

Training Committee Operating Plan
for
Color Country District BLM and
Grand Staircase Escalante National Monument

2019



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I. Purpose and Objectives

The purpose of the Color Country District Training Committee is to ensure that the training needs of individuals involved in Wildland Fire within the Color Country BLM District and Grand Staircase Escalante National Monument are met. This includes making sure those individuals seeking training have met all pre-requisites and are deemed ready to progress to this position.

The committee will provide approval for training attendance requests that are outside the local area and prioritize nominations for courses where local competition exists. The committee will also provide input to the Color Country Interagency Training Group on deciding which courses will be sponsored locally.

In addition, the committee will determine priorities for trainee mobilization, and for nominations to the Great Basin Trainee Priority Program.

This operating plan provides guidance for the training committee and will be updated as needed.

Note: Richfield Field Office is also part of the Central Utah Interagency Training Committee.

II. Roles and Responsibilities

1. Training Officer

- a. Relay training opportunities, schedules, and information about trainee programs to all employees.
- b. Be the final collection point for all nominations for out of area training courses. Check nominations for accuracy and pre-requisites.
- c. Be the final collection point for all nominations for the GB trainee priority program. Validate task book information and level of need.
- d. Schedule and facilitate nomination prioritization meetings; track outcome, and relay results to employees.
- e. Submit approved nominations for out of area courses and the GBPTP to the next level.
- f. Track status of all training nominations.
- g. Relay acceptance information to employees. Route via FOS for non PFT employees.
- h. Collect copies of all certificates and ensure entry into IQCS database.
- i. Conduct annual Training Needs Assessment for Great Basin.
- j. Get appropriate approval to sponsor local upper division training courses (300 level and above).
- k. Tracks specified recurrent training for fire and fuels employees, and for specified positions for all employees.
- l. Serve as Chair of the Color Country District Training Committee.
- m. Attend other local and geographic level training priority meetings as required.
- n. Annually review and update this operating plan.

2. Fire Management Officer

- a. Function as the Supervisor for all training requests for ADs sponsored within your area.
- b. Provide budgetary guidelines for employee training.
- c. Provides input for local, regional, and national training needs.

3. Training Committee Members

- a. Be available to answer questions of employees that you are the representative for.
- b. Attend local nomination prioritization meetings.
- c. Provides input for local, regional, and national training needs.
- d. Provide input on local courses and instructors.
- e. Establish routing procedures for nominations from those in your area as desired.
- f. Monitor Recurrent Training, All Employee, and Driver spreadsheets and provide guidance as needed.

*There are some representatives to the committee for the purpose of providing specialized information, but these individuals are not full committee members.

4. Supervisors

- a. Identify employee training needs that are realistic to the employee's skill level as well as the employee's progression within the Incident Command System.
- b. Provide for the development of the employee's skills to enable a high level of performance. With the aid of the Fire Management Officer, Assistant Fire Management Officers, or Fire Operations Specialists, identifies training needs that are realistic in relation to the needs of the local and geographic area.
- c. Provide first level approval for appropriate training requests for your employees.

5. Employees

- a. Accurately and completely fill out nomination forms for training ensuring that you include the prerequisite positions, required training, and remarks section as to why you need the training.
- b. Route completed nominations through the appropriate channels. Nominations should be electronic unless otherwise specified.
- c. Relay any course cancellation information to the unit training officer for off unit courses, or the course coordinator for local courses. Be aware of any course cancellation policies that are in effect.
- d. Ensure copies of all fire training certificates are provided to the unit training officer.
- e. Annually take the Fireline Refresher as required for your qualifications.
- f. Annually submit paperwork and take the Work Capacity Test as required for your qualifications.

The WCT should only be taken by those that have a qualification that require it.

- Arduous: Medical Clearance through CHS
 - Moderate and Light: Clearance through the HSQ form
- g. Annually attend the BLM 'Do What's Right' Training. Qualification card will not be issued until this training is completed.

6. Instructors

All Instructors teaching local courses will:

- a. Meet requirements as established in the Field Managers Course Guide for NWCG courses, or other standard criteria for non-NWCG training.
- b. Be familiar with the Locally Sponsored Courses and Tracking Procedures portions of this plan. Use rosters as specified.
- c. Provide Students with the opportunity to evaluate the course/instructors.

