

APPENDIX A

TNSP Field Guide

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INTRODUCTION

The S-445 Incident Training Specialist (TNSP) Field Guide is for personnel who will be performing in the TNSP position.

This field guide is designed to be used in conjunction with the TNSP position task book (PTB) to meet the recommended performance requirements of the TNSP position. It can also be used as an on-the-job reference for qualified TNSPs.

Personnel who perform this job must have technical competence in the Incident Command System (ICS).

This field guide is a working tool. It provides a foundation of information that will enable personnel to function as TNSPs. It does not contain solutions to every situation that a TNSP may encounter; therefore, pages for notes have been incorporated.

I. PREPARE FOR MOBILIZATION

A. Assemble Materials for Kit

- Incident Trainee Data Form (TNSP-1)
- Training Assignments List Form (TNSP-2)
- Incident Training Summary Form (TNSP-3)
- Incident Trainee Exit Interview Form (TNSP-4)
- Home Unit Letter Form (TNSP-5)
- ICS-226 Form, Individual Performance Rating
- ICS-214 Form, Unit Log
- ICS-213 Form, General Message
- Other Agency/Geographic Area specific forms
- PMS 310-1, Wildland Fire Qualification System Guide
- FS-5109, Fire and Aviation Management Qualifications and Certification
- Incident Training Specialist Position Task Book
- National Mobilization Guide
- Position Task Books for commonly used trainee positions (optional)
- PMS 410-1, Fireline Handbook
- Portable computer with TNSP software (or at least 20 copies of TNSP forms), and printer with extra ink cartridges.
- Personal protective equipment, initial attack gear, and a programmable radio (for progress reviews that occur on the fireline).
- Office supplies: paper, pencils, pens, markers, stapler, staples, paper clips, clipboards, file folders, accordion file, manila envelopes, Post-it pads, mailing labels, tape, scissors, pocket dictionary, white out, and sign materials for work area shingle.

NOTES

B. Acquire Dispatch Information

1. Obtain a copy of the resource order for:

- Incident order number
- Incident name
- Fiscal codes
- Office reference numbers (support numbers)
- Request number
- Reporting location
- Reporting time and date
- Incident telephone contacts
- Transportation arrangements

2. Request special information regarding a need for:

- Personal protective equipment (hard hat, fire resistant clothing, boots, gloves)
- Sleeping bag and tent
- Climate appropriate weather gear

In some cases, insect repellent and rain gear are a necessity.

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3. Gather information to assess the incident:

- Obtain name and location of assigned Incident Management Team (IMT).
- Determine type of incident.
- Verify current resource commitments.
- Verify current situation status.
- Estimate expected duration of incident.
- Identify type of terrain.
- Obtain weather information (current and expected).
- Verify agency administrator's name, method of contact, and briefing requirements.

II. ARRIVE AT INCIDENT AND CHECK IN

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

III. REPORT TO PLANNING SECTION CHIEF AND OBTAIN BRIEFING

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

NOTES

IV. IDENTIFY TRAINEES, COACHES, AND EVALUATORS

- Coordinate with the resource unit leader and the demobilization unit leader.
- Check with status/check-in recorder and request that all incoming trainees are directed to TNSP. Obtain an I-Suite trainee report.
- Check with unit leaders.
- Check with command and general staff.
- Check with agency representatives and home agency training administrator.

V. IDENTIFY THE NEED FOR AND ORDER ADDITIONAL INCIDENT TRAINING SPECIALISTS

- General rule is one TNSP to 20 trainees.

VI. INITIATE ICS-214 FORM, UNIT LOG

VII. INITIATE TRAINING ASSIGNMENTS LIST FORM (TNSP-2)

- Maintain a “clean” master copy.
- Make a daily working copy.
- Verify the accuracy of the master with resources unit.

NOTES

VIII. INITIATE INDIVIDUAL TRAINING PROGRAMS

- A. Interview trainees, coaches, and evaluators (first individually, then together)
 1. Explain the training program.
 - a. Explain the initial interviewing process.
 - Initiate the Incident Trainee Data Form (TNSP-1).
 - Explain the use of PTBs.
 - Determine training goals and tasks.
 - Determine if assigned coach meets evaluator/final evaluator requirements.
 - Explain and schedule progress reviews.
 - b. Explain how the training assignment is monitored.
 - c. Explain the assignment completion process:
 - Final trainee interview process.
 - Individual Performance Rating Form, ICS 226.
 - Overall recommendation to the home unit.
 2. Ensure that goals and tasks are agreed upon by the trainee, coach, and evaluator.
 3. Reassess goals and tasks as incident priority and complexity changes.

