

To: Alaska Priority Trainees

From: Amy Skraba, Priority Trainee Program Coordinator

Subject: Letter of Acceptance to the 2019 Priority Trainee Program

Congratulations, you have been accepted into the Alaska Priority Trainee Program for 2019. The Alaska Priority Trainee Program provides an avenue to mobilize priority trainees to incidents in support of interagency workforce development and IMT successional planning efforts.

How the Alaska Priority Trainee Program Works

From the priority trainee list, a daily ROSS report is generated which indicates all Alaska priority trainees available for assignment by position.

It is essential to the success of the program and successional planning efforts, that each trainee participating in the program *accurately and frequently update their availability status* in ROSS (see below for more information) throughout the course of the fire season. Trainees, who fail to show availability, will not be considered for Priority Trainee assignments. For any needed assistance with changing your availability status, please contact your local dispatch office.

Your Responsibilities as a Priority Trainee

As a priority trainee, you are responsible for ensuring the following:

- Ensure your availability is accurately updated in ROSS throughout the fire season; when available, trainees should be able to quickly respond to an incident and be committed for the duration of the assignment (up to 14 days plus travel).

There are three different ways to make yourself available as a priority trainee:

- When **Available Local**, you will **NOT** be contacted for a trainee assignment through the Alaska Priority Trainee Program; although you could be assigned to a local area incident.
 - When **Available GACC**, you could be assigned as a trainee to any requesting incident within Alaska or nationally; you will be listed on the daily Alaska availability list. This list is shared with the Alaska Interagency Coordination Center, all Geographic Area Training Representatives (GATRs), as well as, expanded dispatch offices within Alaska and any Incident Management Teams supporting Alaska incidents. *When stating yourself available GACC, you are indicating that you are available for an assignment within region and potentially nationally as a trainee in the position(s) for which you are identified as a Priority Trainee.*
 - When **Available National**, you could be assigned to any requesting incident nationally; you will be listed on the daily Alaska availability list.
 - When **Unavailable**, you will **NOT** be called for a trainee assignment.
- Ensure all documentation (Task Book and Performance Evaluations [ICS-225]) for the assignment is completed by your incident supervisor before demobilization from the incident.
 - *Check-In* with an Incident Training Specialist (TNSP) at the incident, if one is available. This will aid in the documentation process and help with re-assignments.

Questions and/or Additional Program Information

Additional information about priority trainee program can be found at the Alaska Interagency Coordination Center web site: <https://fire.ak.blm.gov/logdisp/overhead.php>

Please feel free to forward any questions to, Amy Skraba, Alaska Priority Trainee Program Coordinator, via email askraba@blm.gov or phone 907-356-5632.