

EASTERN AREA COORDINATING GROUP**Training Working Team****2023**

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Mission Statement

The primary mission of the Eastern Area Priority Trainee Mobilization Program (PTP) is developing an interagency workforce by mobilizing trainees to incidents, aiding them in gaining critical experience for Fire Management position requirements, and successional planning for Incident Management Teams.

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 meet one of the follow: a job requirement, help fill an IMT shortage, or become qualified in a shortage position identified by the local unit.

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 five criteria identified in the next section.

Examples of a Priority Trainee:

Job Requirement – Needs trainee assignment to meet the requirements to perform fully in their present position *or to re-certify for a qualification lost due to currency requirements.*

IMT Shortage – EACG has identified a shortage of position(s) exist on EA IMTs as needed for successional planning.

Type 3 Organization Shortage – Local unit(s) have identified this as a key position for their organization with need to develop candidates at the local level.

National Academy – Qualifications needed to attend or complete national academies (example ATGS or NATP).

Future Advancement – Qualification related directly to evaluation criteria commonly required for future advancement in the employee's chosen career path.

The PTP is not meant to capture every responder or every Open PTB the responder has. It is meant to capture those responders who meet one of the fire criteria listed above.

To start an application, please choose the "Submit a new PT Application form (trainee) below.

Applications must be submitted by January 31, 2023

***** The email below MUST BE CHANGED to the email of the user who is using the Navigator to access the trainee's application for submission/review/approval. It is used to ensure that a copy of the responses are sent back to that person with that role. *****

For example, if you are applying (using the Navigator's "Submit a new PT application form (Trainee) option), the email address should be the applicant's primary email.

If you are the trainee's supervisor, you MUST CHANGE the email address to your email before choosing the Navigator's "Approve/Deny a PT Application (Supervisor)" option.

Please be aware that the PT Application email process will be using the email address **sst4rmacc@gmail.com**. Please check your spam/junk folder if you do not see the response message from this email address.

If you have questions on this, please contact your agency or compact training officer for assistance.

Priority Trainee Application Process

Each year, an application will be submitted by trainee resources who meet the criteria identified previously.

All applicants **MUST** provide the following information on the form for it to be considered complete:

- Identify only one (1) trainee position for which the applicant would be a Priority Trainee in.
- Identify the percentage of tasks completed in PT position Task Book (verified by resource's training official).
- Provide a cell phone number for contact **after normal working hours** (i.e. evenings/weekends).
- Provide a valid work email address and a secondary email that for afterhours contact.
- Government employees need to provide their IQCS/IQS number.

The applicant will need to identify the work email for their supervisor who will approve the application form indicating their support and willingness to make the applicant available for priority trainee assignments.

Applicants will be required to email a copy of their current IQCS/IQS master record to their unit or agency's training officer. If not received, your nomination form **WILL NOT BE CONSIDERED**.

IL-ILC = Illinois Interagency Coordination Center
IN-IIC = Indiana Interagency Dispatch Center
MI-MIDC = Michigan Interagency Dispatch Center
MI-MISC = Michigan State Dispatch Center
MN-MNCC = Minnesota Interagency Coordination Center
MO-MOCC = Missouri/Iowa Interagency Coordination Center
NH-NECC = Northeast Interagency Coordination Center
PA-MACC = Mid-Atlantic Interagency Coordination Center
WI-EACC = Eastern Area Coordination Center
WI-WIC = Wisconsin Interagency Coordination Center
WI-WISC = Wisconsin State Dispatch Center

After you submit this application form, it will be automatically emailed to your supervisor using the email entered above. Please notify your supervisor that they will need to "approve" this application and to follow the instructions in the email to access the approval screen.

You also **MUST** email your IQCS/IQS master record to your training officer.

After submitting this form, a copy of your responses will be emailed back to you.

Once your application is approved by your supervisor, it will automatically be sent to your unit's training officer for review and approval using the email entered above. If you have not submitted your IQCS/IQS master record, your application could be denied. Your training officer will also validate the number of tasks remaining to be signed off in your PTB. You may need to supply them with a copy of your PTB as needed.

By submitting this form, I agree to adhere to the Guidelines and Standard Operating Procedures of the Eastern Area Priority Trainee Program.

I understand that I am responsible for:

- the actual planning and decisions necessary to achieve career goals.
- reviewing my IQCS/IQS Master Record to ensure the open Position Task Book has been documented as issued and has not expired.
- signing up for only one position in the Eastern Area Priority Trainee Mobilization Program.
- submitting my Priority Training Application Package (Application Form and Master Record) to my supervisor and unit/agency training officer and once approved to the Agency Representative on the Eastern Area Training Working Team.
- ensuring that my supervisor is aware of or has given approval for my availability to be mobilized as a Priority Trainee resource.
- ensuring my availability status is correct by working with my hosting Dispatch Center to be "available GACC", when available to accept a Priority Trainee assignment.
- ensuring that my availability periods are accurately and correctly listed in IROC by my hosting dispatch center.
- only taking an assignment in my Priority Trainee position when status as "available GACC".
- notifying my training officer and the Eastern Area GATR when my Priority Trainee PTB has been recommended for certification, my PT PTB has been certified, or I am no longer available to be Priority Trainee resource, so my PT record is removed off the EA PT List; and
- ensuring that I receive an Evaluator's Recommendation and Incident Personnel Performance Rating for each Priority Trainee assignment

Unit Training Officer's Approval or Denial of Priority Trainee Application

Please read the following agreement. If you "approve" this application, clicking on the "submit" will serve as your signature of agreement

By approving this application, I agree to fully support my resource's participation in the Eastern Area Priority Trainee Program.

As the Unit Training Officer, I also acknowledge that I understand that my responsibilities in the Eastern Area Priority Trainee Program include:

- working with unit personnel and unit leadership to identify and prioritize the names of trainees who are interested in filling a key shortage position.
- prioritizing resources by position for the Unit, evaluating the Priority Trainee applications, providing additional required information for each of my Unit's Priority Trainees, and forwarding Priority Trainee IQCS/IQS master records to my agency or compact's training officer.
- ensuring that Priority Trainee PTBs are entered into IQS or IQCS before March 1st of the current year, and certified Incident Qualifications cards are assigned to the Priority Trainees.
- coordinating with the hosting Dispatch Center to ensure the Priority Trainee's qualification is displayed correctly in IROC before March 1st of the current year.
- ensuring Priority Trainees understand the Eastern Area Priority Trainee Program and their responsibilities; and,
- serving as a point of contact between the trainees, the hosting Dispatch Center, the Eastern Area Coordination Center, and the Eastern Area GATR.