



OPEN PERIOD: November 1 through 30, 2021

The Southwest Geographic Area focus on succession planning for Incident Management Teams, Incident Support within the GACC and nationally as well as organizationally as it pertains to IFPM/FSFPM and agency/state mandates. It is critical that we prepare for the future by training individuals to ensure that key positions remain intact over time. The end state vision is to produce a holistic system wherein all functional areas involved in the mobilization and training process join together to create a sustainable workforce. The Southwest Priority Trainee Program (PTP) provides an avenue for speed to competency that supports interagency succession objectives.

Definition of a Priority Trainee

This designator 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).

Southwest Priority Trainee Program Requirements

The Geographic Area Training Representative (GATR) facilitates the SW PTP and movement of pre-identified trainees within, and outside of, the SW Geographic Area in collaboration with the national GATR group.

Priority Trainees must be agency employees (Federal, State, permanent FD/local Agency, and tribal). Federal or State ADs and Fire Department Supplemental trainees will mobilize under normal dispatching processes when no Priority Trainees are available.

Individuals may only nominate for one Priority Trainee position and shall apply through the Wildland Fire Learning Portal.

IMT Trainees

For out of Geographic Area assignments, Southwest IMTs may roster six Primary Trainees who are selected through the ICAP process. Eight additional trainees will be mobilized using the Priority Trainee List. Within the Southwest, IMTs will roster six Priority Trainees (PT) and may roster eight Primary Trainees. With IC approval, Primary IMT members may also apply to the PTP.

Individuals who apply to Primary Trainee IMT positions must consider that they may not be selected to an IMT. These individuals are encouraged to apply to both the [IMT](#), or the [Buying Team](#) and the [Priority Trainee Program](#). The PT application period closes on November 30 and the area-wide list is published in early January. IMT Primary Trainee applicants who were not selected to IMTs will not be accepted if they did not previously submit a PT application.



Priority Trainee Program positions available for consideration:

ACDP	HEB1	PSC2
AOBD	HEB2	PSC3
ASGS	HEBM	PTRC
ATBM	HEQB	RADO
ATGS	HLCO	RCDM
BCMG	HMGB	READ
BUYL	HRSP	REAF
BUYM	IAB1	RESL
CLMS	IAB2	RXB1
CMSY	IADP	RXB2
COML	ICPI	RXM1
COMP	ICT1	RXM2
COMT	ICT2	SCKN
CORD	ICT3	SECM
COST	INBA	SEMG
CRWB	INCM	SITL
DIVS	INJR	SOF1
DMOB	INTM	SOF2
DOCL	INTS	SOFR
DPRO	INVF	SOPL
EDRC	IRIN	SPUL
EDSD	ITSS	STCR
EDSP	LOFR	STEN
ENGB	LSC1	STEQ
EQPM	LSC2	SUBD
EQTR	LSC3	SVBD
FACL	LTAN	TFLD
FBAN	MCCO	TIME
FDUL	MEDL	TNSP
FELB	OPBD	UASD
FEMO	ORDM	UASL
FEMO	OSC1	UASM
FIRB	OSC2	UASP
FOBS	PETL	
FSC1	PETM	
FSC2	PIO1	
FSC3	PIO2	
FWBM	PIOF	
GISS	PROC	
GSUL	PSC1	



Priority Trainee Relocation

Individuals on the SW Area PT list who re-locate outside the Southwest Area (i.e. change jobs) will be removed from the SW list and will be subject to the procedures identified in the receiving Geographic Area's PTP (if applicable). Individuals who re-locate to the Southwest Area after the nomination deadline will only be allowed to participate in the program if they were a PT in their previous Geographic Area.

Resource ordering system availability

Priority Trainees will be mobilized according to the highest priority with "**Available National**" status. If stulted as "Unavailable" or "Available Local" in the resource ordering system, trainees will not be included in the daily consideration utilized by the GATR group. The following are guidelines for availability:

- **Available National** – the trainee will be placed on the PT geographic and national availability list shared between Geographic Area Training Representatives
- **Available GACC** – the trainee will be placed on the PT geographic availability list only.
- **Available Local** – the trainee will not be placed on the PT national availability list shared between Geographic Area Training Representatives. The trainee may be utilized locally for incidents or name-requested for QUALIFIED or non-PT positions only (subject to ordering unit/ordering GACC discretion)

Any trainees identified and nominated for the program should be available for a minimum of 1 assignment throughout the season (14+ consecutive days). The following guidelines will be used for those declining assignments when showing "**Available National**":

1. Upon first declination of an assignment, and with a reasonable explanation, the assignment will be awarded to the next available individual. Trainee status will be updated accurately until available again.
2. Upon second declination of assignment, trainee will be removed from the list.

Application Process:

2022 nomination is available in the Wildland Fire Learning Portal, Southwest Geographic Area\Southwest\SW Priority Trainee Program tab. You will need to create a profile in the Wildland Fire Learning Portal before you can apply.

Click Link [Here](#) (will be required to log in to see this).

- When the trainee submits the application in the portal, he/she see the system notification: "1 entry added".
- The approval process begins with the final list approved by the Southwest Coordinating Group.
- The dispatch centers will utilize the Priority Trainee list to fill the orders. See mobilization process [here](#).

Nomination Process and Timelines:

November 2-30: Program application period

1-2nd week of December: review and prioritization of trainees occurs between SWA Committees

3rd week of December final draft prioritized list of trainees submitted to the SWCG for final approval.

The Southwest Priority Trainee Program is the primary tool used for career development, succession planning for incident response, and overall fire support capacity. Please contact your Geographic Area Training Representative, Karin Frost-Madrid at karin.frost-madrid@usda.gov with questions.