III. Color Country BLM Training Committee Operating Procedures

1. Committee Members

Name	Position	Role/Area of Responsibility
Noni Dalton	Unit Training Officer	Chair of Committee
Vacant	FMO	Supervisor of AD's Budgetary Guidelines
Clair Jolley	AFMO Cedar City	Input on Prioritization
Todd Murray	AFMO Richfield	Richfield Field Office Hanksville Field Station
Randy Turrill	FOS Cedar City	Rep to Interagency Committee CCD, Cedar City Field Office
Colter Coates	FOS St. George/Kanab	Kanab & St. George Field offices GSENM
Jeff Bergfeld	FOS Richfield	Richfield Fire Crew
The following are representatives on the committee for certain functions		
Glenn Dietz (Acting)	Unit Aviation Manager	Specialized Aviation Training

2. Meetings

- A meeting will be held each fall to prioritize and approve nominations for training at UFRA, GBTC, NAFRI or any other out of area training.
- Meetings will be held each fall/winter with the Color Country Interagency Training Group to determine courses to be sponsored locally; including dates, locations, and instructors.
- A meeting or conference call will be held each spring to prioritize nominations to the GB Trainee Priority Program.

3. Documentation

- All committee decisions will be documented by the chair and relayed on to employees.
- The training committee operating plan will be reviewed annually to reflect current members and procedures.
- All local training schedules will be posted to CCIFC and RIFC web sites as appropriate.

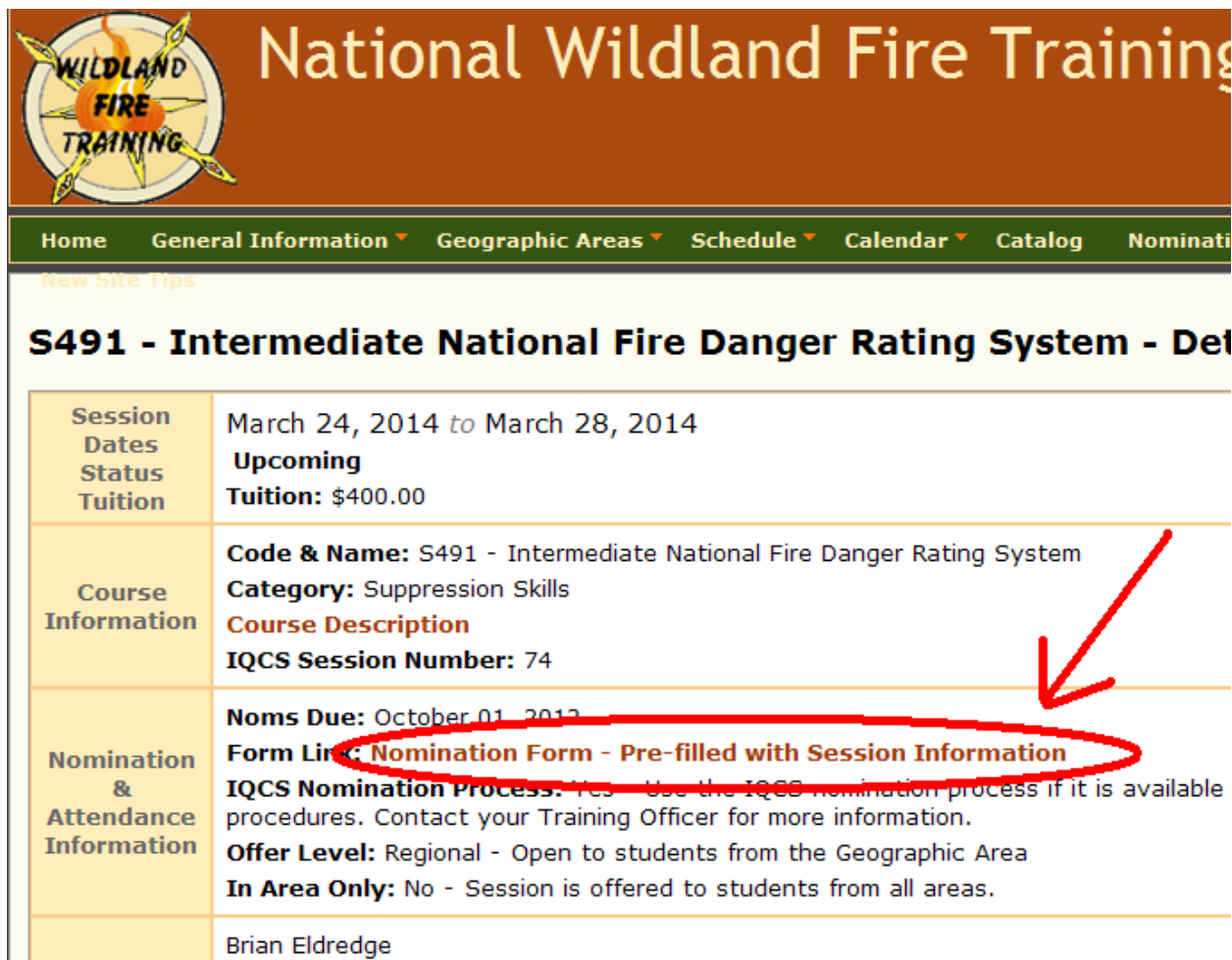
4. Budget

- Training expenses will be paid for by funds from your program.
- ADs that are approved to attend training can charge to:
 - CCD ADs LLUTC00200 LF2000000.HT0000 LFSPAZA10000
 - RFO ADs LLUTC00300 LF2000000.HT0000 LFSPAZA10000
- Expenses for locally sponsored courses will be spread among the Agencies.

