

Rocky Mountain Priority Trainee Program (RMPTP)

Frequently Asked Questions:

What is the Priority Trainee Program?

The RMPTP primary mission is to establish a uniform process to identify, promote, mobilize, and assist in the development needs of the interagency workforce within the Rocky Mountain Area. The Priority Trainee Program (PTP) provides an avenue to mobilize priority trainees to incidents in support of interagency succession planning for IMT and provide trainee assignments to support interagency position job requirements to promote workforce development.

How do I become a part of the Priority Trainee Program?

The RMPTP is an annual application process and will be **open April 22 – May 15, 2020**. Applicants need to obtain supervisor approval, have the trainee position on their qualification card and be active in IROC to participate. Priority Trainee (PT) need to work through their Zone Training Representative (Zone Rep). Your Zone Rep will provide you with a link to a PTP application form and is responsible for maintaining a zone PTP list. Zone training representatives will ensure supervisor support and maintain a zone PT spreadsheet. The application will also be available on the Rocky Mountain Coordination Center webpage: <https://gacc.nifc.gov/rmcc/training.php>

Once all applications are submitted and approved, PT accepted into the program will be emailed an acceptance letter with further guidance and trainee expectations. A master list of RM PT will be posted on the Rocky Mountain Coordination Center (RMCC) webpage (approximately May 26, 2020).

If you are a trainee on a RM IMT, you need to apply for the RMPTP.

How does the PTP work?

From the PTP trainee list, a daily IROC report is generated which indicates all RMPTP trainees available for assignment by position. It is essential to the success of the program and successional planning efforts, that each trainee participating in the program *accurately and frequently update their availability status* in IROC throughout the course of the fire season. Trainees, who fail to show availability, will not be considered for PT assignments. For any needed assistance with changing your availability status, please contact your local dispatch office.

The process in which the PT will be prioritized will be availability, percentage of position task book completed, and employment status as indicated in the application form.

The positions included in the Rocky Mountain Priority Trainee Program are:

- Incident Commander Type 1-3
- All Command and General Staff (FSC3, LSC3, and PSC3)
- All Logistics Section Positions
- All Finance Section positions including IBA and Buying Team Members

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- All Planning Positions
- Operations Section positions Task Force Leader and above and HEQB
- Air Operations position Helicopter Manager and above; Seat Managers
- All Dispatch Positions (no EDRC)
- Prevention and Investigation: Fire Investigator

What are the levels of Availability?

There are three different ways to make yourself available:

- When **Available Local**, you will **NOT** be mobilized for a trainee assignment through the RMPTP, although you could be assigned to a local area incident. All ICS trainee qualification positions should be visible in IROC.
- When **Available GACC**, you could be assigned to any requesting incident within the Rocky Mountain or nationally; *you will be listed on the daily Rocky Mountain Area's availability list*. This list is shared with the Rocky Mountain Coordination Center, all Geographic Area Training Representatives (GATRs), as well as, expanded dispatch offices within Rocky Mountain and any IMT TNSP supporting Rocky Mountain incidents. When available GACC, you are available for an assignment only as a trainee in the position(s) for which you are identified as a Priority Trainee.
- When **Available National**, you could be assigned to any requesting incident within the Rocky Mountain or nationally; you will **NOT** be listed on the daily Rocky Mountain Area's availability list.
- When **Unavailable**, you will **NOT** be called for a trainee assignment. (If you truly are not available for any sort of assignment, ie.. on vacation, don't have supervisor approval, etc..., Please status yourself as Unavailable, so that you don't continue to show up on the reports as Available.)

Helpful Hints and Expectations:

As a priority trainee, you are responsible for ensuring the following:

- Ensure your availability is accurately updated in IROC throughout the fire season; when available, trainees should be able to quickly respond to an incident and be committed for the duration of the assignment (up to 14 days plus travel). *Obtain supervisor approval prior to making yourself available.*
- Ensure all documentation for the assignment is completed by your incident supervisor before demobilization from the incident. (Task Book and Performance Evaluations (ICS-225)
- *Check-In* with the Incident Training Specialist (TNSP) at the incident. This will aid in the documentation process and help with re-assignments.
- *After each Assignment:* **Complete the Post Assignment Trainee** form located at: [\(this will be a new form and link this year, not out yet but will be in the trainee acceptance letter\)](#)
Completing this information will provide data critical to your next assignment.