



Eastern Area Priority Trainee Mobilization Program

2021-2024

Eastern Area Priority Trainee Mobilization Program

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Eastern Area Priority Trainee Mobilization Program

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Eastern Area Priority Trainee Mobilization Program

Mission Statement:

The primary mission of the Eastern Area Priority Trainee Mobilization Program (PTMP) 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.

Overview:

There is a shortage of qualified individuals to fill critically needed incident command system positions. Additionally, the Eastern Area has identified shortage positions within the Incident Management Teams (IMTs). To address this concern, the Eastern Area Coordinating Group (EACG) will annually address key shortage positions.

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.

National Training/Academies

We recognize that some National Aviation (ATGS) and other National programs (NATP) will have trainees from the Eastern Area that will be placed into the NATP trainee rotation program. The Geographical Area Training Specialist have determined that the ATGS position will not be placed on the National Priority Trainee Availability List since this program has created a trainee program.

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.

Examples of a Priority Trainee:

Job Requirement – Needs the trainee assignment to meet the requirements to perform fully in their present position

IMT Shortage – EACG has identified that a shortage of this position exists on IMTs; hence a need for successional planning

Type 3 Organization Shortage – Local units have identified this as a key position for their organization and there is a need to develop candidates at the local level

National Academy – Qualifications needed to be able to attend or complete national academies such as ATGS or NATP

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

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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 listed above.

Mobilization Process:

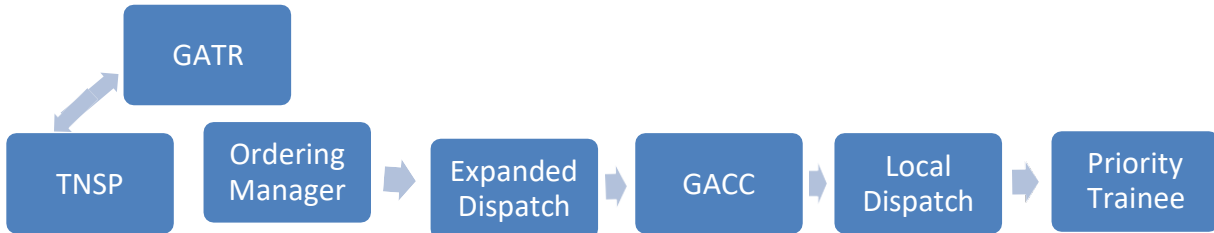
Local incident or the assigned IMT will identify a training opportunity. The Training Specialist (TNSP) or incident dispatch center will check to see if there are any available local trainees. If available, dispatch will create and fill incident trainee resource order.

If there are no local trainees available, the TNSP/dispatch will contact Eastern Geographic Area Training Representative (GATR). GATR will determine if there is an available PT within the Geographic Area. If a PT is available, GATR will confirm PT's true availability. If none are available, the GATR will review the national PT available list. If an out-of-area PT resource is listed, the Eastern GATR will contact PT's GATR who will confirm the PT's true availability.

In and Out of the area PT's the Eastern GATR will relay the PT's name to the incident's TNSP/Dispatch. Dispatch will create a name request resource order for the PT and place up to the Eastern Area Coordination Center (EACC). If the PT is in-area, the EACC will place the request to the PT's local dispatch center. If the PT is from out-of-the-area, the EACC will place the request up to the National Interagency Coordination Center (NICC) which will place the request to the PT's GACC. The PT's GACC will then place the request to the PT's local dispatch center.