5. Training Nomination Procedures

Nomination Forms

All nominations should be filled out electronically. For training courses offered on the National Fire Training Website, an electronic nominations can be generated there by going to the National Fire Training site, select the course you are interested in, go to session details, and then click the “Nomination Form” link.



The screenshot shows the National Wildland Fire Training website. The header includes a logo and the title "National Wildland Fire Training". A navigation bar contains links: Home, General Information, Geographic Areas, Schedule, Calendar, Catalog, and Nominations. Below the navigation bar, there is a section titled "New Site Tips". The main content area displays details for session S491 - Intermediate National Fire Danger Rating System - Del. The details are organized into a table with four rows: Session Dates Status Tuition, Course Information, Nomination & Attendance Information, and a footer row with the name Brian Eldredge. A red arrow points to the "Form Link" in the Nomination & Attendance Information row, which is circled in red.

Session Dates Status Tuition	March 24, 2014 to March 28, 2014 Upcoming Tuition: \$400.00
Course Information	Code & Name: S491 - Intermediate National Fire Danger Rating System Category: Suppression Skills Course Description IQCS Session Number: 74
Nomination & Attendance Information	Noms Due: October 01, 2012 Form Link: Nomination Form - Pre-filled with Session Information IQCS Nomination Process: Yes - Use the IQCS nomination process if it is available procedures. Contact your Training Officer for more information. Offer Level: Regional - Open to students from the Geographic Area In Area Only: No - Session is offered to students from all areas.
	Brian Eldredge

This will bring up a form with the course information already filled out. You would then save a copy to your hard drive which would be edited to contain all information required to complete the form. Once completed you would route as appropriate. Using this pre-filled form does NOT submit your nomination.

The other option is to download a blank nomination form from the training site:

http://www.nationalfiretraining.net/nwcg_nomination_form and fill out all personal information. Then save that to your hard drive. When there is a class you want, make sure to add the class details, verify your training, qualifications, and remarks sections reflect the most pertinent data for the class, and save to a new file. Once completed you would route as appropriate.

When filling out the forms it is important to fill out all sections. Make sure the completed form includes:

- ✓ Course Code and Name

- ✓ Start and End Dates
- ✓ Location
- ✓ Session Number
- ✓ Coordinator Information
- ✓ Official Name
- ✓ Job title
- ✓ Contact information
- ✓ The training section needs to include courses that relate to the specific class
- ✓ The qualifications section should list the highest qual you have that relates to the class
- ✓ The remarks section needs to be filled out with why it is important for you to take the course

***** The remarks section is becoming very important.** Do not skip it. It is used to evaluate priorities at district, state, zone, and area levels. Indicate why the course is important to you as an individual employee, and also if it is a district need or shortage.

Nomination Process

All nominations for training outside the local area need to be routed through your local supervisor, and then to the Training Officer. (Note: Area Rep may request that nominations also route through them.) Once all nominations are approved and prioritized by the Training Committee, they will then either be entered into IQCS and/or forwarded as appropriate.

All course cancellations will be routed through the Training Officer.

Nomination Timelines

The Training Officer will set nomination deadlines for receipt of nominations and notify all employees that fall under this guide. This deadline will usually be sometime in September so that the prioritization and approval meeting can be held. The National Training Center has most of its courses for the coming year listed by July.

All late nominations will be routed through the Training Officer for final processing and tracking.

Payment

It is the responsibility of each employee to make sure all travel and tuition is paid using appropriate management codes. The training officer does not pay any training costs that are accrued.

6. Prioritization Process for Training Nominations

- a. Training necessary for current job/position requirements
- b. Training necessary for certification of completed task book.
- c. Training necessary to maintain current fire qualification (refreshers, biennial workshops).
- d. Training for critical need positions.
- e. Training necessary for an initiated task book.
- f. Training for individuals with the ability to commit to assignments.
- g. Training necessary for position upward development.
- h. Previous priority nomination that was not selected.

7. Prioritization Process for Trainee Mobilization

Off Unit

Trainees will be mobilized utilizing the Great Basin Priority Trainee Program (GBPTP). Trainees must apply for this program each year by April 1. Refer to the GBPTP Website for additional information. <https://sites.google.com/a/firenet.gov/gbptp/home>

Other

Fire management will decide other trainee assignments. This includes mobilization of trainee positions that are not included in the GBPTP, and the hosting of Type 1 or 2 Teams.