NOTES

B. Schedule Progress Reviews

1. Daily for new trainees at incident base.
2. Every other day for new operations trainees.
3. Twice during training for experienced trainees.

IX. 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.

X. EVALUATE THE INCIDENT TRAINING POTENTIAL WITH THE PLANNING SECTION CHIEF DAILY

The training potential is based on the accomplishment of the IAP objectives.

- A. Determine if incident will continue at the same level, or has the potential to expand.
 1. Identify and confirm availability of potential coaches and evaluators by contact with supervisors or section chiefs.
 2. Interview potential coaches/evaluators.
 3. Assess the willingness and capability of potential coaches/evaluators.

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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.
 - 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.**
 - 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.
 - Administer self study courses for trainees who need to meet formal academic requirements.
 - Send course completion verification to trainee’s home agency.

NOTES

6. Assess personal and professional compatibility of coaches and trainees.
 - a. Avoid obvious personality clashes.
 - b. Anticipate and document potential conflicts.
- B. Determine if the incident will escalate or 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.
 - c. Finalize the training assignment **(as outlined in section XII)**.
 2. Cancel orders of incoming trainees, coaches, and evaluators.
 3. Ensure the demobilization unit leader requires all trainees, coaches, and evaluators to demobilize through the TNSP. **Recommend the ICS-221 Form, Demobilization Checkout, has TNSP entered on the “other” line.**

NOTES

XI. 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 X.A)**.
 - 2. Decrease trainee opportunities if incident de-escalates **(see section X.B)**.
 - 3. Shift trainee opportunities from one function to the next, such as operations to logistics.
- 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.
 - 1. Prepare the Incident Training Summary Form (TNSP-3) for the IAP.
 - 2. Use the TNSP-3 to communicate special messages to trainees and to disseminate other training information; e.g., "All operations 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, coaches, and evaluators.

NOTES

- G. Coordinate with all sections and units involved with the training program.
- H. Coordinate with ground support unit and/or air operations branch for training program transportation.
- I. Schedule time for problem solving.
- J. 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).

XII. 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 tasks initialed 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.

NOTES

- b. The tasks initialed 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.
 - c. The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
 - d. 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. Ensure that the task book is updated and signed by the evaluator.
- C. Prepare the Home Unit Letter Form (TNSP-5).
- D. Update the master Training Assignments List Form (TNSP-2) to show completion of the assignment.
- E. Update the Incident Training Summary Form (TNSP-3).
- F. Provide a copy of the ICS-226 Form, Individual Performance Rating to the trainee.

NOTES

XIII. SUPERVISE INCIDENT TRAINING SPECIALISTS

- Brief subordinates on incident status and IMT's training policies and objectives.
- Schedule and review assignments.
- Verify and sign timesheets.
- Prepare Individual Performance Rating, ICS-226 Form.
- Conduct performance appraisal session.

XIV. SERVE AS COACH/EVALUATOR FOR INCIDENT TRAINING SPECIALIST TRAINEES

- Establish training objectives on the Incident Trainee Data Form (TNSP-1) and initial task book activities.
- Provide orientation to the incident training program's goals and objectives.
- Schedule assignments and explain the progress review process.
- Provide coaching and on-the-spot correction.
- Conduct progress reviews.
- Verify and sign timesheets.
- Conduct the final trainee interview and collect the Incident Trainee Exit Interview Form (TNSP-4).
- Prepare ICS 226 Form, Individual Performance Rating.
- Conduct the performance appraisal session.

