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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.nw cg.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.

Accessing the Enterprise version of e-ISuite requires a NAP user account.

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

- B - Brush Group
- T - Timber Group
- S - Slash Group

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

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. The **Active** checkbox is automatically checked, which indicates that the resource is an Active Training Specialist. This will enable their Training Specialist data to display on forms and reports. To indicate that the Training Specialist is no longer active, uncheck the **Active** checkbox.

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. Program titles can be edited as needed.

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, right of the screen. To view qualifications for the selected resource, click the View Quals button. Qualifications must be entered through the check-in process.

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

- If applicable, select the Initial Assignment checkbox.
- Enter the Assignment Start Date.

NOTE: When the assignment is complete, enter an 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 Taskbook the trainee is using by selecting one of the following options:
  - Trainee has CURRENT home unit initiated Position Taskbook
  - Trainee has incident issued Taskbook with concurrence of home unit.
- Enter up to three Objectives.

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.

2. 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 Save 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 tab. 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
8. The **Acres** field defaults to the Acres entered in the Training Specialist Settings tab. If needed, change the value in this field. To update the value in the **Acres** field on the Training Specialist Settings tab 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 Specialist Settings tab. 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.

    **NOTE:** These **Remarks** will appear on the Evaluation Record form and the Home Unit Letter form. Remarks should not exceed 200 characters.

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

    **NOTE:** Data saved in the **Assignment Closeout** will not be affected by subsequent Settings updates.
Training Specialist Reports, Forms, Labels

There are two ways to print the Data Form, Evaluator Record, Performance Evaluation, Home Unit Letter and Exit Interview:

1. Select a resource and Trainee Assignment for the resource from the grid. Click one of the report buttons at the top of the screen. This will print the report with data for the selected resource's trainee assignment.

NOTE: When printing an Evaluation Record from the Trainee Assignment screen, select the appropriate Evaluator, if there are multiple evaluators. Enter an Evaluator Record Number, as needed.

When printing a Data Form, Home Unit Letter, or an Exit Interview form and there are multiple, active training specialists, select a Training Specialist to print on the form.
If Page 2 of the Data Form is not needed, choose a print option to print only Page 1 of the form.

## Data Form Example

### INCIDENT TRAINEE DATA FORM

<table>
<thead>
<tr>
<th>Trainee Name</th>
<th>PUTMAN, PETUNIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee Request #</td>
<td>0-18.51</td>
</tr>
</tbody>
</table>

### Trainee Data

- **Trainee Item Code**: HEB2
- **Item Code Description**: HELibase Manager, 1 to 5 Helicopters
- **Section**: OPERATIONS
- **Initial Assignment**: Y
- **Unit ID**: OR-DEF
- **Unit ID Description**: Deschutes National Forest
- **Assignment Start**: 03/01/2016
- **Assignment End**: 03/01/2016

1. **Trainee possesses valid Red Card or agency certification card?** Y
2. **Trainee has CURRENT home unit initiated Position Task Book?** NO
3. **Trainee has incident related task book with concurrence of home unit?** NO

### Priority Trainee

- **Priority** Y
- **Priority Program**: NORTHWEST PRIORITY PROGRAM

### Home Unit Contact

- **Name**: KIM KERRY
- **Unit ID**: OR-DEF
- **Unit ID Description**: ASTORIA DISTRICT
- **City**: ASTORIA
- **Address**: 15 TOWN AVE
- **State**: OR
- **Zip**: 97107
- **Phone**: (333) 666-7777
- **E-Mail**: KIM@GMAIL.COM

### Tranee Goals

1. **START THE PTB**
2. **GET THE "O" TASKS DONE**
3. **...**

### Trainer/Evaluator Data

- **Name**: GARLAND, GEORGE
- **Request #**: 0-18.15
- **Item Code**: HEB1
- **Item Code Description**: HELibase Manager, 6 or More
- **Unit ID**: OR-645
- **Unit ID Description**: THE DALLES UNIT
- **Address**: 354 TR, THE DALLES
- **State**: OR
- **Zip**: 97054
- **Phone**: (666) 555-8888
- **E-Mail**: GEORGE@GMAIL.COM

### Incident Data (For Training Specialist Use Only)

- **Incident Name**: BUCKSKIN
- **Incident Number**: OR-RSF-000382
- **Incident Type**: WF
- **Complexity**: TYPE 2
- **Ages**: 50s
- **Fuel Type**: O.T.

