



TRAINING SPECIALIST

Version 2.0.1

Wednesday, June 3, 2020



Table of Contents

Training Specialist Login	3
Training Specialist Settings.....	6
Add a Trainee Assignment.....	10
Assignment Closeout	15
Training Specialist Reports, Forms, Labels	18
Data Form Example	19
Evaluator Form Example	21
Performance Evaluation	22
Home Unit Letter	23
Exit Interview	24
Printing the Incident Training Assignments List.....	25
Printing the Incident Training Summary	26
Printing Home Unit Contact Labels	27
Index.....	29

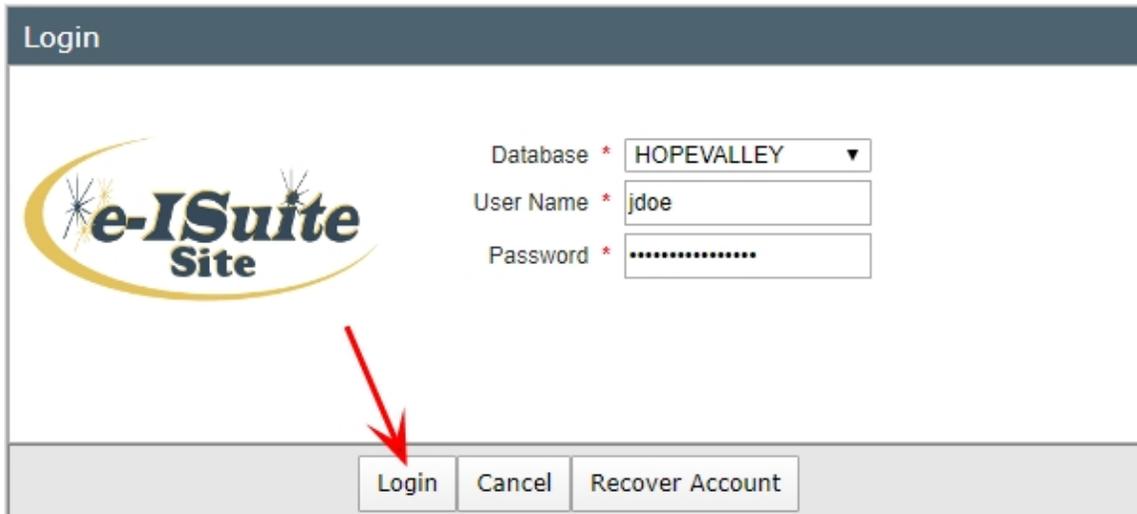
Training Specialist Login

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/Site 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. On the Login screen in the Site system, select a database from the **Select Database** drop-down list and enter a valid **User Name** and **Password**.
2. Click the **Login** button.



3. On the Login screen in the Enterprise system, enter a valid **User Name** and **Password**.
4. Click the **Login** button.



