

## Priority Trainee Selection Process

### Background

Priority Trainee status reflects someone serving in a trainee position that is in critical need of receiving on the job training to: 1) meet a job requirement, 2) fill a team shortage, or 3) develop their career.

Trainees may request consideration for the Priority Trainee Program if they meet the following:

1. **Position Requirement** – The trainee currently occupies a position that requires full qualification to retain their employment. The trainee is subject to removal from their position if they do not meet the requirement.
2. **Incident Management** – Once qualified, the trainee will fill a critical position on an Incident Management Team, pre-determined by the SW IC Group and the SW Coordinating Group.
3. **Career Development** – Once qualified, the trainee will fulfill a need established on their Individual Development Plans (IDP's).

*For additional details on who may participate, see the document titled "Trainee Procedures" located here:*

[https://qacc.nifc.gov/swcc/management\\_admin/training/Priority\\_Trainee\\_Program/ptp.htm](https://qacc.nifc.gov/swcc/management_admin/training/Priority_Trainee_Program/ptp.htm)

### Process

Applications received through the Wildland Fire Learning Portal will be reviewed for accuracy, and completeness, ensuring that the position applied for currently exists in the attached training record and that the supervisor has approved program participation (also attached).

Complete application packages will be facilitated by the SW GATR, reviewed and prioritized in collaboration with the SWA Training Committee and members of the SWA Committees pertinent to the ICS position.

The final draft prioritization will be submitted by the SW GATR to the Southwest Coordinating Group for review and final approval.

The SW GATR will notify the applicants through the Wildland Fire Learning Portal of their acceptance into the program.