

INCIDENT TRAINING SPECIALIST S-445



Field Guide
DECEMBER, 2002




CERTIFICATION STATEMENT

on behalf of the

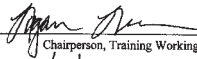
NATIONAL WILDFIRE COORDINATING GROUP

The following training material attains the standards prescribed for courses developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:

Incident Training Specialist, S-445
Certified at Level I



Member NWC and Training Working Team Liaison
Date 12/09/02



Chairperson, Training Working Team
Date 11/27/02

Description of the Performance Based System

The NWCG Wildland and Prescribed Fire Qualifications System is a "performance-based" qualifications system. In this system, the primary criterion for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualifications systems which have been "training based." Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance-based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildland fire suppression, such as agency specific training programs or training and work in prescribed fire, structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildfire position.

1. The components of the wildland fire qualifications system are as follows:

- a. Position Task Books (PTB) contain all critical tasks which are required to perform the job. PTBs have been designed in a format which will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of the suggested training courses or job aids is recommended to prepare the employee to perform in the position.

- b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.
- c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

The local office is responsible for selecting trainees, proper use of task books, and certification of trainees, see appendix A of the NWCG Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, for further information.

Incident Training Specialist S-445

**Reference Guide
December, 2002
NFES 2387**

Sponsored for NWCG publication by the NWCG Training Working Team

Comments regarding the content of this publication should be directed to:
National Interagency Fire Center, National Fire Training Support Group, 3833 S. Development Ave.,
Boise, Idaho 83705. Email: nwcg_standards@nife.blm.gov.

Additional copies of this publication may be ordered from National Interagency Fire Center, ATTN:
Great Basin Cache Supply Office, 3833 South Development Avenue, Boise, Idaho 83705. Order
NFES 2387.

PREFACE

The Incident Training Specialist, S-445 Field Guide has been developed by an interagency development group with guidance from the National Interagency Fire Center, Fire Training under the authority of the National Wildfire Coordinating Group. The development group is made up of representatives from the following agencies:

United States Department of Agriculture
Forest Service

Robbin Ekman, Sierra National Forest

Roy Leach, Sierra National Forest

Carmen Thomas, Lakeview Interagency Fire Center

United States Department of the Interior
Bureau of Land Management

Steve Ellis, Montrose Interagency Fire Management

National Park Service
Dave Lattimore, Yosemite National Park

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INTRODUCTION

Incident Training Specialist, S-445 Field Guide is designed for personnel who will be performing in the training specialist position.

This field guide is designed to be used in conjunction with the Training Specialist Position Task Book to meet the recommended performance requirements of this position. It is also intended to be used as an on-the-job reference for qualified training specialists.

Personnel who perform this job must have technical competence in the incident command system.

This field guide is designed to be a working tool. It does not contain solutions to every situation that a training specialist may encounter; consequently, extra pages for notes have been incorporated into the package. It does provide a foundation of information that will enable personnel to function as training specialists.

- I. OBTAIN INFORMATION AND ASSEMBLE MATERIALS FOR KIT.
 - A. Incident Trainee Data Form (TNSP-1)
 - B. Training Assignments List Form (TNSP-2)
 - C. Incident Training Summary Form (TNSP-3)
 - D. Incident Trainee Exit Interview Form (TNSP-4)
 - E. Home Unit Letter Form (TNSP-5)
 - F. ICS-226 Form, Individual Performance Rating
 - G. ICS-214 Form, Unit Log
 - H. ICS-213 Form, General Message
 - I. Other Agency/Geographic Area specific forms
 - J. PMS-310-1, National Wildfire Coordinating Group Wildland Fire Qualifications System Guide
 - K. Training Specialist Task Book
 - L. National Mobilization Guide
 - M. Position task books for commonly used trainee positions (OPTIONAL)
 - N. PMS 410-1, NWCG Fireline Handbook



- O. Office supplies including: paper, pencils, pens, stapler, paper clips, clipboards, file folders, accordion file, manila envelopes, "Post-it"™ pads, felt-tip markers, sign materials for work area shingle, mailing labels, Scotch™ tape, scissors, pocket dictionary, white out, and extra ink cartridges for computer printer
- P. For progress reviews that occur on the fireline, take personal protective equipment, initial attack gear, and a programmable radio
- Q. Portable computer and printer with training specialist software, or at least 20 copies of training specialist forms