NOTES

XV. TRANSITION WITH REPLACEMENT INCIDENT 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.

XVI. DEMOBILIZE THE TRAINING FUNCTION

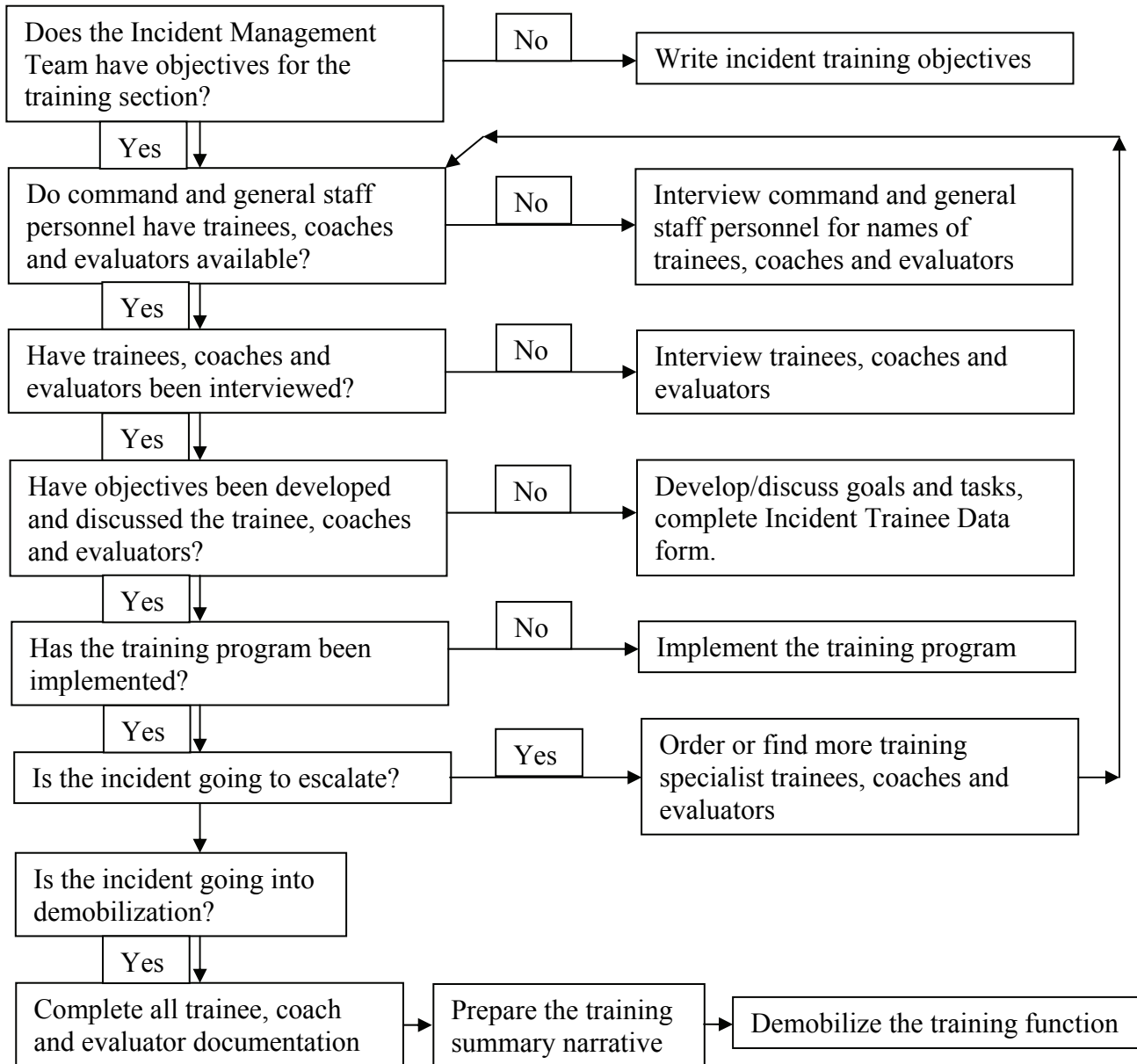
- A. Finalize documentation of all individual trainee assignments:
 - 1. Conduct final trainee exit interviews.
 - 2. Ensure completion of all trainee performance ratings and give a copy to the trainees.
 - 3. Complete the master Training Assignments List Form (TNSP-2).
- B. Complete and mail a copy of the individual training assignment packet to all trainees’ home agencies, to include:
 - 1. Home Unit Letter Form (TNSP-5).
 - 2. ICS-226 Form, Individual Performance Rating.

NOTES

- C. Ensure completion of the Incident Trainee Exit Interview Form (TNSP-4).
- D. Submit the final training package to the documentation unit, to include:
 - 1. Incident Trainee Data Forms (TNSP-1).
 - 2. Training Assignments List Forms (TNSP-2).
 - 3. Incident Training Summary Forms (TNSP-3).
 - 4. Incident Trainee Exit Interview Forms (TNSP-4).
 - 5. Home Unit Letter Forms (TNSP-5).
 - 6. ICS-226 Forms, Individual Performance Rating.
- E. Submit to geographic area training coordinators and zone or state coordinators (depending on agency/region requirements) copies of the following:
 - 1. Incident Training Summary Form (TNSP-3).
 - 2. Home Unit Letter Form (TNSP-5).
 - 3. ICS 226 Form, Individual Performance Rating.

