

**FISHLAKE NATIONAL FOREST AND
RICHFIELD BLM FIELD OFFICE**

**Training Committee
OPERATING PLAN**

2016



Table of Contents

Page

I Purpose and Objectives	3
II Roles and Responsibilities	3
1. Training Officer	3
2. Fire Management Officer/Assistant Fire Management Officers	4
3. Training Committee Members	4
4. Supervisors	4
5. Employees	4
6. Instructors	4
III Central Utah Interagency Training Committee Operating Procedures	5
1. Committee Members	5
2. Meetings	6
3. Documentation	6
4. Budget	6
5. Training Nomination Procedures	6
6. Prioritization Process for Training Nominations	8
7. Prioritization Process for Trainee Mobilization	9
8. Locally Sponsored Courses	9
9. Tracking Procedures	10
S212 Blank Roster	11
RT130 Blank Roster	12
RT130 for Contractors Blank Roster	13
BLM ATV Field Training: Basic	14
BLM ATV Field Training: Advanced	15
BLM UTV Field Training: Basic	16
BLM UTV Field Training: Industrial Use	17
Blank Master Roster	18
Work Capacity Administration Report	19
Work Capacity Test Record	20

I. Purpose and Objectives

The purpose of the Central Utah Interagency Training Committee is to ensure that the training needs of individuals involved in Wildland Fire within the Central Utah area 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 second level approval for training requests outside our area and prioritize nominees for courses where local competition exists. The committee will also decide which courses, will be sponsored locally.

In addition, the committee will determine priorities for trainee mobilization, both locally and for nominations to the Great Basin Trainee Priority Program. Priority for local positions where a trainee order may not be placed with dispatch will be decided by a local unit representative.

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

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 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 course and GBPTP nominations to the next level.
- f. Track status of all training nominations
- g. Collect copies of all certificates and ensure entry into IQCS database.
- h. Collect copies of all fire experience 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. Maintain Training Page of the RIFC website.
- l. Maintain a list of what employees are attending TFM, FUTA, CEEM, Engine Academies, and the Apprentice program.
- m. Track other required trainings listed on the training spreadsheet for fire and fuels personnel.
- n. Serve as Chair of the Central Utah Training Committee.
- o. Serve as Course Coordinator for locally sponsored courses.
- p. Attend other local and geographic level training priority meetings as required.
- q. Annually review and update this operating plan.

2. Fire Management Officer/Assistant Fire Management Officers

- a. Function as the Supervisor for all training requests for ADs sponsored within your area. (FMO for FS, AFMO for BLM)
- b. Provide budgetary guidelines for employee training.
- c. Provides input for local, regional, and national training needs.
- d. Has the final say on training requests if fire is paying the bill.

3. Training Committee Members

- a. Be available to answer questions of employees that you are the representative for.
- b. Receive and review training nominations from employees in your area of responsibility and route them to the unit training officer as appropriate.
- c. Attend local nomination prioritization meetings.
- d. Provides input for local, regional, and national training needs.
- e. Provide input on local courses and instructors.

* There are some representatives to the committee for the purpose of trainee prioritization for the Richfield Fire Center, and input on local course needs, but these 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 and training that is required.
- b. Route completed nominations to your committee member. Nominations must be electronic unless otherwise specified.
- c. Relay any course cancellation information to the unit training coordinator.
- d. Ensure copies of all fire training certificates are provided to the unit training officer.

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.
- c. Provide Students with the opportunity to evaluate the course/instructors.

III. Central Utah Interagency Training Committee Operating Procedures

1. Committee Members

For a current list of committee members go to http://gacc.nifc.gov/gbcc/dispatch/ut-rfc/training_committee.pdf

Name	Position	Area of Responsibility
Noni Dalton	Training Officer Chair Of Committee	
Gayle Sorenson	Forest FMO	Supervisor of AD's, Budgetary Guidelines
Tyler Monroe	Forest AFMO	Supervisors Office FS ADs
Ken Wright	DAFMO Fillmore RD	Fillmore Ranger District Fillmore Fire Crew (FS)
Greg Coleman	DAFMO Fremont River RD	Fremont River Ranger District Fremont River Fire Crew
Clay Matheson	DAFMO Beaver RD	Beaver Ranger District Beaver Fire Crew
Glen Chappell	DAFMO Richfield RD	Richfield Ranger District Richfield Fire Crew (FS)
Russ Ivie	Fuels Program Manager Fishlake NF	All FS Fuels Personnel
Todd Murray	AFMO Richfield FO	Richfield Field Office/RFO ADs Hanksville BLM Field Station
Jeff Bergfeld	FOS Richfield FO	Richfield Fire Crew (BLM)
Vacant	Center Manager Richfield Fire Center	Fire Center Personnel
The following are representatives on the committee for certain functions		
Tandy Bolling	Fire Business Specialist Fishlake National Forest	Fire Business Representative for Trainee Prioritization.
Brett Ostler	Juab County Fire Warden	State Representative for local Trainee Prioritization for RIFC
Gary Bishop	AFMO Fillmore FFO	WDD Representative for: local Trainee Prioritization for RIFC, and local training needs/numbers

2. Meetings

- a. 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.
- b. Meetings will be held each winter/spring to determine courses to be sponsored locally; including dates, locations, and instructors.
- c. A meeting will be held each spring to prioritize nominations to the GB Trainee Priority Program.
- d. A meeting will be held each year prior to fire season to determine other trainee mobilization priorities. (A representative from the State will be invited to this meeting.)

