

Training Procedures

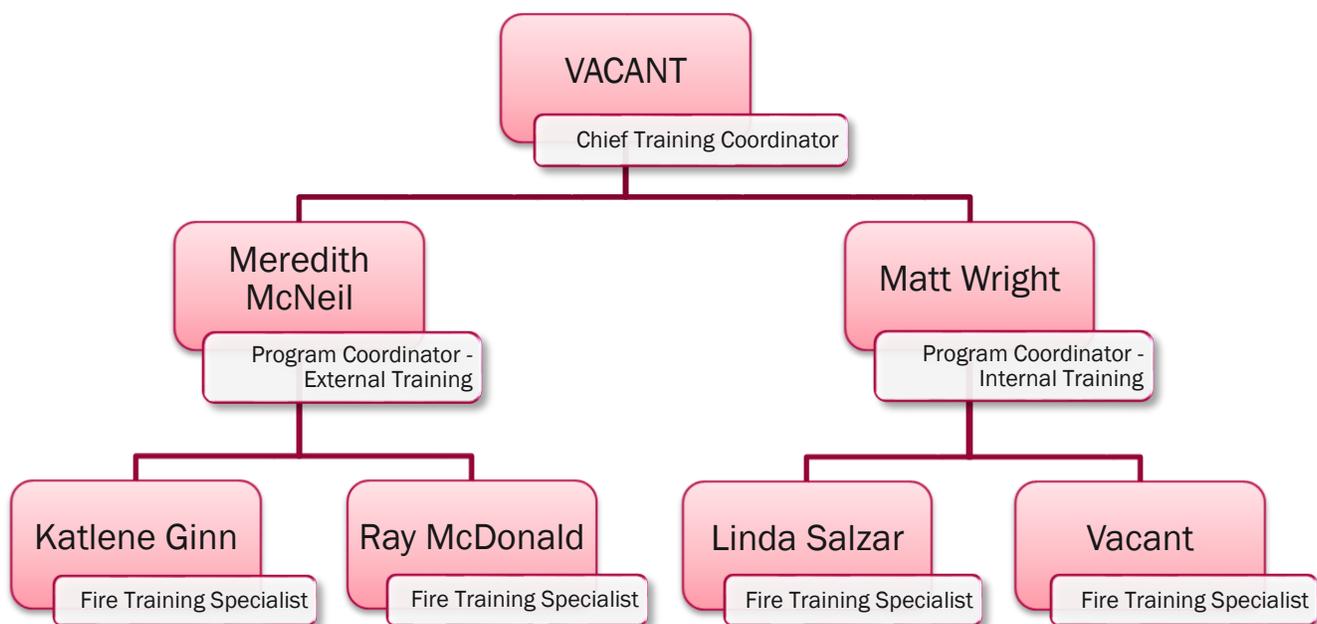
Texas A&M Forest Service

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Planning & Preparedness Department

Training Organization



Name/Title	Focus Areas
<i>Vacant</i> Chief Training Coordinator	<ul style="list-style-type: none"> ➤ Oversees all programs in the Training Section
Meredith McNeil Program Coordinator – External Training	<ul style="list-style-type: none"> ➤ Oversees/coordinates all External Training Programs ➤ TFS Interagency Academies
Katlene Ginn Fire Training Specialist	<ul style="list-style-type: none"> ➤ TIFMAS qualifications ➤ TIFMAS training
Ray McDonald Fire Training Specialist	<ul style="list-style-type: none"> ➤ External Training requests ➤ TCFP continuing education
Matt Wright Program Coordinator – Internal Training	<ul style="list-style-type: none"> ➤ Oversees/coordinates all Internal Training Programs ➤ Out-of-State training ➤ Priority Trainee Program
Linda Salzar Fire Training Specialist	<ul style="list-style-type: none"> ➤ Responder Academy ➤ CDL Program ➤ Line Medic Program
<i>Vacant</i> Fire Training Specialist	<ul style="list-style-type: none"> ➤ Internal Training – Internal schedule & refreshers ➤ Interagency Training Exchanges

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Internal Training Program

All agency training related to fire and incident management will be coordinated through the training section to ensure that qualified instructors are used, courses are offered agency-wide, and course information is uploaded to the Incident Qualification System (IQS) and/or Acadis.

Internal training programs consist of:

- Responder Academy
- CDL Training
- Internal Course Delivery
- Training Exchanges
- Out-of-State Training Requests
- Priority Trainee Program

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RESPONDER ACADEMY

POC: Linda Salzar

Program Overview

The Responder Academy consists of basic NWCG and TFS courses, delivered in various locations throughout the state. The academy consists of three two-week sessions and a one-week capstone. The following positions are required to attend:

- Resource Specialist (East Texas Operations & Incident Response)
- District Forester (East Texas Operations)
- Regional Fire Coordinator (Incident Response)
- Task Force Coordinator (Incident Response)
- Wildland Urban Interface Specialist (Incident Response)

Curriculum Management

The curriculum will be reviewed annually and determined by the following:

- East Texas Operations Department Head
- Incident Response Department Head
- Planning & Preparedness Department Head
- Chief Regional Fire Coordinator
- Chief Training Coordinator

Schedule

The academy will be held twice per year. The POC will coordinate with other agency programs to minimize scheduling conflicts, determine dates for each session (at least six months in advance), and notify the following of scheduled academies: Director's Office, FRP Director's Office, IRD and ETX Leadership.

Registration

Supervisors may add employees to the roster by contacting the POC. Registrations are capped at 30 students. It is the supervisor's responsibility to ensure their employee(s) are registered.

