

2017 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

Trainees Positions Included in the Trainee Priority Program:

1. Incident Commander Type 1-3
2. All Command Staff positions
3. All Logistics Section positions
4. All Finance Section positions including Incident Business Advisors; Buying Team Positions
5. All Planning Section positions
6. Operations Section positions Strike Team Leader and above
7. Air Operations positions Helicopter Manager or Single Engine Air Tanker Manager and above
8. All Dispatch, Coordination and Intelligence positions.

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Application Process:

Individuals can complete the nomination form **for 2 Priority Trainee positions**. This ensures a focused approach on the position and achieving multiple assignments to attain the needed qualification

1. Each trainee will fill out and submit nomination forms 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.
3. Training representatives will forward their list to the Alaska Geographic Training Representative (GATR), **by May 19th 2017**. 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 2nd 2017**

Rating Process:

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

- Trainee needs to recertify or have a task book reissued for a position
- Trainee task book completion % and time left until expiration
- Trainee position is required for career development and identified in the Individual Development Plan(IDP) or Individual Goals Survey

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.

Roles and Responsibilities

Trainee, Supervisor and Training Officer

- The trainee will work with their supervisor to determine if position is to meet a job requirement, help fill a critical position shortage, or career development identified in the employee's development plan (DP).
- The trainee recognizes that they are responsible for maintaining accurate resource availability status in the ROSS program (using the AVAILABLE GACC status) and that the trainee's supervisor has a role in ensuring that the trainee is given opportunities to be available for priority trainee assignments.
- The trainee is also responsible for ensuring that a copy of the trainee's performance evaluations is forwarded to the AK GATR.
- With approval from the supervisor, a position task book will be initiated in the qualification system (IQCS or IQS) and the trainee will work with their training officer to complete the Priority Trainee nomination form for inclusion in the trainee prioritization program. Training Officers will forward nominations to GATR Representative.
- Trainees wishing to participate on incident management teams (IMTs) should also apply in ICAP during the annual open period.

Alaska Interagency Training Committee

- The agency training representatives on the committee will establish trainee priorities annually when agency priority scores for a position are identical.

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Geographic Area Training Representative (GATR)

- The GATR will maintain the annual Alaska Trainee Prioritization Worksheet and provide it to the Alaska coordination and local dispatch centers.
- The GATR, working with the Alaska coordination center coordinators, Incident Training Specialists and other GATRs, will solicit assignments for trainees within and outside the Geographic Area based on levels of activity and opportunity.
- The GATR will distribute an availability list of priority trainees for use by the coordination centers in mobilizing trainees as needed.
- Performance evaluations for all priority trainees shall be forwarded to the GATR. The GATR will forward all negative performance evaluations to the trainee's Operations Committee agency representative. Negative trainee performance evaluation may influence the priority status of trainees.
- The GATR will assist other GATRs in placing their priority trainees on Alaska incidents when opportunities exist.
- The Trainee Prioritization Tracking Worksheet will be used to track individual participation on fire assignments. This worksheet will be filled out by the AICC and GATR as assignments are filled. This worksheet will be used to prepare the final report.
- The GATR will provide a report at the Fall Fire Review

Alaska Interagency Coordination Center (AICC)

- AICC will use the Trainee Prioritization worksheet to the greatest extent possible for filling all trainee orders received.
- AICC and GATR will work together to determine and place a priority trainee coordinator (i.e. TNSP, EDSO) at AICC to assist in coordinating and mobilizing AK priority trainees at higher preparedness levels.
- Name requests for priority trainees will be honored within AK and nationally. Name requests for priority trainees will be approved by the GATR, or designated acting priority trainee representative. Indicate in the ROSS Special Needs or Documentation fields that the name request is for a Priority Trainee (has to be name on the AK priority trainee list to be name requested).
- Trainees already assigned to an incident may be ordered to another incident in their priority trainee position. Length of incident assignment rules (e.g. on day 10 of 14) or distance to meet date/time requested may preclude reassignment.
- Name request received for individuals on Incident Fire Codes who are not the highest priority *Available* trainee will be denied.

Alaska Priority Trainee's Host Dispatch Centers

- Ensures timely and accurate ROSS availability of local priority trainee resources
- Informs AICC and/or AK GATR if a priority trainee is mobilized outside of these procedures (i.e. training opportunity develops not using the National Priority Trainee/GATR system).
- Communicates with the Training Representatives and AICC regularly with any issues or concerns related to the AK Priority Trainee program and priority trainee assignments.

Alaska Incident Expanded Dispatch

- Consults the priority trainee list when assigning trainees to an incident.
- Informs AICC and/or AK GATR if a priority trainee is mobilized outside of these procedures (i.e. training opportunity develops not using the national Priority Trainee/GATR system).
- Facilitates with the AK GATR and/or AICC priority trainee mobilization and reassignments if the priority trainee is released from the incident assignment and length of assignment rules and/or date & time requested allow for a quality reassignment

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Trainee Availability

- Trainees are responsible for maintaining their availability for trainee assignments in ROSS, either personally through their ROSS account, through their unit dispatcher, or with the assistance of their dispatch center.
Trainees should follow their dispatch center statusing procedures.
- Trainees will status themselves as available in ROSS when they wish to be available for trainee assignments. When trainees are unavailable for assignments their status must be changed to unavailable in ROSS.
- Trainees will be mobilized according to the highest priority *Available* trainee. If showing unavailable in ROSS, they will not be called for an assignment. However, any trainees identified and nominated for the program should be reasonably available for 1 or more assignments throughout the season.
- Trainees who list themselves as available in ROSS who subsequently refuse one or more priority trainee assignments when not committed to an incident may be moved to the bottom of the list.

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 19th this year.

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

Alaska Priority Trainee Program Nomination Form

Due to AK GATR by May 19th, 2017

Employee Name (Exactly as it appears in ROSS):	Home Unit Identifier: (e.g AK-TAD)
Contact Numbers: Work: (these should be listed in ROSS)	Cell:
Email Address:	Home:
Local Dispatch Office Unit ID (e.g AK-YTDC)	Employment Classification: (Agency, Cooperator, EFF or AD)
Trainee Position Applying For: (create one form for each trainee position employee applies for)	Employment Classification: (Agency, Cooperator, EFF or AD)
Date of Initiation or First PTB Assignment:	Date of Last Assignment in this PTB:
Percentage of PTB Completed: (Figure PTB% by # of completed task divided by # of total tasks)	Need Assignment for Recertification: Y N (lost currency)
Is the qualification needed for career development and identified in employees IDP? Y N	
Have you completed all the required training (310-1) for the position? If not what do you need?	
Comments/ Justification (applicants should provide comments to support their above answers)	

By signing this for you agree to adhere to the following rules of responsibility to participate in the Alaska Priority Trainee Program:

- Maintain accurate reflection of your availability in ROSS. If you are unavailable, your ROSS status should be listed as unavailable. Please follow your local dispatch stausing procedures
- Keep you contact information in ROSS current. If we can not get a hold of you, you will miss the assignment.
- Upon return from assignment, let your training officers know about the progress you made in your PTB. Training officers please inform the GATR of this progress so the list can be properly maintained.

Signatures:

Trainee Signature _____
Date

I agree to support this program and make the above individual available for trainee assignments

Supervisor/ FMO Signature/Unit Training Officer _____
Date

Agency Training Officer Signature _____
Date