

2016 Alaska Area Priority Trainee Program and Operating Procedures

Priority Trainee Program

The Alaska Priority Trainee Program provides an avenue to mobilize priority trainees to incidents in support of interagency succession objectives. The primary mission of the Priority Trainee Program is developing an interagency workforce by mobilizing trainees to incidents, assisting them in gaining critical experience for Fire Management position requirements, and succession planning for Incident Management Teams.

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.

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) help fill a team or critical position shortage, or 3) career development. Examples of a priority trainee are listed below.

1. **Position Job Requirement** – The trainee is currently assigned in a job that requires the qualification position to retain their employment. The trainee is subject to removal from their employed job if they do not meet the requirement. (Example: IFPM, FSFPM, and any other agency's similar program that have been documented and signed by the highest level authority for their agency). The trainee needs assignment to meet the requirements to perform fully in their present position or to recertify for a position due to a lapse in currency.
2. **Incident Management**- Coordinating Groups have/ or will identify shortage positions on Incident Management Teams.
3. **Type 3 Organization Shortage**- Key positions will be identified for local response.
4. **Career Development** – Established Individual Development Plans (IDP's) for future advancement for career path.

Alaska Priority Trainee Program Process:

The Geographic Area Training Representative (GATR) will manage and maintain the Alaska list. The GATRs will coordinate with each other during heightened incident activity and will share opportunities for mobilization of Priority Trainees across GACC boundaries. GATRs will coordinate with the GACC, IMT, NIMO, and hosting Agency Administrators to ensure trainee lists are implemented for mobilization. Priority Trainees will be mobilized in accordance with the following protocols:

1. Agency employees (includes Federal, State, permanent FD/local Agency, tribal employees)
2. ADs/EFF/FD Agency Supplemental employee

Application Process:

1. Each trainee will fill out and submit a nomination form to their Supervisor or Unit Training Representative. Nomination forms and program information can be found on the Alaska Fire Service webpage.
2. Training officers/supervisors will validate that the employee meets all the requirements to be a trainee in the targeted position.

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3. Training representatives will forward their list to the Alaska Geographic Training Representative (GATR), **by May 20th 2016**. The GATR will collect and maintain the list of priority trainees and be the contact with the Alaska Interagency Coordination Center (AICC).
4. Agency training officers and the Alaska Training Committee will set final Alaska priorities for each position.
5. The GATR will have a priority trainee list finalized by **June 1st 2016**

Rating Process:

Trainees are rated/scored on the Priority Trainee Nomination Form according to the following criteria:

- Qualification is needed for current position description (i.e. IFPM)
- Trainee position is required for career development and identified in the IDP.
- Trainee needs to recertify or have a task book reissued for a position
- Trainee task book completion % and time left until expiration
- Qualification is needed to fill critical incident management shortages

Each of these criteria are assigned a point score and used to rank trainees for a give position, thus maximizing opportunities to achieve incident assignments and task book completions. Once a trainee is recommended for certification, Training Officers/Supervisors will work with the GATR to have the individual removed from the Priority Trainee List.

ROSS Availability

When there is an opportunity for an available trainee to mobilize within or outside of Alaska, the coordination centers will utilize the priority trainee list to fill the orders.

Priority Trainees will be mobilized according to the highest priority *Available* trainee. If showing unavailable in ROSS, they will not be called for an assignment.

Trainees are responsible for working with their supervisor to ensure they are available in ROSS for the training assignment.

Any Trainees identified and nominated for the program should be reasonably available for 1 or more assignments throughout the season. Those trainees who do not take assignments may be subject to a lower priority as lists are re-prioritized. The following guidelines will be used for those declining assignments when showing available

1. Upon first declination of assignment and with a reasonable explanation, trainee will be skipped to next highest priority. Individual should be made unavailable until available again.
2. Upon second declination of assignment, trainee will be made unavailable and will drop in priority to the end of the list for that position
3. Upon third declination of assignment, trainee will be removed from the list.

Dispatch centers should attempt to track these situations and notify the GATR.

Name request received for individuals on Incident Fire Codes who are not the highest priority *Available* trainee will be denied.

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IMT Trainees

IMT Trainees are selected through the ICAP process. Additional trainees may be mobilized from the Priority Trainee List, subject to Agency Administrator approval. Once assigned to an incident, IMTs will determine what trainee position needs or opportunities they have and work with the Alaska Coordination Center or Geographic Area Training Representative (GATR) to fill those positions. Individual units hosting Incident Management Teams often have local trainees to be utilized as appropriate by the IMT. Subject to agency administrator approval, additional priority trainees may be mobilized from the Priority Trainee list.

Individuals who apply to Primary Trainee IMT positions through the ICAP system are not automatically selected to the priority trainee program. These individuals are encouraged to apply to both ICAP and the Priority Trainee Program. The Priority Trainee application period closes on May 20th each year.

Please direct any questions to AFS Training at 907-356-5630 or 5632.