II. BEFORE BEING DISPATCHED TO AN INCIDENT, OBTAIN INFORMATION FROM THE DISPATCH OFFICE.

- A. Obtain a copy of the Resource Order Form which will contain:
 - 1. Incident order number
 - 2. Incident name
 - 3. Fiscal codes
 - 4. Office reference numbers (support numbers)
 - 5. Request number
 - 6. Reporting location
 - 7. Reporting time and date



NOTES

- 8. Incident telephone contacts
 - 9. Transportation arrangements
 - B. Request special information, such as a need for personal protective equipment (hard hat, fire resistant clothing, boots, and gloves), sleeping bag, and tent. In some cases insect repellent and rain gear are a necessity.
- III. GATHER INFORMATION TO ASSESS THE INCIDENT. DETERMINE IMMEDIATE NEEDS AND ACTIONS INCLUDING:
 - A. Obtain assigned Incident Management Team's (IMT's) name and location.
 - B. Determine type of incident.
 - C. Verify current resource commitments.
 - D. Verify current situation status.
 - E. Estimate expected duration of incident.
 - F. Identify type of terrain.
 - G. Obtain weather information (current & expected).
 - H. Verify agency administrator's name and method of contact.
 - I. Verify agency administrator's briefing requirements.



NOTES

IV. ARRIVE AT INCIDENT AND CHECK IN.

Locate status/check-in recorder usually located near the planning section.

V. REPORT TO PLANNING SECTION CHIEF AND OBTAIN BRIEFING.

- A. Determine IMT training guidelines, priorities, and objectives.
- B. Verify complexity and potential duration of incident.
- C. Establish work area (tables, chairs, tent, communications, signs, etc.).
- D. Meet the command and general staff and planning section personnel.
- E. Obtain the planning section schedule and a copy of the Incident Action Plan (IAP).

VI. IDENTIFY TRAINEES, TRAINERS/COACHES, AND EVALUATORS.

- A. Coordinate with the resource unit leader and the demobilization unit leader.
- B. Check with status/check-in recorder and request that all incoming trainees are directed to training specialist (TNSP).
- C. Check with Unit Leader
- D. Check with command and general staff.
- E. Check with agency representatives and home agency training administrator.



NOTES

- VII. IDENTIFY THE NEED FOR AND ORDER ADDITIONAL TRAINING SPECIALISTS (GENERAL RULE IS ONE TNSP TO 20 TRAINEES).
- VIII. INITIATE ICS-214 FORM, UNIT LOG.
- IX. COORDINATE WITH THE GROUND SUPPORT UNIT FOR TRANSPORTATION.
- X. INITIATE TRAINING ASSIGNMENTS LIST FORM.
 - A. Maintain a "clean" master copy.
 - B. Make a daily working copy.
 - C. Verify the accuracy of the master with the T-card board in the resources unit.
- XI. INITIATE INDIVIDUAL TRAINING PROGRAMS.
 - A. Interview trainees, trainers/coaches, and evaluators first individually, then together.
 - 1. Explain the training program to include:
 - a. Conduct the initial interviewing process.
 - (1) Initiate the Incident Trainee Data Form (TNSP-1).
 - (2) Explain the use of position task books (PTBs).



NOTES

- (3) Determine training goals and tasks.
 - (4) Explain and schedule progress reviews.
 - b. Monitor the training assignment.
 - c. Explain the assignment completion process.
 - (1) Conduct the final trainee interview.
 - (2) Insure the Individual Performance Rating Form ICS 226 is done.
 - (3) Prepare and submit the overall recommendation to the home unit.
- 2. Ensure that goals and tasks are agreed upon by the trainee, trainer/ coach, and evaluator.
- 3. Reassess goals and tasks as incident priority and complexity changes.



