# Table of Contents

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Training Specialist Login</td>
<td>3</td>
</tr>
<tr>
<td>Training Specialist Settings</td>
<td>5</td>
</tr>
<tr>
<td>Add a Trainee Assignment</td>
<td>8</td>
</tr>
<tr>
<td>Assignment Closeout</td>
<td>13</td>
</tr>
<tr>
<td>Training Specialist Reports, Forms, Labels</td>
<td>15</td>
</tr>
<tr>
<td>Incident Training Assignments List</td>
<td>17</td>
</tr>
<tr>
<td>Incident Training Summary</td>
<td>18</td>
</tr>
<tr>
<td>Data Form</td>
<td>19</td>
</tr>
<tr>
<td>Evaluator Form</td>
<td>20</td>
</tr>
<tr>
<td>Performance Evaluation</td>
<td>21</td>
</tr>
<tr>
<td>Home Unit Letter</td>
<td>22</td>
</tr>
<tr>
<td>Exit Interview</td>
<td>23</td>
</tr>
<tr>
<td>Home Unit Contact Labels</td>
<td>24</td>
</tr>
<tr>
<td>Index</td>
<td>26</td>
</tr>
</tbody>
</table>
Training Specialist Login

NOTE: Only non-privileged user accounts with a Training Specialist role can access the Training Specialist area. The user must first select an Incident/Incident Group before selecting the Training Specialist button.

NOTE: For application login information, see the e-ISuite website at http://famit.nwcg.gov/applications/eISuite. This website also includes general information about the application, User Guides, Getting Started information, Quick Reference Cards, and Online Tutorials.

Follow the steps in this section to add an assignment to a Trainee.

1. In the Site system, select a database from the Select Database drop-down list on the Login page.

2. Enter a valid User Name and Password and click the Login button.

3. On the Home page, click the Incidents button.

Accessing the Enterprise version of e-ISuite requires a NAP user account.
4. The Incidents grid will display. Select an Incident or an Incident Group.

5. Select the **Training** button.
Training Specialist Settings

1. From the Training drop-down menu, select the **Training Settings** option.

2. Select the **Incident Settings** tab.

3. When an Incident Group is selected, check the **Apply to All Incidents in Group** checkbox to apply the settings to all incidents in the group. To apply the settings to a single incident in the Incident Group, uncheck the Apply to All Incidents in Group checkbox and select the appropriate incident from the **Select Incident** drop-down list.

4. Select a **Complexity** from the drop-down list. The following options are available:
   - Type A - Area Command
   - Type 1 - Type 1 team assigned
   - Type 2 - Type 2 team assigned
   - Type 3 - Extended attack with multiple resources
   - Type 4 - Initial Attack
   - Type 5 - Initial Attack with very few resources
   - Type 1 (Prescribed Fire) - High
   - Type 2 (Prescribed Fire) - Moderate
   - Type 3 (Prescribed Fire) - Low

5. Enter the **Number of Acres**.

6. Select any of the following fuel types from the **Available Fuel Types** list by moving the fuel type to the **Selected Fuel Types** list.
   - G - Grass Group
• B - Brush Group
• T - Timber Group
• S - Slash Group

7. Click **Save** to save the Incident Settings.

![Image of Incident Settings dialog box]

**NOTE:** All forms and reports will only show the B, G, S or T for the Fuel Type and not the full description.

8. Select the **Training Specialist Contact Information** tab.

9. Select a resource from the upper grid.

10. Check the **Active** checkbox to indicate the resource is an Active Training Specialist, which will enable their Training Specialist data to display on forms and reports.

11. Enter the **Address**, **City**, **State**, **Zip Code**, **Phone** and **Email**.

12. Click the **Save** button.

13. Selected Training Specialists will display in the lower grid.
14. Select the **Trainee Priority Programs** tab.

15. Enter a Priority Program in the **Priority Program** field and click **Save**. The Priority Programs defined in this area will display in the **Priority Programs** drop-down list on the **Trainee Data** tab.

16. To remove a Priority Program from the Priority Programs drop-down list on the Trainee Data tab, select a Priority Program and click the **Delete** button.
Add a Trainee Assignment

1. Filter the grid by **All Personnel, Overhead Personnel, Aircraft Personnel, Crew Personnel** or **Equipment Personnel** by selecting the corresponding radio button at the top of the window.

2. Select a Trainee from the resources grid.

3. The **Trainee Assignment** field defaults to the item code for the resource's current assignment. To change the Trainee Assignment, select a different item code from the drop-down list. The **Functional Area** is populated with the Section Code for the selected Item Code.
NOTE: The Trainee Total and Priority Total both display at the top of the screen. To view the qualifications for the selected resource, click the View Quals button.

4. On the Trainee Data tab, enter the following information:

- If applicable, select the Initial Assignment checkbox.
- Enter the Assignment Start Date and the Assignment End Date.
- If applicable, select the Trainee possess valid Red Card or agency certification card checkbox.
- If the training assignment is a Priority Program, check the Priority Program checkbox and select the Priority Program from the drop-down list.
- Identify the task book the trainee is using by selecting one of the following options:
  - Trainee has home unit initiated position task book
  - Trainee has incident issued task book.
5. Click the **Save** button to save the trainee assignment.

6. To enter the Home Unit Contact information for the Trainee, click the **Home Unit** button and enter the Home Unit Contact's **Name**, **Unit ID**, **Address**, **City**, **State**, **Zip Code**, **Phone** and **Email**.