Prerequisites for the academy:

- Class A Commercial Driver's License
- TFS 101

The program POC will confirm prerequisites prior to enrollment. Once the above information is confirmed, the POC will fill out the Training Commitment Agreement and send it to the home unit for the employee's signature. The signed agreement must be sent back to the POC to obtain agency approval.

Maximum Students: 30

Minimum Students: 15

Attendance

Students are required to attend the entire academy in order to graduate. If a student expects to be absent for a portion of the academy, the supervisor should notify the POC. The respective department head will review and make a decision for any special circumstances.

Although a student may have already taken a course or multiple courses, the expectation is that each student will attend the entire academy.

Certificates

All course certificates will be produced by the training section. Certificates must be signed by the lead instructor and scanned before they are distributed to students. The training section will retain a digital copy, enter the course information into IQS, and send copies to TICC.

Evaluations

Students will be asked to provide evaluations on each academy session. The training section asks that students provide honest feedback on logistics, coordination, content, and delivery so that we can improve future academies.

Peer Evaluations

Students will be asked to evaluate one other student during each academy session. This prepares students to give constructive feedback to their peers in an assignment setting. These evaluations will be forwarded to the student's direct supervisor following the session.

Student Evaluations

Training staff will complete an evaluation for students at the close of each session. These will be discussed individually with each student. Signed evaluations will be scanned and sent to the employee, employee's supervisor, and chain-of-command up to department head level. Copies will be retained by the training section.

Position Task Books

Position Task Books (PTB) will not be initiated by the training section. Employees should follow the standards set by the State Fire Operations Plan to initiate a PTB.

Expenditures

The training section will cover lodging and meal costs for the students and cadre. If not provided through a catering contract, per diem may be charged to a training account once an S# has been received. Lodging will be coordinated by the POC. If students and cadre are required to 'spike-out' during a session, the POC will notify prior to session.

Costs for fuel and/or other supplies associated with equipment will only be reimbursed if the training section requests the equipment. If any damages occur while using the equipment for training, the section will cover the cost. Normal equipment maintenance will not be reimbursed. Equipment will be inspected prior to and following the use at the academy and damages will be noted.

S Numbers

All charges to a training section account will require an S#. The S# will be assigned by the POC after receiving the following:

- TFS Responder Academy ***Number at Session Location***
- ***Student/Instructor Name*** travel voucher expenses ***Total \$ Amount*** reference ***FAMIS L-Doc #***

Additional Information

Appendix A – Responder Academy Student Expectations

Appendix B – Responder Academy Curriculum

Appendix C – Responder Academy Student Evaluation

CLASS A COMMERCIAL DRIVER’S LICENSE

POC: Linda Salzar

Program Overview

Any employee that is required to obtain a Class A Commercial Driver’s License (CDL) will attend a professional driving program through a third-party. TFS will cover these expenses, but employees will be required to sign a training agreement with the agency.

Registration

To register for a driving school, the employee must meet these prerequisites:

- Obtain a Class A CDL Permit

All employees must follow these steps in order to obtain approval to attend driving school:

- 1) Send proof of Class A CDL Permit to POC
- 2) Send school name, location, detailed cost, and school start date to POC
- 3) If desired school is not on the approved list, send school details, including all items listed for currently approved schools to POC – if approved, the school will be added to the list
- 4) Sign and return 'Student Expectations' letter

Once the above information is obtained, the POC will fill out the Training Commitment Agreement and send it to the home unit for the employee's signature. The signed agreement must be sent back to the POC to obtain agency approval.

Once approved, the home unit is responsible for registering the employee and providing status updates to the POC about pass/fail and retest status.

Once a Class A CDL is obtained, the employee must send proof of the license to the POC and the Environmental Health and Safety Officer. The employee must also complete and submit an evaluation of the training program and travel expenses (a single total that includes hotel and per diem) to the POC.

Exceptions

All employees that are required to obtain a CDL are expected to attend a professional driving school. Exceptions to this may be approved by the East Texas Operations or Incident Response Department Head. In order to qualify for an exception, an employee must meet one of the following:

- Currently possess a Class B CDL (non-exempt)
- Expired CDL, but has held a Class A or Class B (non-exempt) within the last five years

Expenditures

The cost of the training will be covered in part by the training section. The rest will be covered by the home unit. Below is a breakdown:

- Training will cover tuition expenses up to \$4,500.00
- The home unit will cover any tuition costs beyond the base \$4,500.00
- The home unit will cover any travel related costs

S Numbers

All charges to a training section account will require an S#. The S# will be assigned by the POC after receiving the following:

- CDL Training *School Number and Location*
- *Student Name* and *Total \$ Amount* reference *FAMIS L-Doc #*

Additional Information

Appendix D – Approved Driving Schools

Appendix E – CDL Program Student Expectations

Appendix F – CDL Program Reference Sheet

INTERNAL COURSE DELIVERY

POC: Matt Wright

Program Overview

The training section will provide courses throughout the year. The POC will conduct an assessment to determine the annual training schedule. Once the schedule is complete, the POC will notify agency personnel through email.

Registration

In order to register, participants must have an Acadis Portal account and request enrollment under ‘Browse or Sign Up for Training.’ If the individual meets the course prerequisites and there is room in the class, they will be added to the roster. If prerequisites are not met, justification from the supervisor may be required.

If a student has to drop a course, they will need to cancel their enrollment in Acadis and notify the program POC.

If a course requires a waiting list, the POC will prioritize students based on EDM and/or qualification requirements.

Certificates

All certificates must be produced by the training section. The POC will produce certificates for each class. Certificates will be signed by the lead instructor. The training section will retain copies of certificates, enter the course into IQS, and send certificates to TICC.

Evaluations

Students will be asked to provide evaluations for each course. The evaluations will be returned to the POC and will be reviewed to improve future course delivery.