NOTES

Incident Training Specialist Job



Receiving a Briefing

- A. Introduce yourself.
- B. Listen to all 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 TNSP 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 coaches?
 - 5. Are there any other accomplished performers who are willing to be coaches?
 - 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 TNSP to the command and general staff?
 - 10. How long will the incident last?
 - 11. Who are the agency representatives?
 - 12. Are there any team guidelines that need to be followed?
 - 13. Is there a current copy of the IAP available?
 - 14. What is the policy on ordering an additional TNSP?

Interviewing

- A. Introductions, background, and experience
- B. State purpose of interview.
- C. Discuss the following:
 - 1. Overall training program
 - 2. Use of task book
 - 3. Coach's/trainee's expectations
 - 4. Coach's qualification for evaluator/final evaluator
- D. Initiate the Incident Trainee Data Form (TNSP-1).
- E. 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 Coach/Evaluator Interview	Coach/Evaluator Incident Qualification Card and Coach/Evaluator
Trainee Data (TNSP-1)	Meeting with the Trainee and the Coach/Evaluator	Trainee Incident Qualification Card Position Task book
Trainee Progress Reviews (TNSP-1, pg. 2)	During assignment	Trainee and Coach/ 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 Incident Qualification 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	Coach/Evaluator
Position Task book Evaluation Record	End of Assignment	Coach/Evaluator
Position Task Book Final Evaluator's Verification	End of Assignment	Final Evaluator
Home Unit Letter (TNSP-5)	End of Assignment	Coach/Evaluator
Incident Trainee Exit Interview (TNSP-4)	End of Assignment	Trainee
Incident Training Summary (TNSP-3)	End of Incident	All Incident Training Specialist Forms, notes, and observation.

TNSP-1, Incident Trainee Data Form

Trainee Data

Home Unit Certifying Official Agency/Home Unit: Work Address: Phone No.		Trainee Name:	
		Trainee Position:	
		Date Assigned:	
		Date Released:	

- | | | | |
|----|--|---|---|
| 1. | Valid Incident Qualification Card? | Y | N |
| 2. | Trainee has current position task book issued by home unit? | Y | N |
| 3. | Trainee has incident issued task book with concurrence by home unit. | Y | N |

Incident Data

Incident Name and Number:		Type of Incident:		
Incident Location:	Size Class: A B C D F G	Fuel Type:		
Complexity Type:	Area Command	1	2	3 4 5
Training Specialist:	Agency:	Home Unit:	Phone:	

Coach/Evaluator Data

Name:	Position:
Agency & Home Unit:	
Address: Phone No.	

Trainee Goals (tasks to be evaluated on this incident)

1.	
2.	
3.	

Trainee Progress Reviews:

Date	Time	Comments

(1 copy to each: Home Unit and Final Incident Package) **TNSP-1**

INCIDENT TRAINING ASSIGNMENTS LIST

Page ___ of ___

Incident Name: _____ Section: _____

Dates: _____ to _____ Training Specialist: _____

#	Trainee	Order #	Job (4-letter designator)	Date Assigned	Date Released	Agency Designator and Home Unit	Coach/Evaluator	Recommendation *1 2 3 4	Final Letter	Evaluation
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

- *Key:
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.

TNSP-3, Incident Training Summary

Incident Name: _____ Number: _____

Training Specialist(s): _____ Date: _____

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

NUMBER OF TRAINEES WITH THE FOLLOWING RATINGS

- _____ 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.

Remarks: _____

TNSP-4, Incident Trainee Exit Interview

Trainee: _____ Trainee Position: _____

Coach/Evaluator: _____ Training Specialist: _____

Incident Name/Number: _____

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, and so forth)

6. Did you receive a final performance evaluation?	[] Yes	[] No
--	---------	--------

Trainee Signature: _____

TNSP-5, Home Unit Letter

TO: _____ **DATE:** _____

TRAINEE NAME: _____

TRAINEE POSITION: _____

Incident Name and Number:		Type of Incident:				
Incident Location:	Size Class: A B C D F G	Fuel Type:				
Complexity Type:	Area Command	1	2	3	4	5
Training Specialist:	Agency:	Home Unit:	Phone:			

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.

The recommendation for this trainee is:

- _____ 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.

Remarks: _____

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

Training Specialist