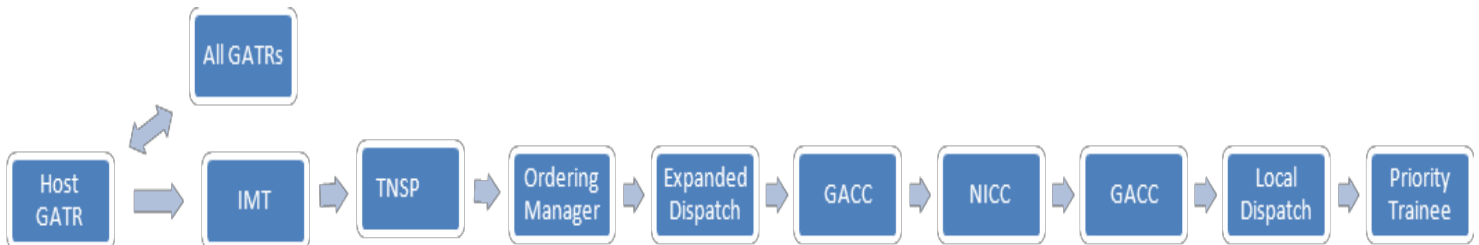
If no available PTs are identified, a standard request for a trainee will be created and place up to the Eastern GACC to process through normal dispatch procedures.

In GACC



TNSP=> Ordering => Expanded Dispatch => GACC => Local Dispatch => Priority Trainee= Return with Fill or Unable to Fill (UTF)

Out of GACC



TNSP=> Ordering => Expanded Dispatch => GACC => NICC => Out of area GACC => Local Dispatch => Priority Trainee= Return with Fill or Unable to Fill (UTF)

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Priority Trainees Application Process

Eastern Area GATR will update the Eastern Area Priority Trainee announcement letter and application form. The announcement letter and application form will be posted on the Eastern Area Coordination Center's (EACC) web page, in-addition to being emailed out to all training representatives.

All Eastern Area's interagency partners will share the letter and application form with their agency employees who support wildland fire operations. Compact representatives should be sharing within their compact organization and all state agencies should be sharing with the local cooperators within their boundaries. Agency training officers should also ensure that resources within their local area who are on a developmental path and are interested in filling a key shortage position are encouraged to apply to the PT program. Applications will be completed by trainee resources who meet the criteria identified previously.

Nomination Form: The Nomination form will be completed electronically at the following location; https://gacc.nifc.gov/eacc/management_admin/training/training.htm . Nomination Form will need to be completed each year to be placed on the Pt List.

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

- Identify only one (1) trainee position
- Percentage completed in PT position Task Book
- cell phone number for contact after normal working hours (ie evenings/weekends)
- a valid email address.
- Government employee need to provide their IQCS number.

The applicant will need to have their supervisor and/or their local agency's administrator signed the application form indicating their support and willingness to make the applicant available for priority trainee assignments.

Applicants will be required to send a copy of their IQCS/IQS master record to their assigned Training Representative for processing to the TWT.

Priority Trainees Business Rules

- There will only be one (1) priority trainee list that will be utilized in the Eastern Area.
- Eastern Area IMTs will be required to fill the IMT allocated training slots utilizing the PT list.
- Once the final list of PTs is approved by the Eastern Area Coordinating Group, additional PT nominations will not be accepted.
- EA PTs will not be able to be on the PT list in more than one PT trainee position.
- EA PTs will need to show their availability for PT assignments by ensuring that their resource status is set to "AVAILABLE GACC".
- EA PTs who decline a PT assignment when their status is set to "AVAILABLE GACC" will be dropped in prioritization to the bottom of the position rankings.
- EA PTs needs to ensure they are available when listed "Available GACC" if an order comes in and they are not truly available they will be dropped in prioritization to the bottom of the position rankings.

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- EA PTs who take a non-PT assignment when statused as “AVAILABLE GACC” will be dropped in prioritization to the bottom of the position rankings.

Priority Trainees Selection Process

Priority trainees can only apply for one (1) trainee position.

There is still shortage in many sections of the IMTs. Based on the process utilized to rate and prioritize each participant in the program, there will be no acceptance of late priority training nominations.

Each of the Eastern Area’s interagency partners will supply nomination forms for trainees within their local area who are on a developmental path and are interested in filling a key shortage position.

These representatives will compile the information and send a copy to the GATR for preparation of the Eastern Area Training Working Team (TWT) Priority list development.