Expenditures

Generally, tuition will not be charged for internal courses. However, there may be instances when a tuition must be charged. The training section will typically cover the following:

- Course materials
- Equipment damages caused during training
- Instructor travel (Lodging & Per Diem)

S Numbers

All charges to a training section account will require an S#. The S# will be assigned by the POC after receiving the following:

- ***Course Name*** and ***Location*** and ***Dates (inclusive of travel)***
- ***Instructor Name*** travel voucher expenses ***Total \$ Amount*** reference ***FAMIS L-Doc #***

TRAINING EXCHANGES

POC: Matt Wright

Program Overview

Training Exchanges are a great way to work with cooperators, develop skill sets, and complete tasks in certain PTBs. Training Exchanges generally coincide with prescribed burn season. Information about the current year's exchange will be sent out at the appropriate timeframe to include all details of the exchange and available weeks.

Cooperators

- US Forest Service
- Texas Parks & Wildlife

Registration

Individuals interested in attending a training exchange must complete the registration form with supervisor approval and submit to POC. Prior to each week of the exchange, an email will be sent to participants with details of the assignment to include reporting location, required gear, and expectations.

Evaluations

Participants are asked to complete an evaluation of their experience at the end of their assignment and return it to the POC.

Expenditures

The training section does not cover expenses related to the training exchange program. All costs are on the individual or home unit.

OUT-OF-STATE TRAINING

POC: Matt Wright

Program Overview

Some courses may not be offered in Texas. The training section will make available as many courses as possible, but certain specialized trainings are difficult or impossible to host in state.

If an employee requires a certain course for an EDM requirement or qualification and cannot find it in state, they may be able to attend an offering out-of-state. Since out-of-state travel is funded by local or grant accounts, opportunities may be minimal.

Registration

An employee may request to attend an out-of-state training by submitting the following information to the POC.

- TFS Out-of-State Training Request
- NWCG Nomination Form
- Any additional information required by the course coordinator

The POC will review the request along with the Chief Training Coordinator, Planning & Preparedness Department Head, and Incident Response Department Head. The group will make a decision and inform the individual. If approved, the POC will submit the application to the R8 GATR.

Evaluations

Participants will be asked to submit an evaluation of the training to the POC.

Expenditures

If the employee requests to attend an out-of-state training, the individual's home unit is responsible for covering the travel costs unless the training section has agreed to pay for it. Any tuition costs will be covered by the home unit.

S Numbers

All charges to a training section account will require an S#. The S# will be assigned by the POC after receiving the following:

- *Course Name* and *Location* and *Dates*
- *Student Name* travel voucher expenses *Total \$ Amount* reference *FAMIS L-Doc #*

Additional Information

Appendix G – TFS Out-of-State Training Request

PRIORITY TRAINEE PROGRAM

POC: Matt Wright

Program Overview

The priority trainee program seeks to establish depth in our agency's response capacity by developing our staff's qualifications in NWCG and all hazard positions. The POC will work with expanded dispatch to assign priority trainees to an incident.

Registration

Individuals wishing to be considered for the state and Southern Region priority trainee programs must submit an application to the POC. Once applications have been reviewed, applicants may be added to the roster. Applicants will be notified by the POC.

Position Task Books

The POC will work with trainees to ensure they provide evaluations to TICC.

Additional Information

Appendix H – Priority Trainee Application

External Training Program

All external training requests will be coordinated through the training section to ensure that qualified instructors are used, correct cost estimates are provided, and course information is loaded into the Incident Qualification System (IQS) and/or Acadis.

External training programs consist of:

- Interagency Wildfire & Incident Management Academies
- External Training Events
- Single Course Delivery
- Online Delivery of S-130/190 and Fire in the Field 100
- Texas Intrastate Fire Mutual Aid System (TIFMAS)
- All-Hazard Incident Management Training (EMI & NFA)

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TEXAS INTERAGENCY WILDFIRE & INCIDENT MANAGEMENT ACADEMIES

POC: Meredith McNeil

Program Overview

The training section coordinates three interagency academies each year.

- Red River Valley Wildfire Academy (Burkburnett)
- East Texas Wildfire Academy (Lufkin)
- Capital Area Wildfire Academy (Bastrop)

These academies offer basic to advanced NWCG courses. TFS-specific or FEMA courses may also be offered. Due to the workload and complexity of delivering an interagency academy, no more than three academies will be held.

Curriculum Management

The POC will work with cooperating agencies, the Chief Training Coordinator, and the Planning & Preparedness Department Head to determine course needs. The POC will also work with the Southern Region to identify courses that may be delivered as a regional level course.

Schedule

Each academy's brochure and schedule will be posted online at ticc.tamu.edu under the 'Training' section. The information will also be emailed to the red card and fire department lists.

Registration

Registration will begin three months prior to the start date of the academy. Students may register by sending a paper registration form to the POC or by logging into the Acadis Registration system at: tfs.acadisonline.com.

In order to register, participants must have an Acadis Portal account and request enrollment under 'Browse or Sign Up for Training.' If the individual meets the course prerequisites and there is room in the class, they will be added to the roster. If prerequisites are not met, justification from their supervisor may be required.

If a course requires a waiting list, the POC will prioritize students based on time placed on wait list and qualification requirements.

If a student has to drop a course, they will need to cancel their enrollment in Acadis or notify the POC.

Tuition

Tuition rates will be determined by the POC, Chief Training Coordinator, and Planning & Preparedness Department Head. Tuition is subject to change and will be based on materials, facilities, catering, supplies, and related costs.

Cadre

The POC is responsible for coordinating or delegating these duties for all cadre, including instructors, for each academy. The POC will contact cadre with academy dates, schedule, and a commitment letter. Once cadre have submitted the commitment letter to the POC, a needs assessment will be completed to identify any instructional or logistical needs.

