Alaska Fire Service - Individual Training Plan (ITP) FY: 20

Name

Cost Center	Functional Area	WBS
Example: LLAK9_____	LF10000PP.HT0000	

*** For each entry below, please mark the Criteria column with the appropriate criteria code(s)**

1. Training or Education necessary to maintain existing certifications or qualifications
2. Training or Education to accomplish Annual Work Plan (AWP) objectives including required training for IFPM incumbents or training for targeted individuals in the Allocation of Forces.
3. Training or Education to meet the existing needs of the organization.
4. Training or Education to enhance the employee's performance in current job.
5. Other developmental Training or Education to enhance employee's future career opportunities.

Refresher Training (check all needed for this FY)

	ATV Four Wheeler (triennially)
	B3 Aviation Safety (triennially)
	CPR (biannually)
	Defensive Driving (triennially)
	Firearm Certification (annually)
	Fireline Safety (annually)
	First Aid (biannually)
	Forklift Driving (annually)
	Helicopter Manager Workshop (triennially)
	Supervisor's Annual Leadership (24 hrs/annually)
	M3 Aviation safety for Managers (triennially)

List Agency Training/Fire Courses/Workshops/Conferences/Staff Rides, etc., in priority order

Criteria*	Course Code	Course Title	Vendor/Address or Training Center	Phone	Session Location	Session Dates	Tuition	Travel/Per Diem

List Education such as University/College/TFM, etc., in priority order

Criteria*	University/College/TFM, etc.	Course Code	Course Title	Quarter Credit	Semester Credit	Course Location	Course Dates	Tuition	Travel/Per Diem

Check one **Individual Development Plan (IDP)**

☐ Employee's IDP is attached

or

☐ Employee opts out of the IDP process

	Signatures	Date
Employee		
Branch Chief/FMO		
Manager, AFS		

Individual Training Plan (ITP) Instructions

To ensure all employees are provided the opportunity for career development and training, supervisors are required to have an Individual Training Plan (ITP) for every career employee. Please follow the Steps below:

Step 1: Complete header information including, Name; Fiscal Year; complete charge code including Cost Center, Functional Area and WBS;

Step 2: Check (X) all Refresher Training required next fiscal year. There are three additional spaces for Refresher Training not listed. A list of training (not all-inclusive) that BLM employees are required and suggested to take, depending on BLM policy and mission can be found at: **http://www.blm.gov/style/medialib/blm/nifc/training/job_aid/pdfs.Par.13105.File.dat/Chap2.pdf**

Step 3: List Training in order of priority. Include all training that the employee proposes to attend. This includes Agency Training, Fire Courses, Workshops, Conferences, Staff Rides, etc., planned for the following fiscal year. Be sure to denote how the Training or Education supports this policy by aligning specific training with one or more of the criteria listed on the ITP.

* National Wildland Fire Training website, http://nationalfiretraining.net, has National Wildland Fire Coordinating Group (NWCG) course listings and schedules for all geographic areas.
* Aviation Management Directorate (AMD) website, http://amd.nbc.gov has course listings and schedules for aviation management courses.
* The Emergency Management Institute (EMI) promotes integrated emergency management principles and practices through application of the National Response Framework, National Incident Management System, and an all hazards approach. http://training.fema.gov.

For other Training resources see the annual employee training and development instruction memorandum.

Complete the appropriate nomination form for each NWCG or AFS offered session. If no session of a course can be found using these or other resources list TBD in the Session Location/Date blocks. If travel will not be approved for a specific Training, list "Local Only" in the Location block.

Step 4: List Education in priority order such as University courses or other educational programs such as Technical Fire Management (TFM) and the UNLV GS-0401 Education Program.

Step 5: While not required, an important tool in developing employees at all levels, is the Individual Development Plan (IDP). Employees and supervisors should work together to develop a workable and realistic IDP that will increase the employees capacity to meet short and long-term organizational needs. The ITP contains a check box to indicate if an Employee has an attached IDP or the Employee opts out of IDP process. One of these boxes must be checked.

Step 6: Employees and Branch Chiefs or FMO must sign and submit all ITPs with supporting documentation to the Fire Training Section before the deadline communicated in the annual employee training and development instruction memorandum.

Step 7: Ensure that your Section/Branch/Zone Business Plan includes cost associated with training requested.