Training Specialist

Login



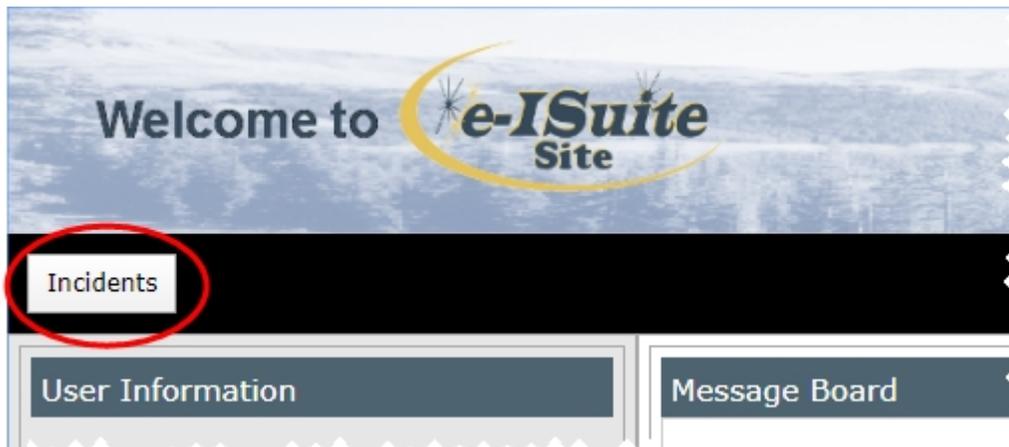
User Name *

Password *

Login Cancel

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

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



4. On the Incidents screen, select an Incident or an Incident Group and click the **Training** button.



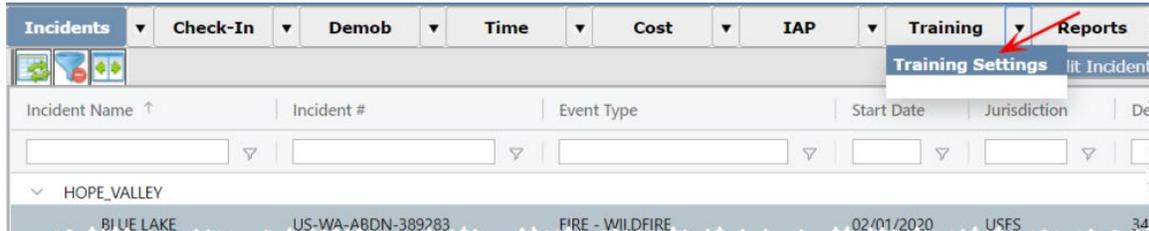
Training Specialist

Incidents	Check-In	Demob	Time	Cost	IAP	Training	Reports
Add Incident							
Edit Incident/Inc							
Incident Name	Incident #	Event Type	Start Date	Jurisdiction	Default		
HOPE_VALLEY							
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	3452		
COWBELL	US-FL-BCP-017033	FIRE - WILDFIRE	03/30/2017	USFS	3892839		
FLAMINGO ROW	US-WA-ABDN-389833	FIRE - WILDFIRE	02/01/2020	USFS	2345		
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILDFIRE	02/01/2020	USFS			
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILDFIRE	02/01/2020	USFS	1199		
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILDFIRE	11/01/2019	USFS	2389		
LAKE WOEBOGONE	US-WA-ABDN-2839893	FIRE - WILDFIRE	02/01/2020	USFS			



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.

NOTE: The **Apply to All Incidents in Group** checkbox only displays on the Incident Settings tab when an Incident Group is selected.

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**.



Training Specialist

6. Check the checkbox next to any of the following **Fuel Types** to indicate the fuel type applies to the incident:
 - B - Brush Group
 - G - Grass Group
 - S - Slash Group
 - T - Timber Group
7. Click **Save** to save the Incident Settings.

Training Specialist Settings

Incident Settings | Training Specialist Contact Information | Trainee Priority Program

Apply to All Incidents in Group

Select Incident * HOPE VALLEY ▼

Complexity TYPE 2 ▼

Acres 3000

Fuel Types

- B - BRUSH GROUP
- G - GRASS GROUP
- S - SLASH GROUP
- T - TIMBER GROUP

Save Cancel Close

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 training specialist's **Address, City, State, Zip Code, Phone** and **Email**.
12. Click the **Save** button.
13. Selected Training Specialists will display in the lower grid.



Training Specialist

Training Specialist Settings

Incident Settings **Training Specialist Contact Information** Trainee Priority Program

All Resources

Request #	Resource Name	Item ...	Item Description	Status	Unit ID	Unit Description
O-137	MILLFORD, MEL	TNSP	TRAINING SPECIALIST	C	WA-ABDN	ABERDEEN FIRE DEPARTMENT

CARRY, MIKE O-136

Active Zip Code 99887

Address 111 S. 222 E. Phone (777) 888-9999

City OLYMPIA Email MCARRY@EMAIL.COM

State WA

Save Cancel Clear Delete Close

Training Specialists

Request #	Resource Name	Item Code	Item Description	Status	Unit ID	Unit Description	Active
O-136	CARRY, MIKE	TNSP	TRAINING SPECIALIST	C	WA-ABDN	ABERDEEN FIRE DEPARTMENT	<input checked="" type="checkbox"/>

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.
17. When the confirmation message displays, select **Yes**.

NOTE: Once a Priority Program has been selected for a resource, it cannot be deleted from the list.