Certificates

Certificates will be issued by the training section. Certificates must include the lead instructor's signature. Certificates will be scanned and given to students after successful completion of the course. The training section will retain copies of certificates.

For TFS employees, certificates will be sent to TICC for record keeping and entered into IQS.

Expenditures

The training section will not cover any costs for students.

For instructors, the training section may cover travel related costs. The POC will determine which costs will be covered.

Any damages to equipment caused by the training will be covered by the training section. Cadre from the logistics section will check-in and inspect all requested equipment prior to use. The equipment will also be inspected prior to demobilization and any damage will be noted.

S Numbers

All charges to a training section account will require an S#. The S# will be assigned by the POC after receiving the following:

- Copies of receipts with a description of what was purchased and reason for purchase

EXTERNAL TRAINING EVENTS

POC: Raymond McDonald

Program Overview

TFS Incident Response Branches may work with external partners to host an external training event. An external training event may deliver up to ten courses and are limited to 100 and 200 level courses.

These events are coordinated by the local unity with assistance from the POC. The POC will provide a cost quote and a list of eligible instructors for requested courses. The POC will also order materials and ensure that they are delivered to the requested location. The local unit will be responsible for developing the schedule, securing a facility and instructors.

Registration

Registration is the responsibility of the local unit, although the POC may assist if needed. The external cooperators will utilize their own registration system.

Tuition

The tuition for an external training event is generally set by the external cooperators and local unit.

The training section will invoice the requesting organization after the event based on the cost quote provided.

Certificates

The POC will work with the local unit to ensure that certificates are provided after course completion. The certificates must be signed by the lead instructor and submitted to the POC. All final course materials must be submitted to the POC before certificates are issued. This includes:

- Course Roster/Sign-In Sheet
- Grade Sheet
- Class Demographics
- Evaluations

The training section will only issue NWCG certificates for instructors that meet the requirements set forth in the Field Manager's Course Guide (PMS 901-1) and are acting under the authority of TFS as an employee or through a Fire Department Red Card agreement. The training section may also issue TFS certificates for TFS courses or TIFMAS certificates for instructors who work for an organization without a Red Card agreement.

All other certificates must be issued by the organization who the instructor is working for.

Expenditures

The training section will only cover costs provided in the cost quote. If more items are needed besides the basic materials, the local unit should request this in the cost quote.

SINGLE COURSE DELIVERY

POC: Raymond McDonald

Program Overview

Organizations may request a single course through their Regional Fire Coordinator (RFC) or the POC. Courses will be coordinated by the RFC in conjunction with the POC. The RFC will be responsible for coordinating logistics, facilities, and instructors. The POC will be responsible for ensuring instructors meet the requirements to teach, providing a cost quote and materials.

Registration

Registration is generally the responsibility of the local unit, although the POC may assist if needed. If requested and the course is open-enrollment, the Acadis registration system may be used.

Tuition

The tuition is generally set by the external cooperator and local unit.

The training section will invoice the requesting organization after the course based on the cost quote provided.

For open enrollment courses posted on Acadis, students will be required to pay individual tuition based on the cost quote. If items not listed on the cost quote are provided to students, it is up to the hosting organization to seek reimbursement from students.

Certificates

The POC will issue certificates and provide them after course completion. The certificates must be signed by the lead instructor and submitted to the POC. All final course materials must be submitted to the POC before certificates are issued. This includes:

- Course Roster/Sign-In Sheet
- Grade Sheet
- Class Demographics
- Evaluations

Expenditures

The training section will only cover costs provided in the cost quote. If more items are needed besides the basic materials, the Regional Fire Coordinator or local unit should request this in the cost quote.

Additional Information

Appendix J – External Training Catalog

Appendix J – NWCG Instructor Standards

Appendix K – Online S-130/190 Requirements

TEXAS INTRASTATE FIRE MUTUAL AID SYSTEM (TIFMAS) TRAINING

POC: Katlene Ginn

Program Overview

TIFMAS qualified instructors may provide wildfire training and issue TIFMAS certificates. This includes NWCG curriculum, TIFMAS-specific, or exercise events. The POC will work with the TIFMAS contact to assist with any needs and provide a cost quote. The TIFMAS POC will be responsible for coordinating logistics, facilities, and instructors.

Registration

Registration is generally the responsibility of the requesting unit, although the POC may assist if needed. If requested, the TFS registration system (Acadis) may be used.

Tuition

If a tuition is required, it is generally set by the local unit. If necessary, the training section will invoice the requesting organization after the course for the cost quote provided.

For open enrollment courses posted on Acadis, students will be required to pay individual tuition based on the cost quote. If items not listed on the cost quote are provided to students, it is up to the hosting organization to seek reimbursement from students.

Certificates

The POC will issue certificates and provide them after course completion. The certificates must be signed by the lead instructor and submitted to the POC. All final course materials must be submitted to the POC before certificates are issued. This includes:

- Course Roster/Sign-In Sheet
- Grade Sheet
- Class Demographics
- Evaluations

Expenditures

If TFS has been requested to provide materials or supplies, the training section will provide an invoice based on the cost quote. All other costs will be the responsibility of the local unit.

ALL HAZARD INCIDENT MANAGEMENT TRAINING

POC: Jon Reese

Program Overview

The All Hazard Incident Management Team (AHIMT) training program consists of course delivery through the Emergency Management Institute (EMI) and US Fire Administration. The Type III All Hazard IMT course (O-305) is required to participate in the Regional IMT (RIMT) Program. TFS offers position-specific courses through EMI for further qualifications.

Schedule

The POC may develop a training schedule for courses, depending on funding. Generally, courses must be requested through the POC. If a schedule is developed, it will be shared with the RIMT team leads and steering committee.