- B. Schedule progress reviews.
 - 1. Establish the frequency of reviews, as follows:
 - a. Daily for new trainees at incident base
 - b. Every other day for new operations trainees
 - c. Twice during training for experienced trainees

XII. MONITOR THE QUALITY OF TRAINING ASSIGNMENTS.

- A. Identify potential conflicts and resolve within the same operational period, if possible.
- B. Redefine and upgrade training assignments as needed.
- C. Assess the training effectiveness.
 - 1. Ensure goals and tasks are being attained.
 - 2. Determine whether the training assignment has been achieved or needs to continue.

XIII. EVALUATE THE INCIDENT TRAINING POTENTIAL WITH THE PLANNING SECTION CHIEF DAILY. THE TRAINING POTENTIAL IS BASED UPON THE ACCOMPLISHMENT OF THE INCIDENT ACTION PLAN (IAP) OBJECTIVES.



NOTES

- A. Determine if incident will continue at the same level, or has the potential to expand.
 - 1. Identify and confirm availability of potential trainers and evaluators by contact with supervisors or section chiefs.
 - 2. Interview potential trainers.
 - 3. Assess the willingness and capability of potential trainers.
 - 4. Identify and locate potential trainees, not currently on the incident, for specific jobs.
 - a. Check with local agency for potential trainees.
 - b. Determine local and regional policies regarding name requests for training assignments.
 - (1) Check with the trainee for personal and professional availability and interest in training assignment.
This is not standard practice, but may be necessary on some incidents.



NOTES

- (2) Check with the trainee's supervisor to determine trainee's availability. **This is not standard practice, but may be necessary on some incidents.**
 - c. Prepare "open" requests for trainees in specific jobs (agency, state, regional, national).
 - d. Order trainees on a General Message Form ICS 213, include reporting date, time, and location. **Requests must be authorized by the planning section chief.**
5. Check incident resources for pre-identified and qualified trainees currently on the incident.
- a. Identify previously qualified personnel who need a trainee assignment.
 - b. Identify personnel, currently performing a job on the incident, for a possible trainee assignment.



NOTES

(1) Administer self study courses for trainees needing to meet formal academic requirements.

(2) Send course completion verification to the trainee's home agency.

6. Assess personal and professional compatibility of trainers and trainees.

a. Avoid obvious personality clashes.

b. Anticipate and document potential conflicts.

B. Determine if the incident will escalate or will go into demobilization.

1. Evaluate training assignments and complete one of the following actions for each trainee:

a. Continue training assignment.

b. Reassign to a new training assignment or a new job for which they are qualified.



NOTES

- c. Finalize the training assignment **(as outlined in section XV)**.
- 2. Cancel orders of incoming trainees, trainers/coaches, and evaluators.
- 3. Ensure that the demobilization unit leader requires all trainees, trainers/coaches, and evaluators to demobilize through the training specialist. **Recommend that ICS-221 Form, Demobilization Checkout, has training specialist entered on the “other” line.**

XIV. PARTICIPATE IN DAILY INCIDENT MANAGEMENT ACTIVITIES.

- A. Attend operational period briefings and present program status.
- B. Review the IAP for information affecting utilization of trainees.
 - 1. Increase trainee opportunities if incident expands **(see section XIII.A)**.
 - 2. Decrease trainee opportunities if incident de-escalates **(see section XIII.B)**.
 - 3. Shift trainee opportunities from one function to the next (e.g., operations to logistics) **(see section XIII.B.1.b)**.



NOTES

- C. Attend planning section meetings.
 - 1. Provide a general summary of training program status.
 - 2. Request input from planning section personnel.
 - 3. Implement the planning section chief's instructions.

- D. Attend planning meeting, if requested.

Prepare the Incident Training Summary Form (TNSP-3) for the IAP.

Use the Incident Training Summary Form (TNSP-3) to communicate special messages to trainees and to disseminate other training information, e.g., "All operation trainees, see the TNSP before or after the operational period today."

- E. Obtain supplies and communications equipment to maintain the training function.

- F. Conduct progress reviews with trainees, trainers/coaches, and evaluators.

- G. Coordinate with all sections and units involved with the training program. Coordinate with the ground support unit and/or the air operations branch for training program transportation.



- H. Schedule time for problem solving.
- I. Complete the daily documentation.
 - 1. Complete ICS-214 Form, Unit Log, and submit daily.
 - 2. Update the master Training Assignments List Form (TNSP-2).
 - 3. Complete the Trainee Progress Review portion on the back of the Incident Trainee Data Form (TNSP-1).