Training Specialist

Training Specialist Settings

Incident Settings | Training Specialist Contact Information | **Trainee Priority Program**

Priority Program *

Save | Cancel | Clear | Delete | Close

Priority Program

- NORTHWEST PLANNING AND LOGISTICS PROGRAM**
- NORTHWEST PRIORITY PROGRAM
- SOUTH EAST OPERATIONS PROGRAM



Add a Trainee Assignment

1. Select a Trainee from the resources grid.
2. 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.

3. On the **Trainee Data** tab, enter the following information:
 - a. If applicable, select the **Initial Assignment** checkbox.
 - b. Enter the **Assignment Start Date**.

NOTE: When the assignment is complete, enter an **Assignment End Date**.

- c. If applicable, select the **Trainee possess valid Red Card or Agency Certification Card** checkbox.
 - d. If the training assignment is a Priority Program, check the **Priority Program** checkbox and select the Priority Program from the drop-down list.
 - e. 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**.
4. Click the **Save** button to save the trainee assignment.
 5. To add Home Unit Contact information for the Trainee:
 - a. Select a **Trainee Assignment** in the Trainee Assignment grid.
 - b. Select the **Trainee Data** tab.

c. Enter the following data into the fields under the **Home Unit Contact** area on the **Trainee Data** tab:

- Name
- Unit ID
- Address
- City
- State
- Zip Code
- Phone
- Email

d. Click the **Save** button under the **Home Unit Contact** area on the **Trainee Data** tab.

The screenshot shows the 'Trainee Data' tab for 'O-102 FARADAY, MARK'. The 'Incident Assignment' is 'ICT1' and the 'Functional Area' is 'COMMAND'. The 'Home Unit Contact' information is as follows:

Name *	BOB SMITH
Unit ID	WA-ABDN
Unit Description	ABERDEEN FIRE DEPARTMENT
Address	222 E 111 S
City	ABERDEEN
State	WA
Zip Code	99887
Phone	(888) 999-1111
Email	BSMITH@3MAIL.COM

6. Click the **Evaluator Data** tab.

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



Training Specialist

The screenshot displays the e-ISuite Training Specialist interface. On the left, a list of personnel is shown with columns for Request #, Resource Name, and Item Code. The resource 'FARADAY, MARK' (Request # O-102) is selected. The main area shows details for this assignment, including 'Incident Assignment: INCIDENT COMMANDER, TYPE 1' and 'Trainee Assignment: ICT1'. A red circle highlights the 'Add Evaluator' button. Below this, a grid of resources is visible, with columns for Request #, Resource Name, Item Code, Item Description, Status, Unit ID, and Unit Description. The grid contains two rows: one for 'HOLLIDAY, DOC' (Request # O-117) and one for 'JAN DAVIS' (Request # O-117).

- a. Follow these steps to add an Evaluator to the Trainee Assignment from the incident:
 - i. Click the **Add Evaluator** button.
 - ii. Filter the list of resources in the grid, and then select the resource that will be the evaluator. The **Name**, **Unit ID**, **Unit Description**, **Item Code**, and **Item Description** fields are automatically populated with data from the selected resource and the fields are disabled.
 - iii. Enter the **Address**, **City**, **State**, **Zip Code**, **Phone** and **Email** for the evaluator.
 - iv. Click the **Save** button to add the resource as an evaluator.



Training Specialist

Add Evaluator

Request Number	Resource Name	Item Code	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
O-116	CONNICK, HARRY	GISS	C
O-117	HOLLIDAY, DOC	ITSS	C
O-118	BAGGINS, BILBO	IMET	C
O-119	BAGGINS, FRODO	LSC1	C
O-120	HESTON, CHARLTON	SPUL	C
O-121	SPEILBERG, STEVEN	FACL	C
O-122	MOORE, ROGER	OSU	C

Name *

Unit ID

Unit Description

Item Code

Item Description

Address

City

State

Zip Code

Phone

Email

- b. Follow these steps to add a non-incident evaluator to the Trainee Assignment:
 - i. Click the **Add Evaluator** button.
 - ii. Enter the evaluator's **Name, Unit ID, Item Code, Address, City, State, Zip Code, Phone** and **Email**.
 - iii. Click the **Save** button.