### Training Specialist (For Training Specialist Use Only)

- **Name**: APPLE, AMILLIA
- **Agency**: USFS
- **Unit ID**: OR-RSF
- **Unit Description**: ROGUE RIVER-DISKYYOU
- **Phone**: (123) 123-4533
- **E-Mail**: AMILLIA@GMAIL.COM
<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>COMMENTS</th>
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<tbody>
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## EVALUATION RECORD

### Trainee Information
- **Printed Name**: PUTMAN, PETUNIA
- **Trainee Position on Incident/Event**: HEC - HELibase Manager, 1 TO 5 HELICOPTERS
- **Home Unit/Agency**: OR-DFE USFS
- **Home Unit/Agency Address/Phone**: 15 TOWN AVE ASTORIA, OR 97777 (333)666-7777

### Evaluator Information
- **Printed Name**: GARDNER, GEORGE
- **Evaluator Position on Incident/Event**: HELibase Manager, 6 OR MORE HELICOPTERS
- **Home Unit/Agency**: OR-9545
- **Home Unit/Agency Address/Phone**: 333 TRAD THE DALLIES, OR 94445 (666) 956.8888

### Incident/Event Information
- **Incident Name**: BUCKSKIN
- **Incident Number**: OR-RSF-000362
- **Duration**: 
- **Fuel Type**: G.T
- **Incident Type**: WF
- **Complexity Type**: TYPE 2

### Evaluator’s Recommendation (Initial only one line as appropriate)

1. The tasks initiated and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator’s verification section and recommend the trainee be considered for agency certification.

2. The tasks initiated and dated by me on the Qualification Record have been performed under my supervision 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.

### Comments:

---

Evaluator’s Signature: __________________________ Date: __________________________

Evaluator’s Relevant Qualification (or agency certification): __________________________
# Performance Evaluation

<table>
<thead>
<tr>
<th>INCIDENT PERSONNEL PERFORMANCE RATING</th>
<th>INSTRUCTIONS: The immediate supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the date values the fits. Rating will be reviewed with employee and sign the bottom.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name: PUTMAN, PETUNIA</td>
<td>2. Fire Name and Number: BUCKSKIN / OR-RSF-000382</td>
</tr>
<tr>
<td>3. Home Unit: (address)</td>
<td>4. Location of Fire (address)</td>
</tr>
</tbody>
</table>

## Evaluation

Enter X under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows:

0 - Deficient. Does not meet minimum requirements of the individual statement. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS.

1 - Needs to improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.

2 - Satisfactory. Employee meets all requirements of the individual element.

3 - Superior. Employee consistently exceeds the performance requirements.

<table>
<thead>
<tr>
<th>Rating Factors</th>
<th>Hot Line</th>
<th>Mop-Up</th>
<th>Camp</th>
<th>Other (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of the job</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ability to obtain performance</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Attitude</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Decision under stress</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Initiative</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Consideration for personnel welfare</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Obtain necessary equipment and supplies</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Physical ability for the job</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

10. Remarks

11. Employee: (signature) This rating has been discussed with me

12. Date

13. Rate By: (signature)

14. Home Unit (address): OR-06545

15. Position of Fire: HEBO

16. Date

ISC-225/WF (1/14)

NFES 001576
**Training Specialist**

**Home Unit Letter**

<table>
<thead>
<tr>
<th>HOME UNIT LETTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Traine Name</td>
</tr>
<tr>
<td>Traine Position</td>
</tr>
<tr>
<td>Incident Name</td>
</tr>
<tr>
<td>Incident Number</td>
</tr>
<tr>
<td>Incident Type</td>
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<tr>
<td>Assigned</td>
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<tr>
<td>Complexity</td>
</tr>
</tbody>
</table>

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

The recommendation for this trainee is:

- [ ] 1. The trainee successfully performed all tasks in the PTB for the position. The Final Evaluator has completed the Final Evaluator’s Certification section and recommended the trainee be considered for agency certification.

- [X] 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.

Remarks:

If additional training or trainee experience is indicated, efforts should be made by the home unit to provide additional training assignments.

Training Specialist (signature)

<table>
<thead>
<tr>
<th>Training Specialist</th>
<th>Agency</th>
<th>Unit ID</th>
<th>OR-RSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMILLIA</td>
<td>USFS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:AMILLIA@GMAIL.COM">AMILLIA@GMAIL.COM</a></td>
<td>Phone</td>
<td>(123) 123-4533</td>
</tr>
</tbody>
</table>
2. 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 on the Training Specialist Reports page:
- Training Assignments List
- Incident Training Summary

The following blank forms are available on the Training Specialist Reports page:
- Data Form
- Evaluator Form
- Performance Evaluation
The following labels are available on the Training Specialist Reports page:

- Home Unit Contact Labels

Printing the Incident Training Assignments List

1. Click 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.
Printing the 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 will be in .PDF format.

NOTE: The report will print all active Training Specialists in the header. To print only current Training specialists, return to Settings, Training Specialist Contact Information tab and uncheck any inactive Training Specialists.
Printing Home Unit Contact Labels

1. Click the **Home Unit Contact Labels**.

2. To select all Home Unit Contacts, click the **Select All** button. To select multiple Home Unit Contacts, use the **Shift** or **Ctrl** keys.

3. Click the **Preview/Print** button to preview and then print the labels on Avery 5160 label sheets.
4. Click the **Export to Excel** button to export the labels to Excel.

**NOTE:** Extremely long Unit Descriptions may be truncated on the label.
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