XV. FINALIZE INDIVIDUAL TRAINEE ASSIGNMENTS.

- A. Conduct the incident trainee exit interview and complete the Incident Trainee Exit Interview Form (TNSP-4).
- B. Ensure the completion of the ICS-226 Form, Individual Performance Rating to:
 - 1. Ensure that the ratings are based upon performance of the stated goals and tasks.
 - 2. State a clear recommendation in the narrative, for example:
 - a. The individual has successfully performed all tasks for the position and should be considered for certification.



NOTES

- b. The individual was not able to complete certain tasks or additional guidance is required.
- c. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
- d. The individual is severely deficient in the performance of tasks for the position and needs all future training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.
- e. Other:

- C. Ensure that the task book is updated and signed by the evaluator.
- D. Prepare the Home Unit Letter Form (TNSP-5).
- E. Update the master Training Assignments List Form (TNSP-2) to show completion of the assignment.
- F. Update the Incident Training Summary Form (TNSP-3).



NOTES

- G. Provide a copy of the ICS-226 Form, Individual Performance Rating to the trainee.

XVI. SUPERVISE TRAINING SPECIALISTS.

- A. Brief subordinates on incident status and IMT's training policies and objectives.
- B. Schedule and review assignments.
- C. Verify and sign time sheets.
- D. Prepare Individual Performance Rating, ICS-226 Form.
- E. Conduct performance appraisal session.

XVII. SERVE AS TRAINER FOR TRAINING SPECIALIST TRAINEES.

- A. Establish training objectives on the Incident Trainee Data Form (TNSP-1) and initial task book activities.
- B. Provide orientation to the incident training program's goals and objectives.
- C. Schedule assignments and explain the progress review process.
- D. Provide coaching and on-the-spot correction.
- E. Conduct progress reviews.
- F. Verify and sign time sheets.



- G. Conduct the final trainee interview and collect the Incident Trainee Exit Interview Form (TNSP-4).
 - H. Prepare ICS 226 Form, Individual Performance Rating.
 - I. Conduct the performance appraisal session.
- XVIII. TRANSITION WITH REPLACEMENT TRAINING SPECIALIST.
- A. Update all documentation.
 - B. Brief the replacement on the following:
 - 1. Overall training program and incident training goals and objectives.
 - 2. Current status including the number of finalized training assignments, current trainees, and incoming trainees.
 - 3. Problems and concerns.
 - 4. Special considerations; e.g., "Do not allow trainers to demobilize before completion of the trainee recommendation."
 - C. Transfer all documentation.



NOTES

XIX. DEMOBILIZE THE TRAINING FUNCTION.

- A. Finalize documentation of all individual trainee assignments:
 - 1. Conduct final trainee exit interviews.
 - 2. Ensure completion of all trainee performance ratings and give a copy to the trainees.
 - 3. Complete the master Training Assignments List Form (TNSP-2).
 - 4. Complete and mail a copy of the individual training assignment packet to all trainees' home agencies, to include:
 - a. Home Unit Letter Form (TNSP-5).
 - b. ICS-226 Form, Individual Performance Rating.
 - 5. Ensure completion of the Incident Trainee Exit Interview Form (TNSP-4).
 - 6. Submit the final training package to the documentation unit, to include:
 - a. Incident Trainee Data Forms (TNSP-1).
 - b. Training Assignments List Forms (TNSP-2).