Training Specialist

Add Evaluator

Request Number	Resource Name	Item Code	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
O-116	CONNICK, HARRY	GISS	C
O-117	HOLLIDAY, DOC	ITSS	C
O-118	BAGGINS, BILBO	IMET	C
O-119	BAGGINS, FRODO	LSC1	C
O-120	HESTON, CHARLTON	SPUL	C
O-121	SPEILBERG, STEVEN	FACL	C
O-122	MOORE, BOBBY	OSU	C

Name *

Unit ID

Unit Description

Item Code

Item Description

Address

City

State

Zip Code

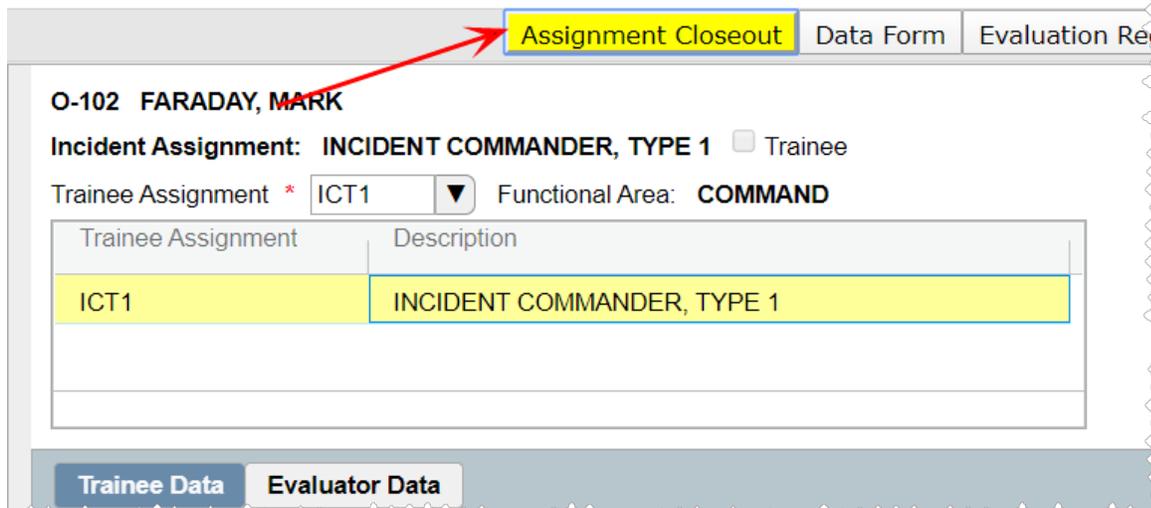
Phone

Email

- c. To edit the data for an evaluator:
 - i. Select the evaluator in the **Evaluator Data** grid and click the **Edit** button.
 - ii. When the **Edit Evaluator** window opens, make changes to the data.
 - iii. Click the **Save** button to save the changes to the data.
- d. To delete an evaluator:
 - i. Select the evaluator in the **Evaluator Data** grid and click the **Delete** button.
 - ii. When the confirmation message displays, click the **Yes** button.

Assignment Closeout

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



O-102 FARADAY, MARK

Incident Assignment: INCIDENT COMMANDER, TYPE 1 Trainee

Trainee Assignment * ICT1 Functional Area: COMMAND

Trainee Assignment	Description
ICT1	INCIDENT COMMANDER, TYPE 1

Trainee Data Evaluator Data

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.



Training Specialist

- 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
 - Type 3 (Prescribed Fire) - Low
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 **Fuel Types** that are checked default to the Fuel Types checked on the Training Specialist Settings tab. If needed, change the selected Fuel Types by checking or unchecking the following fuel types:
- B – Brush Group
 - G – Grass Group
 - S – Slash Group



Training Specialist

- T – Timber 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 must 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.

Assignment Closeout

O-102 FARADAY, MARK ICT1 - INCIDENT COMMANDER, TYPE 1

Assignment Start Date	<input type="text" value="04/01/2020"/>	Complexity	<input type="text" value="TYPE 2"/>
Assignment End Date	<input type="text" value="04/15/2020"/>	Acres	<input type="text" value="3000"/> <input type="button" value="Update Default Acres"/>
Length of Trainee Assignment	<input type="text" value="15"/>	Fuel Types	<input checked="" type="checkbox"/> B - BRUSH GROUP <input type="checkbox"/> G - GRASS GROUP <input checked="" type="checkbox"/> S - SLASH GROUP <input type="checkbox"/> T - TIMBER GROUP
PTB Progress	<input type="text" value="90"/>		
Recommendation	<input type="text" value="2"/> ▼		

Remarks



Training Specialist

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.