Registration

Registration will be through Preparing Texas.

Certificates

For EMI (position-specific) courses, FEMA is the issuing agency. Once EMI receives all of the necessary paperwork, they will issue certificates to students. Certificates are emailed to students based on the address they provide on their FEMA 119-25-1 form. If a student has lost or not received a certificate, they can contact the National Emergency Training Center (NETC) Admissions Office by email (netcadmissions@fema.dhs.gov) or phone (301-447-2259). TFS does not receive or retain EMI certificates. However, if a student needs proof of attendance for their employer, we can provide documentation.

For NFA (O-305) courses, TFS will work with NFA to issue certificates. TFS will retain copies of certificates.

Additional Information

Appendix L – AHIMT Course Catalog

Responder Academy Student Expectations

Student Conduct Expectations

- Arrive on time and attend each class in its entirety.
- Demonstrate a professional appearance and comply with agency uniform policy.
- Demonstrate a professional and positive attitude towards the public, cadre, and peers.
- Be a team player and put the needs of the cadre and your peers above your own.
- Uphold the values of Duty, Respect, and Integrity.

Student Evaluations

Students will receive evaluations following each academy session. All evaluations will be shared with the student's chain of command, to include direct supervisor, Assistant Chief or Regional Forester, and respective Department Head. If a student fails to meet the expectations set forth, the academy coordinator will discuss this with the supervisor and may result in disciplinary action.

Zero-Tolerance

The following actions will result in immediate dismissal from the Responder Academy.

- Possession or consumption of alcohol or non-prescribed drugs
- Any unlawful action
- Unauthorized absence
- Conduct unbecoming of an employee

Responder Academy Curriculum

Course	Hours
S-130, 190 (I-100 & L-180)	40
S-211	24
S-212	32
L-280	16
ATV/UTV Operator	12
PMS-419 Engine Operator (EVDT)	52
TFS Heavy Equipment Operator	56
Land Navigation	8
CPR	8
First Aid	8
BMP: Water Resources	4
BMP: Proper Tree Care	4
Planning & Preparedness	4
Incident Business	2
Fire Prevention	2
Predictive Services	4
Capstone	24
Total	300

Responder Academy Student Evaluation

TFS Responder Academy: _____ Session: _____ Location: _____
 Employee Name: _____ Employee's Supervisor: _____
 Date: _____ Evaluator Name & Title: _____

Code	Performance	Description
O	Outstanding	Demonstrates proficiency and is recognized as a leader
V	Very Good	Performance consistently exceeds the standard
S	Satisfactory	Performance consistently meets the standard
N	Needs Improvement	Performance is inconsistent and/or substandard and requires improvement
U	Unsatisfactory	Performance is unsatisfactory and requires substantial improvement

#	TASK/SKILL/BEHAVIOR	RATING
1	Demonstrates a respectful and professional attitude towards peers and cadre	
2	Demonstrates effective communication with peers and cadre	
3	Exhibits willingness to receive constructive feedback from others	
4	Demonstrates professionalism through actions and appearance	
5	Actively participates in all aspects of academy	
6	Demonstrates initiative and positive attitude towards assigned tasks	
7	Demonstrates ability to work as part of a team	
8	Abides by TAMU System, Agency, and Academy policies and procedures	
9	Completes all records, reports, and correspondence in an accurate and timely manner	
10	Punctual and prepared for assigned tasks	
11	Demonstrates ability to evaluate and maintain situational awareness	
12	Recognizes and communicates hazards and/or hazardous situations	
13	Exhibits composure during stressful situations	
14	Follows orders/directives and effectively completes tasks in a safe manner	
15	Demonstrates proper and safe operation of all assigned equipment	

Overall Rating: _____

Comments:

 Employee Signature Date

 Evaluator Signature Date

Approved Driving Schools CDL Program

Company	Location	Base Cost	Duration
Panola College - Marshall Campus	Marshall, TX	\$3,500.00	5 weeks (200 hrs)
Kilgore College	Kilgore, TX	\$4,250.00	5 weeks (200 hrs)
Lone Star College	Spring, TX	\$3,825.50	6 weeks (240 hrs)
160 Driving Academy	Houston, TX	\$4,350.00	4 weeks (160 hrs)
Texarkana College (@ RRAD)	Texarkana, TX	\$4,191.00	5 weeks (200 hrs)
Angelina College	Lufkin, TX	\$4,000.00	7 weeks (252 hrs)
Career Trucking School	Tyler, TX	\$4,500.00	5 weeks (160 hrs)
Roadmaster Drivers School	Dallas, TX	\$6,995.00	3 weeks (160 hrs)
ATDS	Killen, TX	\$4,995.00	4 weeks (190 hrs)
Weatherford College	Mineral Wells, TX	\$3,200.00	5 weeks (160 hrs)
ATDS	Elm Mott, TX	\$4,995.00	4 weeks (190 hrs)
Aspire Truck Driving School	Richardson, TX	\$5,000.00	5 weeks (250 hrs)
Black Wolf CDL Training Center	Bryan, TX	\$3,600.00	190 hrs
Community Truck Driving School	Round Rock, TX	\$4,200.00	4 weeks (160 hrs)
Victoria College	Victoria, TX	\$3,780.00	7 weeks (286 hrs)
Star Career Training	Del Rio, TX	\$2,500.00	2 weeks
Roadmaster Drivers School	San Antonio, TX	\$6,995.00	3 weeks (160 hrs)
Southwest TX Junior College	Uvalde, TX	\$4,000.00	4 weeks (160 hrs)
Action Career Training	Abilene, TX	\$4,495.00	4 weeks (160 hrs)
Midland College	Midland, TX	\$4,100.00	4 weeks (160 hrs)
Action Career Training	San Angelo, TX	\$4,495.00	4 weeks (160 hrs)
Star Career Training	Plainview, TX	\$2,500.00	2 weeks

*For a more detailed list, contact the POC.