3. Documentation

- a. All committee decisions will be documented by the chair and relayed on to employees.
- b. The training committee operating plan will be reviewed annually to reflect current members and procedures.
- c. All local training schedules will be posted to the RIFC web site.

4. Budget

- a. For nominations approved by the Training Committee, the Fire and/or Fuels Programs will pay the tuition and per diem expenses for fire, fuels, and militia employees for attendance at fire and fuels courses **as the budget allows**.
- b. Whether or not the budget can support all training requests will be decided by the FMOs, AFMOs, and DAFMO/FOSs.
- c. If fire cannot cover all costs for militia employees, they will be notified and they can then decide if their own budget can cover the expenses.
- d. 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.



National Wildland Fire Training

Home General Information Geographic Areas Schedule Calendar Catalog Nominati

New Site Tips

S491 - Intermediate National Fire Danger Rating System - Det

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, 2013 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 personal information required to complete the form. 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. Either way, the completed form would then be forwarded to your supervisor for approval. 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 forest, zone, and area levels. Indicate why the course is important to you as an individual employee, and also if it is a forest, zone, or district need or shortage.

Nomination Process

All nominations for training outside the local area need to be routed through your local supervisor, the designated AFMO/ FMO for each zone, and then to the Training Officer. 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.

Training such as TFM is submitted individually by the employee or the supervisor.

Nomination Timelines

The Training Officer will set nomination deadlines for receipt of MLF nominations and notify all employees. 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. During the prioritization process all submitted nominations will be ordered and given final approval.

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 (IFPM/FSFPM).
- 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 within Central Utah will be prioritized so when orders come into dispatch they have a list to refer to. Whenever a “Trainee Acceptable” order comes in, first priority should go to trainees. Those that applied to the GB Trainee Priority Program will be given top priority for the positions they applied for.

Within RIFC

Priority for local positions where a trainee order may not be placed with dispatch will be decided by a local unit representative (e.g. FOS/DAFMO, Fuels specialist, or dispatch). This includes the following positions: BUYM, ENOP, ENGB, FAL3, FAL2, FEMO, FFT1, HECM, ICT5, ICT4, INVf, PLDO, READ, RXB3, EDRC, EDSd, ACDP, and IADP. Strike Team and Task Force Leader will also have local supervisor input.

Other factors to consider for determining priority for both off unit and local assignments:

- a. Qualification necessary for current job/position requirements.
- b. PTB about to expire.
- c. Nominated for Great Basin Priority Trainee Program
- d. Trainee assignments in a critical need position.
- e. Re-certification assignments due to lapsing currency.
- f. Ability to commit to needs/assignments.
- g. Team mobilization.
- h. All risk mobilization (NIMS).
- i. Other.

8. Locally Sponsored Courses

The Central Utah Training Committee will meet each spring to discuss what courses to put on locally. If area subunit wants to host a course they should submit their request to their area training representative who will bring the request to the training committee. Rational that will be used in determining which courses to host will include: number of students, availability to attend elsewhere, difficulty of hosting course, and Lead Instructor Requirements. This schedule should be finalized by April 15.

Following this advance submittal process is the desired method to ensure that there is ample opportunity to advertise the course and increase attendance. However, due to the need for flexibility at the local stations, courses not listed on the schedule can still be put on with local approval.

- a. 100 Level Courses
 - No local approval required. Advise Area Training Rep of course and turn in appropriate roster to Training Coordinator.
- b. 200 Level Courses
 - Submit request to Area Training Representative who will route the request to the Training Coordinator.
- 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 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. Field Evaluation (FS) or Task Book Request Form (BLM) must be completed prior to any faller qualification being granted.

Tracking of faller certification/recertification for FS employees will be accomplished by providing a copy of the Chainsaw Operator Certification card to your training officer.

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.

- **RT130 for Contractors:** A card showing proof of attendance will be generated for Contractors and sent to them at their mailing address.
- **BLM ATV Field Training:** Basic and Advanced
- **BLM UTV Field Training:** Basic and Industrial Use
- The **Master Blank** roster can be used for all other courses and refreshers. The Central Utah Logo can be replaced with the BLM or FS logo for Agency specific training.
 - 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

http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training.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.

Note: For courses within Central Utah that have attendance of FFO employees in addition to other Central Utah employees, the rosters will be turned into Noni Dalton, Central Utah Training Officer, who will enter the information into IQCS and provide rosters and/or certificates to Steve Jackson. For any refresher, pack test or other training that is administered to FFO employees only, this will be turned into Steve Jackson, West Desert District Training Officer.

Full size version posted each year in the Redbook as Appendix O

<http://www.nifc.gov/PUBLICATIONS/redbook/2016/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: January 2016

Appendix O-1