

February 1, 2022

FTC Zone Training Nomination Process

The FTC Zone will follow RMTTC Training Nomination processes for all courses within the FTC Zone that are open to nominations outside of your unit/agency. Please follow your unit/agency nomination approval process from your Training Officer/Supervisor. It is important that all nominations meet the prerequisites for the specific course you wish to attend. Visit the NWCG PMS 310-1 National Wildland Fire Qualification Guide for reference here [NWCG 310-1 National Wildland Fire Qualification Guide](#)

Please see the Session Details in the Wildland Fire Learning Portal of each course session for further information. Contact your Unit Training Officer or Zone Training Representative if you have questions about how to submit a Nomination Form.

Scott Nutt – FTC Zone Training Representative, scott.nutt@usda.gov 970-420-2599

Rocky Mountain Area Training Nomination Process

The Rocky Mountain Training Center (RMTTC) will be using an online form in the FY22 nomination process. This form is required to attend all courses sponsored by the RMTTC and is in the Wildland Fire Learning Portal (WFLP). ***IQCS will not be open for nominations in the Rocky Mountain Area (RMA). You must complete the electronic nomination form to ensure consideration. Hard copies will Not be accepted.***

This process **does not** apply to the following types of training:

- Academy Nominations, such as the Colorado Wildfire and Incident Management Academy.
- Training sessions sponsored Outside the Geographic Area (OGA); see below for RMA to OGA instructions.
- Local training sessions not sponsored by the Rocky Mountain Training Center.
- NAFRI sessions. NAFRI nomination forms are in the Wildland Fire Learning Portal.

For any other courses, not sponsored by RMA, please use nomination processes identified in course announcements and schedule pages in the WFLP.

February 1, 2022

FY22 RMA Nomination Instructions:

[FY22 RMTC Course Nomination Form](#)

1. Select the training course you wish to attend from the Rocky Mountain schedule page [Wildland Fire Learning Portal](#) (You may log in as a Guest)
2. Click on the Course you wish to attend. Next to **Nomination Procedure** click **FY22 RMTC Course Nomination Form**. Complete and submit the form.



The screenshot shows the Wildland Fire Learning Portal interface. The top navigation bar includes 'Home', 'Record of Learning', 'Find Learning', 'National Training Centers and Programs', 'Geographic Areas', and 'Help'. The user is logged in as 'John Craig'. The breadcrumb trail is 'Home / My courses / Rocky Mountain / 2022 Course Schedule / L381 Incident Leadership RM-2022'. A sidebar on the left lists 'ROCKY MOUNTAIN GEOGRAPHIC AREA' with sub-items: Participants, Badges, Grades, Rocky Mountain, Staff, Course Schedule 2021, National Information, Staff Only, Nomination Process, Zones, and 2020 Course Schedule. The main content area is titled 'All events in L381 Incident Leadership RM-2022' and lists course details: 'Course Dates: November 15-19 2021', 'Nominations Due: October 1, 2021', 'Nomination Procedure: [FY22 RMTC Course Nomination Form](#)', and 'Course Location: Grand Junction, CO'. A large red arrow points to the 'FY22 RMTC Course Nomination Form' link.

3. After submitting the nomination form, you will receive an email confirming your submission. Your Supervisor or Training Officer will also receive an email informing them of your nomination submission. Your Zone Training Representative will receive your information for selection consideration, prioritization, and approval by your zone managers.

(Note: It may take up to 60 minutes to receive the automated emails.)

*** It is important that you follow up with your Supervisor or Training Officer to ensure that they received the notification of your submission and therefore have been included on the list of nominees.

February 1, 2022

RMA Nominations to Out of Geographic Area Courses (OGA)

1. Select the Geographic Area (GA) Schedule Page and course session you wish to attend from the [Wildland Fire Learning Portal](#).
2. Follow the GA nomination process identified in their course session and home page.
3. Follow your local and zone approval and submittal processes.

RMA Nominations to NAFRI

1. Select the training course you wish to attend from the [Wildland Fire Learning Portal](#); National Training Centers drop down, and follow their nomination process.

