the PT, then the name request can still be honored in cases where the name requested individual has specific knowledge, skills, or abilities essential to the effective management of the incident.
7. A Name Request for a trainee position in which the individual is not on the PT List will be honored if the request is part of a crew/engine swap for a crew/engine already on assignment and the name requested individual(s) come from the same unit as the crew/engine provider.
8. A Name Request for a trainee position in which the individual is not on the PT List will be honored provided the individual is part of an IMT (Federal, State, NIMO) or a Team (FAST, Prevention, Buying, etc). Many IMT’s develop a list of trainees or apprentices that have applied to the Teams and are not on the Priority Trainee List for the area. These trainees are used to strengthen depth and continue the success of teams.