**NOTE:** Make sure to click the **Save** button on the Trainee Data tab before adding Objectives.
7. Click the **Objectives** button to add objectives to the Trainee’s profile. Enter up to three different objectives. Click the **Save** button to save the objectives.

8. Click the **Evaluator Data** tab.

### NOTE: A Trainee Assignment must first be selected in the Trainee Assignment grid before attaching an Evaluator to it.

- Follow these steps to add an Evaluator to the Trainee Assignment from the incident:
  - Click the **Add Evaluator** from Incident button.
  - Filter the list of resources in the grid, and then select the resource that will be the evaluator.
  - Enter the **Address**, **City**, **State**, **Zip Code**, **Phone** and **Email** for the evaluator.
  - Click the **Add Selected Resource** button to add the resource as an evaluator.
Follow these steps to add a non-incident evaluator to the Trainee Assignment:

- Click the **Add Non-Incident Evaluator** button.

- Enter the evaluator's **Name**, **Unit ID**, **Item Code**, **Address**, **City**, **State**, **Zip Code**, **Phone** and **Email**.

- Click the **Save** button.
Incident and Non-Incident Evaluator information will display in the Evaluator grid:

**Assignment Closeout**

1. Click the **Assignment Closeout** button to close out the trainee's assignment.

2. The **Assignment Start Date** is populated with the date defined on the Trainee Data tab. Change this date, as needed.

3. The **Assignment End Date** is populated with the date defined on the Trainee Data tab. Change this date, as needed.

4. The system automatically calculates the **Length of Trainee Assignment** based on the Assignment Start Date and the Assignment End Date.

5. Enter the appropriate **PTB Progress**.
6. Select one of the following **Recommendations** from the drop-down list. The recommendation list includes four options:

- **1-** The trainee has successfully performed all tasks in the PTB for the position. The final evaluator has completed the final evaluator's verification section and recommended the trainee be considered for agency certification.

- **2-** The tasks have been performed in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

- **3-** The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

- **4-** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

7. The Complexity field defaults to the Complexity defined on the Training Specialist Incident Settings. If needed, change the Complexity by selecting one of the following options from the drop-down list.

- **Type A - Area Command**
- **Type 1 - Type 1 team assigned**
- **Type 2 - Type 2 team assigned**
- **Type 3 - Extended attack with multiple resources**
- **Type 4 - Initial Attack**
- **Type 5 - Initial Attack with very few resources**
- **Type 1 (Prescribed Fire) - High**
- **Type 2 (Prescribed Fire) - Moderate**
- **Type 3 (Prescribed Fire) - Low**

8. The **Acres** field defaults to the Acres entered in the Training Incident Settings. If needed, change the value in this field. To update the value in
the Acres field on the Incident Settings page to match the value in this field, click the **Update Default Acres** button.

9. The **Selected Fuel Types** default to the Fuel Types selected on the Training Incident Settings window. If needed, change the selected Fuel Types by adding or removing the following fuel types from the Selected Fuel Types field:

   - G – Grass Group
   - B – Brush Group
   - T – Timber Group
   - S – Slash Group

10. Enter any remarks in the **Remarks** box.

11. Click **Save** to save the assignment closeout information.

---

**Training Specialist Reports, Forms, Labels**

There are two ways to print the **Data Form**, **Evaluator Record**, **Performance Evaluation**, **Home Unit Letter** and **Exit Interview**. Select a resource from the main Training Specialist page and click one of the report buttons at the top of the page. This will print the report with data for the selected resource.
To print reports, blank forms and labels, select the **Reports** button from the main toolbar. Then click the **Training Specialist Reports** button.

The following reports are available:

- Training Assignments List
- Incident Training Summary

The following blank forms are available:

- Data Form
- Evaluator Form
- Performance Evaluation
- Home Unit Letter
- Exit Interview

The following labels are available:

- Home Unit Contact Labels
Incident Training Assignments List

1. Select the Training Assignments List button.

2. Select the applicable sorts from the Available list and shuttle them to the Selected list.

3. Click the Preview/Print button to preview or print the report.

4. Click the Export to Excel button to open the report in Excel.
Incident Training Summary

1. Click the Incident Training Summary button.
2. Enter the Start Date to include in the report.
3. Enter the End Date to include in the report.
4. Click the Preview/Print button to preview or print the report. The report format will be in .PDF format.
Data Form

1. On the Training Specialist Reports page, click the **Preview/Print** button to print a blank form.

2. The user will need to select a Training Specialist to print on the form if there are multiple active training specialists.
Evaluator Form

1. On the Training Specialist Reports page, click the **Preview/Print** button to print a blank form.
Performance Evaluation

1. On the Training Specialist Reports page, click the Preview/Print button to print a blank form.
Home Unit Letter

1. On the Training Specialist Reports page, click the **Preview/Print** button to print a blank form.

2. The user will need to select a Training Specialist to print on the form if there are multiple active training specialists.
Exit Interview

1. On the Training Specialist Reports page, click the **Preview/Print** button to print a blank form.

2. The user will need to select a Training Specialist to print on the form if there are multiple active training specialists.
Home Unit Contact Labels

1. Select the Home Unit Contacts to print on the labels. To select all Home Unit Contacts, click the Select All button.
2. Click the **Preview/Print** button to preview and then print the labels on Avery 5161 label sheets.

3. Click the **Export to Excel** button to export the labels to Excel.
Index

A
Assignment, 13

R
Reports
  Training Specialist, 15

T
Training Specialist Settings, 5
  Training Task
    Add, 8