Selected Incident: HOPE VALLEY US-WA-ABDN-8978888

nt Personnel Trainees Only Exclude Filled Exclude Demob/Reassigned

Assignment Closeout **Data Form** Evaluation Record Performance Evaluation Home Unit Letter Exit Interview

O-102 FARADAY, MARK Trainee Total: 3 Priority Trainees: 1

Incident Assignment: INCIDENT COMMANDER, TYPE 1 Trainee

Trainee Assignment * ICT1 Functional Area: COMMAND View Quals

Trainee Assignment	Description
ICT1	INCIDENT COMMANDER, TYPE 1

NOTE: If printing a form with the buttons on the Training Specialist Screen and there are multiple Training Specialists or Evaluators, select the correct name to print on the form.



Training Specialist

Data Form Example

Trainee Name: PUTMAN, PETUNIA
Trainee Request #: O-16.51

INCIDENT TRAINEE DATA FORM				
TRAINEE DATA				
Trainee Name	PUTMAN, PETUNIA		Request #	O-16.51
Trainee Item Code	HEB2	Item Code Description	HELIBASE MANAGER, 1 TO 5 HELICOPTERS	
Section	OPERATIONS	Initial Assignment?	Y	Agency
Unit ID	OR-DEF	Unit ID Description	DESCHUTES NATIONAL FOREST	
Assignment Start	03/01/2016		Assignment End	
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 issued Task Book with concurrence of home unit?				NO
Priority Trainee?	Y	Priority Program	NORTHWEST PRIORITY PROGRAM	
HOME UNIT CONTACT				
Name	KIM KERRY			
Unit ID	OR-520S	Unit ID Description	ASTORIA DISTRICT	
Address	15 TOWN AGVE			
City	ASTORIA	State	OR	Zip
Phone	(333) 666-7777	E-Mail	KIM@GMAIL.COM	
TRAINEE GOALS (Tasks to be evaluated on this incident)				
1.	START THE PTB			
2.	GET THE "O" TASKS DONE			
3.				
TRAINER/EVALUATOR DATA				
Name	GARDNER, GEORGE		Request #	O-16.15
Item Code	HEB1	Item Code Description	HELIBASE MANAGER, 6 OR MORE	
Unit ID	OR-954S	Unit Description	THE DALLES UNIT	
Address	333 TRAD			
City	THE DALLES	State	OR	Zip
Phone	(666) 555-8888	E-Mail	GEORGE@GMAIL.COM	
Recommendation #	PTB Progress % 0			
INCIDENT DATA (For Training Specialist Use Only)				
Incident Name	BUCKSKIN	Incident Number	OR-RSF-000382	
Incident Type	WF	Complexity	TYPE 2	
Acres	570	Fuel Type	G.T	
TRAINING SPECIALIST (For Training Specialist Use Only)				
Name	APPLE, AMILLIA		Agency	USFS
Unit ID	OR-RSF	Unit Description	ROGUE RIVER-SISKIYOU	
Phone	(123) 123-4533	E-Mail	AMILLIA@GMAIL.COM	



Training Specialist

Trainee Name _____
Trainee Request # _____

INCIDENT TRAINEE DATA FORM

Trainee Progress Reviews:

DATE	TIME	COMMENTS

(1 copy to each Home Unit and Final Incident Package)

TNSP-1
Page 2 of 2



Training Specialist

Evaluator Form Example

EVALUATION RECORD

Evaluation Record # 2

Trainee Information			
Printed Name	PUTMAN, PETUNIA		
Trainee Position on Incident/Event	HEB2 - HELIBASE MANAGER, 1 TO 5 HELICOPTERS		
Home Unit/Agency	OR-DEF USFS		
Home Unit/Agency Address/Phone	15 TOWN AGVE ASTORIA, OR 98777 (333) 666-7777		
Evaluator Information			
Printed Name	O-16.15 GARDNER, GEORGE		
Evaluator Position on Incident/Event	HEB1 HELIBASE MANAGER, 6 OR MORE HELICOPTERS		
Home Unit/Agency	OR-9545		
Home Unit/Agency Address/Phone	333 TRAD THE DALLES, OR 94445 (666) 555-8888		
Incident/Event Information			
Incident Name	BUCKSKIN	Incident Number	OR-RSF-000382
Duration		Incident Type	WF
Fuel Type	G,T	Complexity Type	TYPE 2
<p>Evaluator's Recommendation (Initial only one line as appropriate)</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 3. The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.</p> <p><input type="checkbox"/> 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.</p> <p>Comments:</p>			

Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____



Training Specialist

Performance Evaluation

INCIDENT PERSONNEL PERFORMANCE RATING		INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the fire. Rating will be reviewed with employee who will sign at the bottom.															
THIS RATING TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE																	
1. Name PUTMAN, PETUNIA		2. Fire Name and Number BUCKSKIN / OR-RSF-000382															
3. Home Unit (address) 15 TOWN AGVE ASTORIA, OR 98777		4. Location of Fire (address)															
5. Fire Position HEB2 - HELIBASE MANAGER, 1		6. Date of Assignment From 03/01/2016 To:		7. Acres Burned 570	8. Fuel Type(s) G,T												
9. 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.																	
Rating Factors		Hot Line			Mop-Up			Camp			Other (Specify)						
		0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the job																	
Ability to obtain performance																	
Attitude																	
Decisions under stress																	
Initiative																	
Consideration for personnel welfare																	
Obtain necessary equipment and supplies																	
Physical ability for the job																	
Safety																	
Other (specify)																	
10. Remarks																	
11. Employee (signature) This rating has been discussed with me					12. Date												
13. Rate By (signature)		14. Home Unit (address) OR-954S		15. Position of Fire HEB1		16. Date											

ISC-225 WF (1/14)

NFES 001576



Training Specialist

Home Unit Letter

HOME UNIT LETTER

To	KIM KERRY OR-520S	Date	03/08/2016
Trainee Name	PUTMAN, PETUNIA		
Trainee Position	HEB2 - HELIBASE MANAGER, 1 TO 5 HELICOPTERS		
Incident Name	BUCKSKIN	Incident Number	OR-RSF-000382
Incident Type	WF	Acres	570
Fuel Type	G,T	Complexity	TYPE 2
<p>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 Individuals Qualification Record is updated, per agency certification standards.</p> <p>The recommendation for this trainee is:</p> <p><input type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input type="checkbox"/> 3. The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended</p> <p><input type="checkbox"/> 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.</p> <p>Remarks:</p>			

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

Training Specialist (signature)

Training Specialist	APPLE, AMILLIA	Agency	USFS	Unit ID	OR-RSF
Email	AMILLIA@GMAIL.COM	Phone	(123) 123-4533		

TNSP-5



Training Specialist

Exit Interview

Incident Trainee Exit Interview
(BUCKSKIN / OR-RSF-000382)

Trainee:	PUTMAN, PETUNIA	Trainee Position:	HEB2
Trainer/Evaluator:	GARDNER, GEORGE		
Training Specialist:	APPLE, AMILLIA		

1. Is this your first assignment in this position?	Y	N
2. Do you feel you benefited from this assignment? (Explain)		
3. Were your training goals accomplished?	Y	N (if no, explain)
4. Would you prefer another trainee assignment?	Y	N
5. Comments regarding your trainer/evaluator. (Assistance, Ability, Knowledge of position, etc.)		
6. Do you feel you could perform in this position if assigned?	Y	N
7. Did your Trainer certify the tasks in your Position Taskbook?	Y	N
8. Did you receive a final performance evaluation?	Y	N
Trainee (Signature)	Date	
Trainer/Evaluator (Signature)	Date	