Student Expectations

CDL Program

All students participating in the CDL Training Program will:

1. Follow all applicable TFS Administrative Procedures and Guidelines
2. Report to call on time each day
3. Stay for the entire class period
4. Participate actively in class
5. Maintain a positive, professional attitude throughout the program
6. Update their supervisor regularly of their progress in the class
7. Notify supervisor and POC of pass/fail status following testing
8. Upon issuance of Class A CDL, ensure copy is sent to POC and TFS Environmental Health & Safety Officer
9. Complete CDL training program evaluation form and send it to the POC

Steps for Sending an Employee to a CDL School

1. Submit the following documentation to the CDL Program POC
 - Copy of employee's Class A CDL permit
 - School name, location, total cost, and start date
 - If desired school is not on the list of approved driving schools, send school details, including all items provided for approved schools on the list, for consideration to be added to the list
 - Signed 'Student Expectations' letter
2. Program POC will complete the Training Commitment Agreement using the above information and send it to the home unit for the employee's signature.
3. Return signed agreement to Program POC for Agency signature/approval
4. Program POC will send notification of approval
5. Once approved, the home unit is responsible for registering the employee and providing status updates to the Program POC
6. Once a Class A CDL is obtained, a copy must be sent to the Program POC and Environmental Health & Safety Officer
7. Employee must also complete and return a 'Driving School Evaluation' form to the Program POC

Steps for Paying for CDL School

1. Tuition costs, up to \$4,500 are covered by the Training Section. The home unit is responsible for any costs above that amount
2. Employees can pay for the school using a TFS Procurement card, but consider the following:
 - TFS cannot pay credit card processing fees to private entities. If a school adds a fee for using your credit card to pay for tuition, you need to either get the school to send you an invoice, or work with AP to have a check written
 - If you will need a procurement card increase of more than \$5000 in order to pay for tuition, then you will need to work with the school to get an invoice issued rather than putting it on your procurement card. Credit card increases of that level require a more extensive approval process and should be avoided if possible
3. All associated travel costs are the responsibility of the home unit. Report total travel costs (if applicable) to the Program POC.
4. Before payments are processed, an S# must be requested from the Program POC

REFER TO TFS TRAINING PROCEDURES FOR FULL DETAILS

Out-of-State Training Request

Please submit this form along with the 'NWCG Interagency Training Nomination' form.

Name: _____

Course Number: _____

Supervisor: _____

Course Title: _____

Account #: _____

Course Location: _____

Why do you need this course? (Please circle)

EDM Requirement

Position Qualification

Personal Development

Is this course offered in Texas? (Please circle)

Yes

No

If required for EDM or PTB, indicate the percentage completed in EDM or PTB. (Please circle)

0-20%

20-40%

40-60%

60-80%

90-99%

100%

Is there a tuition for this course? If so, please provide amount.

Tuition: _____

Employee Signature

Date

Department Head Signature

Date

Priority Trainee Nomination Form

With Supervisor's Approval, Submit Completed Form To:
PriorityTrainee@tfs.tamu.edu

Select which Priority Trainee Program you would like to be considered for (check all that apply):

TFS (In-State Only)
Southern Area

Name (exactly as it appears on your red card): _____

Date: _____ Office: _____

Cell Phone: _____ E-Mail: _____

Supervisor: _____

Trainee position for which you are applying: _____

Note: Only positions for Single Resource Boss, ICT4, Unit Leader and above will be accepted. Southern Area Interagency Priority Trainee Program does not accept ICT3, 4 or 5, DZOP/DZIA, ENGB, CRWB, or EDRC.

Are you currently a member of a Southern Area team (IMT, Buying, etc.)? Yes No
If "yes", what team are you a member of? _____

Position Task Book (PTB) completion percentage: _____

Date PTB was initiated: _____

How many assignments have you completed in your PTB? _____

Supervisor Signature & Title

Date

External Training Catalog

BEAST; Basic Engine and Suppression Tactics

Duration: 16 Hours
Prerequisites: None

Maximum Students: 15
Minimum Students: 10

Course Description

This course will introduce students to basic wildland engine suppression tactics in both the rural and wildland urban interface settings. Students will also be introduced to basic engine terminology, structure triage, hose operations, and foam and water use practices to optimize the water available. The course consists of 8 hours of classroom studies and 8 hours of fieldwork.

DOZ OPS; TFS Dozer Operations & Maintenance

Duration: 16 Hours
Prerequisites: None

Maximum Students: 15
Minimum Students: 10

Course Descriptions

The course is designed for the equipment operators that will be working in a wildland fire environment. It will cover basic dozer and heavy equipment tactics, safety, personal protective equipment, and supervision.

S-130/190 (Includes I-100 & L-180)

Firefighter Training, Introduction to Wildland Fire Behavior, Human Factors in the Wildland Fire Service

Duration: 40 Hours
Prerequisites: None

Maximum Students: 20
Minimum Students: 10

Course Description

S-190: This course provides instruction in the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. S-190 is typically taught in conjunction with or prior to Basic Firefighter Training, S-130. It is designed to meet the fire behavior training needs of a Firefighter Type 2 (FFT2) on an incident as outlined in the NIMS: Wildland Fire Qualification System Guide, PMS 310-1, and the position taskbook developed for the position.

S-130: This course is designed to provide entry-level firefighters skills. Field time is encouraged, and many of the units are set up so they can be taught in either the classroom or the field. The field exercise for Unit 12 is required. A version of L-180, Human Factors on the Fireline, has been included as part of this course. Credit should be issued for both S-130 and L-180 upon completion of this course.