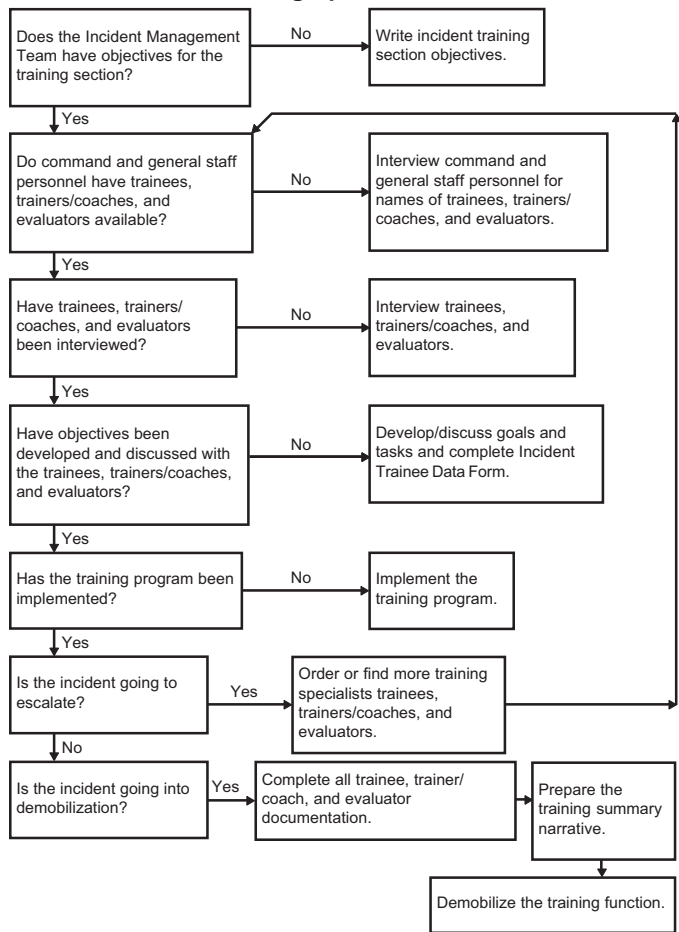


NOTES

- c. Incident Training Summary Forms (TNSP-3).
 - d. Incident Trainee Exit Interview Forms (TNSP-4).
 - e. Home Unit Letter Forms (TNSP-5).
 - f. ICS-226 Forms, Individual Performance Rating.
7. Submit to geographic area training coordinators and zone or state coordinators, (depending on agency/region requirements) copies of the following:
- a. Incident Training Summary Form (TNSP-3).
 - b. Home Unit Letter Form (TNSP-5).
 - c. ICS 226 Form, Individual Performance Rating.



Training Specialist Job



RECEIVING A BRIEFING

- A. Introduce yourself.
- B. Listen to all of the planning section chief input before asking for clarification.
- C. Request clarification and ask specific questions:
 - (1) Do all trainees meet prerequisites?
 - (2) Where will the training specialist be located?
 - (3) What are the total numbers of resources committed to the incident?
 - (4) Are there any pre-assigned or experienced personnel who have been trainers?
 - (5) Are there any other accomplished performers who are willing to be trainers?
 - (6) Are there any national, regional, or local training priorities?
 - (7) What is the planning cycle and when are the operational period briefings held?
 - (8) Who are the other people in the planning section?
 - (9) Can the planning section chief introduce the training specialist to the command and general staff?
 - (10) Who are the agency representatives?

- (11) Are there any team guidelines that need to be followed?
- (12) Is there a current copy of the Incident Action Plan (IAP) available?
- (13) What is the policy on ordering an additional training specialist?

INTERVIEWING

1. Introductions, background, and experience
2. State purpose of interview.
3. Discuss the following:
 - a. Overall training program
 - b. Use of task book
 - c. Trainer's/trainee's expectations
4. Initiate the Incident Trainee Data Form (TNSP-1).
5. Close the interview on a positive note.

FORMS COMPLETION GUIDE

Form	When Completed	Source of Information
Incident Trainee Data Form (TNSP-1)	Initial meeting with Planning Section Chief	Planning Section Chief
Trainer Data (TNSP-1)	Initial Trainer/Evaluator Interview	Trainer/Evaluator Red Card and Trainer/Evaluator
Trainee Data (TNSP-1)	Meeting with the Trainee and the Trainer/Evaluator	Trainee Red Card Position Task book
Trainee Progress Reviews (TNSP-1, pg. 2)	During assignment	Trainee and Trainer/Evaluator at work location
Training Assignments List (TNSP-2)	Ongoing. Complete the date released and rating at the end of the assignment.	Planning Section Chief Red Card ICS-211 (Check-In List)
Incident Training Summary (TNSP-3)	In time to be included in the Incident Action Plan	Training Assignments List (TNSP-2)
Individual Performance Rating ICS-226	End of Assignment	Trainer/Evaluator
Position Task book Evaluation Record	End of Assignment	Trainer/Evaluator
Home Unit Letter (TNSP-5)	End of Assignment	Trainer/Evaluator
Incident Trainee Exit Interview (TNSP-4)	End of Assignment	Trainee
Incident Training Summary (TNSP-3)	End of Incident	All Training Specialist Forms, notes, and observation.

