

Alaska Priority Trainee Program Operating Procedures

The primary mission of the Priority Trainee Program (PTP) is developing an interagency workforce by mobilizing trainees to incidents and assisting them in gaining critical experience for incident command system position requirements.

Overview:

The Priority Trainee Program (PTP) provides an avenue to mobilize priority trainees to incidents in support of interagency succession objectives. This program has been established to address critical position shortages and support succession planning within the Geographic Areas, as well as to assist in building capacity for Incident Management Teams (IMTs), dispatch and national incident response.

Nationally IMTs, single resource overhead, and dispatchers provide the support structure for managing incidents. Currently, there is a shortage of qualified individuals to fill critically needed incident command system positions. It is critical that the interagency wildland fire community prepare for the future by training replacements to ensure that this key structural backbone remains intact. The vision is to produce a holistic system wherein all functional areas involved in the mobilization and training process work together to create a sustainable workforce.

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

Definition of a Priority Trainee

This designator reflects someone serving in a trainee position who is in critical need of receiving on the job training to: 1) meet a job requirement, 2) help fill a critical position shortage, or 3) develop their career.

Examples of a priority trainee are listed below.

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 requirements.
2. **Critical Position Shortage** – Geographic Area Coordinating Groups have identified shortage positions on Incident Management Teams or within agency fire management organizations.
3. **Career Development** – The trainee has an established agency individual development plan, or equivalent with the target position identified. The trainee's development will meet agency workforce succession planning goals.

Alaska Priority Trainee Program Processes:

Application Process:

Individuals can complete the nomination form for **2 Priority Trainee positions**. This ensures a focused approach on the positions applied for. The application can be found on the AICC website under: [AICC - Logistics and Dispatch - Overhead \(blm.gov\)](#)

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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.
- Employment Status:
 - a) Agency employees (includes Federal, State, permanent FD/local Agency, tribal employees)
 - b) ADs/EFF/FD Agency Supplemental employee

Agency training officers and the Alaska Training Committee will set final Alaska priorities for each position.

The GATR will have a priority trainee list finalized and posted on the AICC website under: [AICC - Logistics and Dispatch - Overhead \(blm.gov\)](#) by **early June** each year.

Interagency Resource Ordering System(IROC) availability

Priority Trainees wishing to mobilize to incidents should ensure their IROC status is correct in the Interagency Resource Ordering System

The following are guidelines for managing availability:

- **Available National** – the available trainee will be advertised on both the Geographic and National PTP availability list which shared between Geographic Area Training Representatives to assist in filling outstanding trainee requests.
- **Available GACC** – the available trainee will be advertised on the Geographic PTP availability list only.
- **Available Local** – the available trainee will not be placed on the Geographic or National PTP availability list.

If statused as “Unavailable” or “Available Local” in the resource ordering system, trainees will not be included in the daily consideration utilized by the GATR group.

****Priority Trainees will be mobilized according to the highest priority with “Available National” status.****

Priority Trainee Mobilization Process

The PTP will be utilized for trainee requests within and out of geographic area mobilizations nationwide. Trainees will be mobilized according to the highest priority *Available* trainee. Process adherence is extremely important to maintain program integrity and time efficiency.

Mobilization of trainees in Alaska occur in the following dispatch priority order:

1. Trainees within the dispatch zone where the incident resides.
2. Priority Trainees from the Alaska Priority Trainee List (AKPTL). If none are available, after confirmation from the GATR/AKPTP Duty Officer, trainees from within Alaska that are not on the AKPTL.
3. Trainees from the PTP list nationally.
4. Normal ordering of trainees outside of the geographic area may occur.

The GATR/AKPTP Duty Officer will collaborate the Incident Management Teams (IMT) assigned to incidents in AK to identify training opportunities. Trainee orders received in Expanded from the Ordering Manager, are then to placed in IROC to AICC who will collaborate with the GATR/AKPTP Duty Officer.

Name Requests for Priority Trainee Program positions must be approved by the host and sending GATRs/Duty Officers and any request outside of the process will be denied.

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Roles and Responsibilities

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.

Geographic Area Training Representative (GATR)

- The GATR will maintain the annual Alaska Trainee List and provide it to the Alaska Interagency Coordination Center (AICC) and AK dispatch centers.
- The GATR, working with the AICC 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 share an availability list of priority trainees with AICC to assist in mobilizing trainees as needed.

Alaska Interagency Coordination Center (AICC)

- AICC will use the Priority Trainee 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, EDSD) at AICC to assist in coordinating and mobilizing AK priority trainees at elevated 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 AK PTP Duty Officer.
- When creating a Priority Trainee Name request in IROC, indicate in the Special that the name request is for a Priority Trainee (has to be name on the a priority trainee list to be name requested).

Alaska Incident Expanded Dispatch

- Expanded Dispatch will consult with the AK PTP Duty Officer and the AK priority trainee list (AK PTL) when assigning trainees to an incident.
- Facilitates with the AK PTP Duty Officer 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.

Trainee Availability

- Trainees are responsible for maintaining their availability for trainee assignments in IROC. **Trainees should follow their dispatch center statusing procedures.**
- Trainees will be mobilized according to the highest priority *Available* trainee. If showing unavailable in IROC, they will not be considered or contacted for an assignment.

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Alaska Approved Priority Trainee Positions (Only includes position in NWCG PMS 310-1)						
Command	Aviation	Operations	Logistics	Planning	Finance	Dispatch
ICT1	AOBD	DIVS	BCMG	DMOB	BUYL	ACDP
ICTC	ASGS	HEQB	COML	DOCL	BUYM	CORD
ICT3	HEBM	OSC1	COMT	FBAN	CLMS	EDSD
LOFR	HMGB	OSC2	EQPM	FOBS	COMP	EDSP
PIO1	SEMG	STCR	FACL	GISS	COST	IADP
PIOC	FWPT	TFLD	FDUL	HRSP	EQTR	INTS
PIO3	RAMP		GSUL	ITSS	FSC1	
LOFR	ATBM		LSC1	LTAN	FSCC	
SOFR			LSCC	PSC1	FSC3	
SOF1			LSC3	PSCC	ICPI	
SOFC			MEDL	PSC3	INBA	
			ORDM	RESL	PROC	
			RCDM	SCKN	PTRC	
			SPUL	SITL	TIME	
				SOPL		
				TNSP		