L-180: This training course is designed for unit-level supervisors to use when delivering orientation training to new crewmembers. The stand-alone training package is available in the NWCG Products Management System. An adapted version is included as Unit 4 in the 2003 edition of S-130, Firefighter Training. Presentation of the course involves a few short lecture segments, but the primary content is delivered by video and supported with small group exercises. Topics include situational awareness, basic communication responsibilities, attitude and stress barriers, decision-making process, and teamwork principles.

S-131; Firefighter Type I

Duration: 12 Hours
Prerequisites: S-130/190

Maximum Students: 20
Minimum Students: 10

Course Description

S-131, Firefighter Type I, is a 12-hour course designed to meet the training needs of the Firefighter Type 1 (FFT1) and/or Incident Commander Type 5 (ICT5). This course is designed to be interactive in nature. It contains class discussion and several tactical decision games designed to facilitate learning the objectives. Topics include operational leadership, communications, LCES, and tactical decision-making.

S-211; Portable Pumps & Water Use

Duration: 20 hours
Prerequisites: S-130/190

Maximum Students: 15
Minimum Students: 10

Course Description

This course is designed to provide knowledge and skills to design, set-up, operate, troubleshoot, and shut down portable water delivery systems. The focus is on portable pumps; it does not address water delivery for engines. Topics include: portable water delivery systems, equipment, roles and responsibilities, and system design and hydraulics. There is also a field exercise where students will apply what they learned in the classroom.

S-212; Wildland Fire Chain Saws

Duration: 36 Hours

Maximum Students: 15

Prerequisites: S-130/190

Minimum Students: 10

Course Description

This is an instructor-led course intended to be presented at the local level. The course lessons provide introduction to the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Field exercises support entry-level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on cutting experience in surroundings similar to fireline situations.

S-215; Fire Operations in the Wildland Urban Interface (WUI)

Duration: 24 Hours

Maximum Students: 20

Prerequisites: S-130/190

Minimum Students: 10

Course Description

This is an instructor-led course intended to be presented at the local level. Instructional units include firefighter safety in the interface, managing human factors in the interface, pre-incident planning, size up and initial strategy, structure triage, structure protection overview, tactics in the interface, tactical operations and resource use in the interface, action assessment, plan update, and after action review.

S-230; Crew Boss (Single Resource)

Duration: 26 Hours

Maximum Students: 20

Prerequisites: S-130/190

Minimum Students: 10

Course Description

This is a classroom course designed to produce student proficiency in the performance of duties associated with the Single Resource Boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post-incident responsibilities.

S-231; Engine Boss (Single Resource)

Duration: 16 Hours

Maximum Students: 20

Prerequisites: S-130/190; S-230

Minimum Students: 10

Course Description

This is a skill course designed to produce student proficiency in the performance of the duties associated with Engine Boss, Single Resource (ENGB). Topics include engine and crew capabilities and limitations, information sources, fire size up considerations, tactics, and wildland urban interface.

S-270; Basic Air Operations

Duration: 17 Hours

Maximum Students: 20

Prerequisites: S-130/190

Minimum Students: 10

Course Description

This course covers aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas. Note: The regulations, procedures, and policies addressed in this course are primarily those governing federal agency and ICS operations. State, county, or other political subdivisions using this course will need to consult their agency having jurisdiction with respect to regulations, procedures and policies.

NWCG Instructor Standards

To issue an NWCG certificate in Texas, the lead instructor must be acting under one of the following authorities.

1. US Forest Service (USFS)
2. US Fish & Wildlife Service (USFWS)
3. National Park Service (NPS)
4. Bureau of Land Management (BLM)
5. Bureau of Indian Affairs (BIA)
6. Texas A&M Forest Service (TFS)

Lead instructors from local government or non-NWCG member agencies may serve as a lead instructor and issue an NWCG certificate under one of the following authorities.

1. Administratively Determined (AD) employee for one of the Federal land management agencies
 - a. Instructors under this umbrella must follow the procedures set by the agency they are working under
2. Employee for a Texas fire department with a current 'Red Card' Memorandum of Understanding (MOU) with the Texas A&M Forest Service
 - a. Instructors under this agreement must be acting under the authority of the fire department (no contracting), either as a paid-employee or volunteer
 - b. Instructors must follow the training procedures set by TFS

All instructors must follow the guidelines set forth by the NWCG in the Standards for Course Delivery (901-1).

Online S-130/190 Delivery

The Texas A&M Forest Service (TFS) will issue an NWCG or TIFMAS certificate for the online NWCG S-130/190 course with the following requirements:

- A fire department or fire organization must provide the following for each student to TFS External Training:
 - Full Name
 - Certificate of Completion for NWCG S-130/190 (online)
 - Certificates are valid for six months

- Each student must attend a field day (includes testing session)
 - Students will complete the S-130 & S-190 exams in person
 - Students will participate in a field day
 - Minimum enrollment for a field day is 10
 - Maximum enrollment for a field day is 40
 - The field day must consist of at least eight hours

- TFS will issue a certificate for NWCG or TIFMAS based on the lead instructor of the field day

AHIMT Course Catalog

O-305; All Hazard Incident Management Team (USFA)

Duration: 40 Hours

Maximum Students: 40

CEU: 4 Hours

Course Description

The overall goal of USFA's Incident Management Team (IMT) program is to develop state and regional IMTs to function under the National Incident Management System (NIMS) during a large and/or complex incident or a major event. This course is designed for those who are assigned to function in an All-Hazards IMT during a large/complex incident, typically extending into the second operational period. The AHIMT can either support an existing ICS structure, or can assume command of an incident if requested to do so. The AHIMT can ease the transition to a Type 2 or Type 1 IMT for incidents of national significance.