INCIDENT TRAINEE DATA FORM

Trainee Data

Supervisor or Training Officer:	Bob White Unit F.M.O.	Trainee Name: Dan Echo
Agency/Home Unit:	1010 Stout Drive	Trainee Position: TNSP
Work Address:	North Valley, NH 22112	Date Assigned: 08/11
Phone:	555-000-3333	Date Released: 08/18

- Valid red card or agency certification card? Y N
- Trainee has current position task book issued by home unit? Y N
- Trainee has incident issued task book with concurrence by home unit. Y N

Incident Data

Incident Name and Number: Black Mountain Fire #105		Type of Incident: Wildland fire	
Incident Location: ID BOF Boise National Forest	Acres/Size: 10,000 acres	Fuel Type: Timber/Grass	
Complexity Type:		Area Command 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
Training Specialist: Your Name	Agency: xxx	Home Unit: xxx	Phone: 000-555-1212

Trainer/Evaluator Data

Name: Your Name	Position: Training Specialist
Agency & Home Unit: xxx xxx	
Address: Anywhere, USA 11111	
Phone: 444-999-2222	

Trainee Goals (tasks to be evaluated on this incident)

1.	Learn and be evaluated on tasks 3, 5, 6, 7, 8, 9
2.	
3.	

Trainee Progress Reviews:

Date	Time	Comments
8/14	0900	Works well with planning section, interviewing skills are rough. Tends to be judgemental at times.
8/16	1730	After a coaching session, performance improved, but is still judgemental at times.
8/17	1900	Learned how to do tasks 3, 5, 6, 7, 8, and 9 and was evaluated successfully on 3, 5, 6, 8, and 9. But still needs work on task 7. Needs more trainee assignments to refine his interviewing and counseling skills.

TRAINING ASSIGNMENTS LIST

Sheet 1 of 1

Incident Name: **Black Mtn. Fire #105** Jurisdiction (Agency): **ID-BOF** Section: **Plans**
 Complexity Type: Area Command 1 2 3 4 5
 Dates: **8/10 to 8/18** Training Specialist: **Your Name**

#	Trainee	Order #	Job (4-letter designation)	Date Assigned	Date Released	Agency Designator and Home Unit	Trainer/Evaluator	Recommendation *A,B,C,D,E	Evaluation	Final Letter
1	Dan Echo	O-77	TNSP	8/11	8/18	usfs mt-wvf	Your Name	C	Y	Y
2										
3										
4										
5										
6										
7										
8										
9										
10										

*Key: A. The individual has successfully performed all tasks for the position and should be considered for certification.
 B. The individual was not able to complete certain tasks (comments below) or additional guidance is required.
 C. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
 D. The individual is severely deficient in the performance of tasks for the position and needs all future training (both required and skills needed) prior to additional assignment(s) as a trainee.
 E. Other

TNSP-2

INCIDENT TRAINING SUMMARY

Incident Name: Black Mtn. #105 Number: 1
 Training Specialist(s): Your Name Date: 8/12

Number of trainees per section and agency						
Agency	Command	Operations	Plans	Logistics	Finance	Total
USFS			1			1
BLM						
BIA						
NPS						
FWS						
STATE						
TOTAL			1			1

NUMBER OF TRAINEES WITH THE FOLLOWING RATINGS

- A. The individual has successfully performed all tasks for the position and should be considered for certification.
- B. The individual was not able to complete certain tasks (comments below) or additional guidance is required.
- 1** C. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
- D. The individual is severely deficient in the performance of tasks for the position and needs all future training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.
- E. Other:

Remarks: _____

TNSP-3

INCIDENT TRAINEE EXIT INTERVIEW

Trainee: Dan Echo Trainee Position: TNSP

Trainer/Evaluator: Your Name Training Specialist: Your Name

Incident Name/Number: Black Mtn. Fire #105

1. Is this your first assignment in this position?
Yes

2. Do you feel you benefited from this assignment? (Explain)
Yes, I learned parts of the job but I guess I still need some work on some of my skills.

