

**NWCG CURRICULUM MANAGEMENT ISSUE PAPER #109  
MODIFICATION OF POSITION RESPONSIBILITIES FOR  
TRAINING SPECIALIST (TNSP) IN THE PMS 310-1  
July 13, 2010**

**BACKGROUND**

The NWCG Training, Evaluation Task Group is in the process of restructuring the current training course evaluation process. New electronic evaluation surveys have been developed in an effort to get feedback to improve our training courses. This process would also expand to the home unit Training Specialist, Incident Training Specialist as well as the Students and Instructors.

**CURRENT STATUS**

The current process is to have students and instructors complete a paper course evaluation at the end of a course. This process seldom allows for receiving constructive comments and valued information towards improving NWCG training courses. There is no follow up to see if the material taught in the course was retained by the student and was of value while on a trainee assignment.

**RECOMMENDATION**

It is the recommendation of the Evaluation Task Group, that additional verbiage be added to the Training Specialist responsibility section of the PMS 310-1 (p. 19, June 2009 edition). This would prompt the TNSP to complete an electronic evaluation survey via internet website. The electronic version will allow the TNSP to enter current trainee performance deficiencies as a result of NWCG training course(s). The verbiage would read:

Provide NWCG Training with feedback regarding training and qualifications issues related to Trainees, such as lack of basic knowledge of the job/position as a result of the NWCG training course they recently participated in as a prerequisite for their trainee position. Provide this feedback by filling out a survey located at: [training.nwcg.gov](http://training.nwcg.gov)  
Click NWCG EVAL button in upper right corner.

**APPROVED** / **DENIED**

(circle one)

**Effective date for change to PMS 310-1 language will be with the next revision – June 2011**

**SIGNATURE**

*Rosemary Thomas*

07/14/10

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**OWDC Chair**

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**Date**

**PMS 310-1 Additional Language (p. 19, June 2009 edition)**

***Training Specialist***

The Training Specialist can be an individual from the Home Unit/Agency who is responsible for training and qualifications, or an NWCG qualified **Incident** Training Specialist (TNSP) on an incident/event.

It is the responsibility of the Training Specialist to:

Meet with the Trainee and determine the type of assignment necessary (position performance assignment or on-the-job training). Consider past experience and training, current qualifications, desired goals and objectives of the assignment.

**Note:** If the Trainee does not meet the prerequisite Required Experience for the position or does not have the knowledge/skills to perform the tasks of the position, then the position performance assignment must not continue. If the individual meets the prerequisites but does not have the necessary knowledge/skill, it may be possible to provide on-the-job training and reinstate the performance assignment at a later time during the same incident.

Identify opportunities for on-the-job training and position performance assignments that meet the Trainee's needs and objectives.

Work with the Home Unit/Agency or appropriate personnel on the incident to identify and assign qualified Evaluators.

Initiate a PTB ONLY after obtaining approval from the Trainee's Home Unit/Agency.

Document all on-the-job training and position performance assignments.

Conduct periodic progress reviews to ensure assignments are proceeding as planned.

Conduct a closeout interview with the Trainee and Evaluator to ensure that the PTB has been properly completed.

Provide NWCG Training with feedback regarding training and qualifications issues related to Trainees, such as lack of basic knowledge of the job/position as a result of the NWCG training course they recently participated in as a prerequisite for their trainee position. Provide this feedback by filling out a survey located at: [training.nwcg.gov](http://training.nwcg.gov) Click NWCG EVAL button in upper right corner.