E0950: NIMS ICS All-Hazards Incident Commander (EMI)

Duration: 35 Hours

Maximum Students: 30

CEU: 3.5 Hours

Course Description

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander (IC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an IC on an All-Hazards ICS IMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

E0952: NIMS ICS All-Hazards Public Information Officer (EMI)

Duration: 35 Hours

Maximum Students: 30

CEU: 3.5 Hours

Course Description

This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) and local IMTs, as well as for the PIO assigned to an incident as an Assistant PIO in a variety of capacities. This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced functions to concentrate training on the fundamental duties and responsibilities of the PIO in an all-hazards environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

E0954: NIMS ICS All-Hazards Safety Officer (EMI)

Duration: 28 Hours

Maximum Students: 30

CEU: 2.8 Hours

Course Description

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Safety Officer (SOFR) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of an SOFR on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

E0956: NIMS ICS All-Hazards Liaison Officer (EMI)

Duration: 14 Hours

Maximum Students: 30

CEU: 1.4

Course Description

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team (AHIMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

E0958: NIMS ICS All-Hazards Operations Section Chief (EMI)

Duration: 28 Hours

Maximum Students: 30

CEU: 2.8 Hours

Course Description

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief (OSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an OSC on an AHIMT.

E0960: NIMS ICS All-Hazards Division/Group Supervisor (EMI)

Duration: 21 Hours

Maximum Students: 30

CEU: 2.1 Hours

Course Description

The course will provide local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Division/Group Supervisor on an All-Hazards Incident Management Team (AHIMT). The course walks participants through general information, including an overview of the Operations Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, and emphasizes the importance of risk management and safety considerations.

E0962: NIMS ICS All-Hazards Planning Section Chief (EMI)

Duration: 28 Hours

Maximum Students: 30

CEU: 2.8 Hours

Course Description

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the planning cycle, and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

E0964: NIMS ICS All-Hazards Situation Unit Leader (EMI)

Duration: 35 Hours

Maximum Students: 30

CEU: 3.5 Hours

Course Description

This course helps participants establish the essential core competencies required for performing the duties of the Situation Unit Leader (SITL) in an all-hazards incident. This course addresses all responsibilities appropriate to an SITL operating in a local- or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring participants to bring an SITL Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of an SITL.

E0965: NIMS ICS All-Hazards Resource Unit Leader (EMI)

Duration: 28 Hours

Maximum Students: 30

CEU: 2.8 Hours

Course Description

This course provides an overview of Unit Leader responsibilities, the Planning Section, and the planning process to contextualize the Resources Unit for participants unfamiliar with the planning process or the Incident Command System. It then explores specific Resources Unit Leader functions and responsibilities including resource tracking systems, operational planning, and resource products/outputs. The Status/Check-in and Demobilization functions are covered to provide participants with the knowledge to perform those duties if necessary.

E0967: NIMS ICS All-Hazards Logistics Section Chief (EMI)

Duration: 35 Hours

Maximum Students: 30

CEU: 3.5 Hours

Course Description

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: responding to the incident and effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT.

E0969: NIMS ICS All-Hazards Communications Unit Leader (EMI)

Duration: 21 Hours

Maximum Students: 30

CEU: 2.1 Hours

Course Description

This course helps participants establish the essential core competencies required for performing the duties of the Communications Unit Leader (COML) in an all-hazards incident. This course addresses all responsibilities appropriate to a COML operating in a local- or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include the collection, processing, and dissemination as needed to facilitate Operations of Command, General Staff, and Unit Leaders within the confines of a Type 3 AHIMT. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises.

E0970: NIMS ICS All-Hazards Supply Unit Leader (EMI)

Duration: 28 Hours

Maximum Students: 30

CEU: 2.8 Hours

Course Description

This course helps participants establish the essential core competencies required for performing the duties of the Supply Unit Leader (SPUL) in an all-hazards incident. By requiring participants to bring jurisdiction-specific information to the instruction, the course provides a realistic, hands-on approach to mastering the skills of an SPUL organized by the fundamental steps of the ordering process. Participants identify information required for ordering, as well as complete required forms and documentation related to ordering, and anticipate ordering and supply needs for the incident. In addition to the ordering process, the course discusses mobilization, setting up and managing the Supply Unit, and demobilization.

E0971: NIMS ICS All-Hazards Facilities Unit Leader (EMI)

Duration: 35 Hours

Maximum Students: 30

CEU: 3.5 Hours

Course Description

The course will help participants establish the essential core competencies required for performing the duties of the Facilities Unit Leader (FACL) in an all-hazards incident. The course walks participants through general information, including an overview of the Logistics Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction in setting up and maintaining incident facilities, including facilities infrastructure, services, layout, and security. Each unit contains a discussion-based exercise and there is a capstone tabletop exercise at the end of the course to give participants hands-on practice functioning as an FACL.

E0973: NIMS ICS All-Hazards Finance/Administration Section Chief (EMI)

Duration: 21 Hours

Maximum Students: 30

CEU: 3.5 Hours

Course Description

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities include managing the Finance/Administration Section personnel and managing the finances and administrative responsibilities during an incident.

STAM: Staging Area Manager (TFS)

Duration: 12 Hours

Maximum Students: 30

Course Description

The Staging Area Manager (STAM) is responsible for managing all activities within the staging area. Staging areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment on a 3 minute available basis. Staging areas are managed by the Operations Section. The STAM has been identified as a position within the Incident Command System (ICS). This course uses the J-236 job aid to support this course and is a part of the National Wildfire Coordinating Group's (NWCG) curriculum. This course is intended for anyone that maybe charged with managing a Staging Area.