Priority Trainee names will be evaluated and ranked by the (TWT) members for inclusion onto a regional list that is used in mobilization of priority trainees. The PT List will be posted on the Eastern Area Coordination Center (EACC) website.

Roles and Responsibilities

Priority Trainee:

- Responsible for the actual planning and decisions necessary to achieve career goals
- Reviews personal Master Record to ensure the open Position Task Book has been documented as issued and is current
- Will sign-up for only one position on the Priority Trainee Mobilization Program (PTMP)
- Will submit Priority Training Nomination Package (Nomination Form and Master Record) through the chain of command to the Agency Representative on the TWT
- Ensure their availability statusing is correct, working with their Local Dispatch Center to mark then “available GACC”, when available to accept a Priority Trainee assignment.
- Ensure the follow the “Self” statusing process as required, and to ensure that is matches up with IROC statusing.
- Agrees to only take an assignment in the chosen PT position when statusing “available GACC”.
- Work within the chain of command to ensure availability periods are accurately and correctly listed in IROC by the local dispatch center
- Notifies their training officer and the GATR when PTB has been recommended for certification, PTB has been certified, or the employee has left the agency to remove them off the PT List to reflect the most accurate Priority Trainee List
- Required to receive an [Evaluator’s Recommendation](#) and [Incident Personnel Performance Rating](#) for each trainee assignment

Fire Management Officer/Training Officer:

- Works with unit personnel and unit leadership to identify and prioritize the names of trainees who are interested in filling a key shortage position
- Prioritizes names by position for the Unit, evaluates the candidates and ranks for

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positions, and supplies a Priority Trainee List to the agency representative on the TWT

- Ensures PTBs are entered in IQS or IQCS before March 1st of the current year, and Incident Qualifications cards are assigned
- Works with the PT and Local Dispatch Center to ensure the PT's qualification is displayed in IROC correctly prior to March 1st of the current year
- Ensures Unit personnel understand PT Mobilization Program/requirements
- Serves as a point of contact between the trainees, the Eastern Area GATR, and EACC

Agency Representative on EA Training Working Team (TWT):

- Collects PT Nomination Packages from units, prioritizes names by position for the Agency, and compiles list of names for inclusion to the Interagency PT List
- Ensures names are submitted as they appear in IROC
- Ensures current PTBs are assigned for the PT position
- Assist with the ranking and development of the Geographical Priority Trainees List.
- Ensures communication link are established between key players
- Compiles year-end Evaluator's Recommendations for PTs

Local Dispatch Center:

- Reviews IROC for potential status errors (qualifications, availability, etc.)
- Will ensure that Priority Trainees available for assignments will be IROC resource status as "Available – GACC".
- Ensures communication link is established between key players
- Work with the GATR on all Trainee orders needed for local unit
- Send a copy of the Resource orders filled with a PT to the GATR

Incident Training Specialist on Eastern Area Incidents:

- Reviews Incident Action Plans (IAPs) to assist in placing trainees into key Positions
- Attends operational briefings and works with each functional area to assess trainee potential
- Conducts site visits to remote locations, such as helibases, spike camps, and dispatch centers to capture trainee data
- Meets with Unit Leaders and Section Chiefs to promote the PT List
- Reviews IMT rosters to identify trainees that may not have signed up with the TNSP
- Trains additional TNSPs who have a strong background in the training function. This is essential on large or long duration incidents to build capacity.
- Develops a positive relationship with the Ordering Manager to facilitate the placement of trainees. Explains PT List process for placing Name Requests
- Coaches others in using appropriate language in "special needs" section to facilitate mobilization process
- Matches trainees with qualified trainers
- Solves problems that arise within the mentorship process
- Coordinates with other TNSPs, Expanded Dispatch, and the Geographic Area Coordination Center to reassign trainees from one incident to another, when there is opportunity
- Accurately captures incident/trainee data and summarizes it for key players in the form of reports and spreadsheets