8. Locally Sponsored Courses

A representative from The Color Country District Training Committee will meet with the Color Country Interagency Training Group each fall to discuss what courses to put on locally. This schedule should be finalized by January 1.

Aside from the interagency training schedule, if an area subunit (Fire Station/Field Office) wants to host a course they should submit their request to their area training representative who will bring the request to the training committee. This should be done as early as possible so that there is opportunity to advertise the course to other Field Offices or neighboring units and increase attendance. However, due to the need for flexibility at the local stations, courses at the local level can still be put on with local approval as follows:

- a. 100 Level Courses
 - No local approval required. Advise Area Training Rep of course and turn in roster to Training Officer who will enter it into IQCS.
- b. 200 Level Courses
 - Submit request to Area Training Representative who will route the request to the Training Officer.
- c. 300 + Level Courses. Must receive approval from Geographic Area.
 - Request will be submitted by the Training Officer to the UT Zone Training Committee Chair.

9. Tracking Procedures

When putting on local training the method of tracking is to use the rosters provided in this SOP. These are also located on the Color Country J drive in the folder 'CCD Training Noni' and posted on the RIFC web page. There are course specific rosters and a master blank for all other courses. Course specific rosters include the following:

- **S212.** Course credit will be given after the completion of the classroom portion. (A FAL3 Task Book must be initiated for the faller qualification to show up in IQCS.)
- **RT130.** Credit in IQCS will be given to all employees with an IQCS ID. The sign in roster will be copied and filed in each attendee's official fire folder.
- **ROHVA UTV Training.** This is to be used for the initial and every 3-year recertification ride.
- The **Master Blank** roster can be used for all other courses and refreshers.
 - At the completion of the course the lead instructor will identify all students that should receive credit for the course.
 - When putting on **BL300 or RT301**, the master roster needs to be accompanied by the appropriate evaluation forms for each student before credit will be given in IQCS. The evaluation form will double as the certificate. Evaluation forms can be found at

<https://www.nifc.gov/training/trainingFireVehicle.html>

- **Work Capacity Test** information should be tracked on both the Work Capacity Administration Report (the list of all employees that participated in that session) and the Work Capacity Test Record (filled out for each individual and filed in their fire folder). Turn in copies of both to the training officer for tracking and filing purposes. **The WCT should only be administered to those that have a qualification that require it.**

Note: For courses within Color Country that are interagency, entry into IQCS will be coordinated between course coordinators and agency training officers.

For interagency refreshers, unless otherwise negotiated, the agency of the lead instructor will complete entry into IQCS and provide a copy of the roster to the training officer of all attendees.

Pack test results, unless otherwise negotiated, should be provided to and entered by that employees training officer.

Recurrent Training

Specified recurrent training will be tracked on a spreadsheet for fire and fuels employees. This spreadsheet is located on the J drive under the folder 'CCD Training Noni'. The reference tab provides detailed information on tracking procedures.

Positions that require recurrent training for qualifications, such as DRIV and UTVO, will be tracked for all employees with that qualification.

Annual attendance of the BLM 'Do What's Right' Training will be tracked on the All Employee Spreadsheet. Also located on the J drive.

Grayed out area is for Course Coordinator Use only

Lead Instructor Signature_____

https://www.fs.fed.us/sites/default/files/media_wysiwyg/work_capacity_test_administration_report_2015.pdf

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Full size version posted each year in the Redbook as an Appendix. Please use the current version.

<https://www.nifc.gov/PUBLICATIONS/redbook/2019/AppendixO.pdf>

WORK CAPACITY TEST RECORD

APPENDIX O

**Appendix O
Work Capacity Test Record**

Units will document the administration of the WCT to all employees and job applicants. This documentation must be retained until the next WCT is administered. Units may also be requested to provide data from these records to assist in the evaluation of the WCT process.

Privacy Act – No employee may disclose records subject to the Privacy Act unless the disclosure is permitted under 43 CFR 2.56 or to the individual to whom the record pertains. The Privacy Act contains a criminal penalty for unauthorized disclosure of records. (5 U.S.C. 552a)

To be completed by employee:

Name (Last, First): _____ Where employed: _____

Date test taken: _____ Test administered by: (Print Name) _____

ICS position for which test is required (highest needed) _____

Performance level needed (circle one):

Arduous

Moderate

Light

Type of test taken (circle one):

Pack Test

Field Test

Walk Test

Work Capacity Test Descriptions:

	Pack Test	Field Test	Walk Test
Pack weight	45 lbs.	25 lbs.	None
Distance	3 miles	2 miles	1 mile
Time	45 minutes	30 minutes	16 minutes

To be completed by test administrator:

Test result time:

Employee passed test (circle one): Yes/No

I certify that the work capacity test was administered according to agency guidelines.

(Signature of Test Administrator)

(Title)

(Date)

Release Date: February 2019

Appendix O-1