

## Unit Training Officers – Important Dates

<i>TARGET DATE</i>	<i>ACTIVITY</i>
<b>February 1</b>	<b>Zone Training Meeting</b> - Notes or questions from your unit, concerns, etc. (and due paperwork). Training Needs Analysis discussion. Priority Trainee procedures discussion.
<b>March 1st</b>	Unit Priority Trainees due to Zone Training Representative (Possible update needed for Team members prior to RM team selections in Oct-Nov) <b>AND</b> Unit Training Needs Analysis (Next Years Training Season) due to Zone Training Representative.
<b>Aug 25<sup>th</sup></b>	Course Requests for 300 and 400 Level NWCG Curriculum Form due to Zone Training Representative <a href="http://www.nationalfiretraining.net/rm/policies">http://www.nationalfiretraining.net/rm/policies</a> . They are due to RMA 9/1 annually.
<b>October 15</b>	<b>Zone Training Meeting</b> - Notes or questions from your unit, concerns, etc. (and due paperwork). Training Needs Analysis discussion. Priority Trainee procedures discussion.
<b>Last Monday in October</b>	Nominations for classes 300 & above are due to the unit training officer or in IQCS. (home unit process) See course details to confirm Nomination due date.
<b>Last Friday in October</b>	Unit Nomination Prioritization sheets due to Zone Training Representative and prioritized to Level 2 in IQCS.
<b>CONTINUAL</b>	As nominations are received, track Unit Training Needs Analysis from the previous year.

## FTC Zone Training Representative – Important Dates

<i>DATE</i>	<i>ACTIVITY</i>
<b>February 1</b>	<b>Zone Training Meeting</b> - Solicit zone training meeting (prior to zone Board of Directors meeting and RMA Training Meeting) and Agenda, pass on notes, concerns, etc.. From RM, GATR and to Board as needed. Discuss priority trainee list ; solicit for next FY training needs analysis
<b>Mid - JANUARY</b>	Zone Board of Directors meeting, Issues and Zone Training Committee updates.
<b>March 15<sup>th</sup></b>	Zone Priority Trainee List due to GATR.
<b>(Spring) March-April</b>	RMA Training Group Meeting ; Conference call – New Issues, Training Issues etc. Disseminate RMA Training Group notes to the zone. Review next FY training needs analysis – Discuss training courses needed within the zone.
<b>(Spring) March-April</b>	Zone Training Needs Analysis (Next Years Training Season) due to Chair or GATR.
<b>Sept 1st</b>	Course Request for 300 and 400 Level NWCG Curriculum Form due to GATR. <a href="http://www.nationalfiretraining.net/rm/policies">http://www.nationalfiretraining.net/rm/policies</a>
<b>Oct 1</b>	Zone Rep update Zone Priority trainee worksheets and send to GATR.
<b>October 15</b>	<b>Zone Training Meeting</b> - Notes or questions from your unit, concerns, etc. (and due paperwork). Training Needs Analysis discussion. Priority Trainee procedures discussion. Nomination prioritization.
<b>(Fall) Oct - Nov</b>	RMA Training Group Meeting ; Attend scheduled meeting, zone training representatives updates, Bargain for training in the zone, Issues needing answered. Etc... Disseminate RMA Training Group notes to the zone.
<b>NOV 1</b>	Zone Nomination Prioritization spreadsheet to Randy Jacks/GATR. Due to the fact that all nominations cannot be done in IQCS, RMA requires the spreadsheet from each zone to prioritize nominees.