TNSP-4

2. To print 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

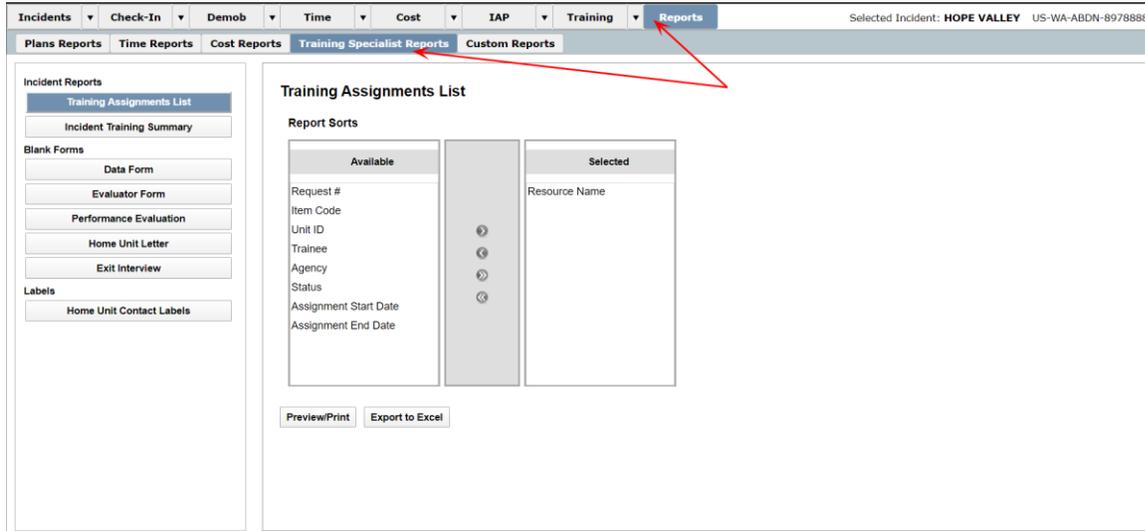


Training Specialist

- Home Unit Letter
- Exit Interview

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.

INCIDENT TRAINING ASSIGNMENTS LIST BUCKSKIN

Training Specialist	APPLE, AMILLIA				Agency	USFS	Unit ID	OR-RSF		
Phone	(123) 123-4533				Email	AMILLIA@GMAIL.COM				
Training Specialist	RANDALL, RANDY				Agency	USFS	Unit ID	OR-RSF		
Phone	(123) 123-4533				Email	RANDY@GMAIL.COM				
Trainee	Req. #	Item Code	Asgmt Start	Asgmt End	Agency	Home Unit	Trainer / Evaluator	Recom *1.2-	PTB %	Section
FILBERT, FEONIA	O-16.29	MEDL	03/01/2016	03/05/2016	USFS	OR-MHF	KEN KOE	2	30	LOGISTICS
GERKE, GEORGE	O-16.35	LOFR	03/01/2016	03/08/2016	USFS	OR-DEF	CLAY COVILLE	2	60	COMMAND
JACKSON, JOHN	O-16.14	SOFR	03/01/2016	03/05/2016	USFS	OR-DEF	PETER PETROCK	2	40	COMMAND



Training Specialist

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.



Training Specialist

INCIDENT TRAINING SUMMARY

(NEVERFIRE2 / OR-500S-234523)

02/15/2016-03/14/2016

Training Specialist	GREEN, HANK	Agency	USFS	Unit ID	OR-500S		
Phone		Email					
Training Specialist	SKELTON, RED	Agency	USFS	Unit ID	OR-500S		
Phone		Email					
Number of Trainees per Section and Agency							
Agency	Command	Operations	Plans	Logistics	Finance	External	Total
BLM	0	1	0	0	0	0	1
USFS	0	2	1	0	0	0	3
Total	0	3	1	0	0	0	4

Priority Program Resource Counts

NORTHWEST PLANNING AND LOGISTICS	1	Incident Personnel Ordered as Trainees Trainees Assigned on the Incident Example: Engine, Helicopter, Handcrew Modules or Individual resources reassigned on incident for training opportunity	3
NORTHWEST PRIORITY PROGRAM	1		4
SOUTHEAST OPERATIONS PROGRAM	2		

NUMBER OF TRAINEES WITH THE FOLLOWING RATINGS

- 1 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.
- 1 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.
- 0 3. The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- 0 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:

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.



Training Specialist

4. Click the **Export to Excel** button to export the labels to Excel.

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



Training Specialist

Index

A

Assignment, 15

R

Reports

Training Specialist, 18

T

Training Specialist Settings, 6

Training Task

Add, 10