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- Completes a transition plan for incoming IMT
- Educates IMT members on the PT Mobilization Program

Expanded Dispatch, Supervisory Dispatcher on Eastern Area Incidents:

- Facilitates trainee mobilization
- Works with the GATR to get PT's assigned

Center Manager of Eastern Area Coordination Center:

- Notifies Local Dispatch Centers on their roles related the PT Program and processing PTs.
- Ensure posting of Eastern Area PT List to EACC website
- Seeks opportunities at incidents for trainee assignments
- Coaches others in using appropriate language in "special needs" section to facilitate mobilization process
- Works with the TNSP and/or IMT to place PTs on GACC incidents
- Serves as contact point to answer mobilization questions
- Provides support to IMT if issues arise with trainees
- Works with GATR for Trainee resource order request within the GACC.
- Interfaces between the incident, Expanded Dispatch, The GATR, the Training Specialist, and IMTs,
- Assesses applicability of trainee assignments in terms of both quality and duration via situational awareness gained by gathering intelligence at IC calls, GACC weather briefings, and aviation conference calls
- Ensures communication link is established between key players

Geographic Area Training Representative (GATR):

- Solicits applications to become involved with the PT Mobilization Program
- Submits letters of acceptance to PTs
- Provides leadership and support to TNSPs
- Serves as contact point to answer PT Mobilization Program policy questions
- Coordinates with other GATRs, GACCs, and expanded dispatch organizations to promote/facilitate PT opportunities
- Coordinates efforts to avoid errors in ordering
- Assists in filling trainee orders for PTs from another GA
- Analyzes data to determine key shortage positions
- Communicates to unit fire training officers what is meant by a "shortage" position so that PT lists can be tailored to that specific need
- Compiles PT assignment statistics
- Provides support and priorities to other functional areas in the training mobilization chain of command
- Ensures communication link is set up between key players

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Annual Timelines:

- GATR will solicit nomination packages to the PT Mobilization Program for coming season as outlined timeframe from TWT
- Nomination packages will be sent to respective [TWT Member](#) for inclusion on the PT List.
- The TWT will complete the upcoming year's PT List, and process through the EACG for acceptance.
- PT List will be posted to EACC's website by the first week after EACG acceptance.
- EACG will provide a list of Priority Trainee positions
- TWT will create the Priority Training List for EACG approval
- Local Fire Management Officers will ensure PTBs are accurately documented in IQS or IQCS

Appendix A: Additional Correspondents

- [Priority Trainee Statusing Letter - EACG](#)
- [Self-Status Form](#)
- [Priority Trainee Availability List](#)
- Priority Trainee position
- Priority Trainee Nomination Application

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Appendix B: Eastern Area Priority Trainee Positions

Air Ops	Command	Dispatch	Finance	Logistics	Operations	Plans	Prevention & Investigation	RX Fire
AOBD	ICT1	ACDP	BUYL	BCMG	DIVS	DMOB	INTM	RXB1
ASGS	ICT2	CORD	BUYM	COML	OPBD	DOCL	INVF	RXB2
ATGS	LOFR	EDSD	CMSY	COMT	OSC1	DPRO	PETL	RXM1
DECK	PIO1	EDSP	COMP	EQPM	OSC2	FBAN	PETM	RXM2
HEB1	PIO2	IADP	COST	FACL	STAM	FEMO		
HEB2	PIOF	INTS	EQTR	FDUL	STCR	FOBS		
HLCO	SOF1		FSC1	GSUL	STEN	GISS		
HMGB	SOF2		FSC2	INCM	STEQ	HRSP		
SEMG	SOFR		ICPI	LSC1	STPS	IARR		
	ICT3		INBA	LSC2	TFLD	IRIN		
			PROC	MEDL		ITSS		
			PTRC	ORDM		LTAN		
			TIME	RCDM		PSC1		
				SECM		PSC2		
				SPUL		RESL		
				SUBD		SITL		
				SVBD		SOPL		
						TNSP		