3. Would you prefer another trainee assignment at this level?
Yes, very much so!!

4. Comments regarding your incident supervisor/trainer. (assistance, ability, knowledge of position, and so forth)
Excellent trainer.
Very willing to work with me reviewing PTB tasks

5. Did you receive a final performance evaluation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	---	-----------------------------

Employee/Trainee Signature: Dan Echo

TNSP-4

DATE: 8/18

SUBJECT: Home Unit Letter

TRAINEE NAME: Dan Echo

TO: Bob White

The individual listed above has participated in a training assignment as:

ICS Trainee Position: Training Specialist (TNSP)
Incident: Black Mtn. Fire #105

The enclosed training forms are the records of the training assignment. The recommendations given are those of the Training Specialist who was assigned to the incident, with input from the trainee and the trainer/evaluator of the position. It is the responsibility of the home unit to insure the assignment is properly credited and the Interagency Qualification Record is updated, per agency certification standards.

The recommendation for this trainee is:

- A. The individual has successfully performed all tasks for the position and should be considered for certification.
- B. The individual was not able to complete certain tasks (comments below) or additional guidance is required.
- C. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
- D. The individual is severely deficient in the performance of tasks for the position and needs all future training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.
- E. Other: _____

If this recommendation indicated that the individual has "successfully performed all tasks for the position and should be considered for certification," the final certification takes place with the local unit.

If this recommendation indicated that "not all tasks were evaluated on this assignment" it is the responsibility of the local unit to determine if all tasks have been completed with other assignments and provide that information to the local units for final certification. If additional training or trainee experience is indicated, efforts should be made to accomplish the necessary tasks before the benefits of this incident training assignment are diminished.

Your Name
Training Specialist

TNSP-5

INDIVIDUAL PERFORMANCE RATING		INSTRUCTIONS: The immediate supervisor will prepare this form for a subordinate person. Rating will be reviewed with the individual who will sign and date the form. The completed rating will be given to the Planning Section Chief before the rater leaves the incident.			
1. NAME Dan Echo		2. INCIDENT NAME AND NUMBER Black Mtn. Fire #105		START DATE OF INCIDENT 8/10	
3. HOME UNIT ADDRESS 719 Main Street Laconia, NH 22111		4. INCIDENT AGENCY AND ADDRESS Boise National Forest 1250 Front Street Boise, ID 83702			
5. POSITION HELD ON INCIDENT TNSP		6. TRAINEE POSITION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		7. INCIDENT COMPLEXITY <input type="checkbox"/> I <input checked="" type="checkbox"/> II <input type="checkbox"/> III	
				8. DATE OF ASSIGNMENT FROM: 8/10 TO: 8/18	
9. List the main duties from the Position Checklist, on which the position will be rated. Enter X under the appropriate column indicating the individual's level of performance for each duty listed.		PERFORMANCE LEVEL			
		Did not apply on this incident	Unacceptable	Need to improve	Fully Successful
		EXPLAIN IN REMARKS			Exceeds Successful
TNSP Position Task Book Tasks					
No. 3 - Identify trainees, trainers, and evaluators who are qualified and available to participate in the training program.					X
No. 5 - Initiate the ICS Form 214, Unit Log.					X
No. 6 - Coordinate with the ground support unit for transportation.					X
No. 7 - Initiate individual training programs.			X	X	
No. 8 - Monitor the quality of the training assignments.					X
No. 9 - Initiate the Training Assignment List Form.					X
10. REMARKS I think Dan needs a couple more assignments as a trainee. He needs to improve his interviewing skills and not be so judgemental.					
11. THIS RATING HAS BEEN DISCUSSED WITH ME (Signature of individual being rated) Dan Echo				12. DATE 8/18	
13. RATED BY (Signature) Your Name		14. HOME UNIT XXX	15. POSITION HELD ON THIS INCIDENT TNSP		16. DATE 8/18

NFES 2074 ICS FORM 226 (6/89)

