

TRAINING RECORDS AND REPORTS **4007**
(No. 8 May 1999)

INDIVIDUAL TRAINING RECORD **4007.1**
(No. 14 March 2001)

PURPOSE **4007.1.1**
(No. 14 March 2001)

Documentation of training is an integral part of the CAL FIRE training system and is required by State policy. An Individual Training Record (ITR), either physical or electronic, provides a form and method of recording experience, training received, Incident Command System (ICS) classifications, peace officer status and qualifications, and other categories. It may also provide background information concerning positions held and assignments performed for assistance in filling special assignments and in career development. An accurate and readily available record assists the Unit Manager and Training Officer in planning and scheduling future training and in making assignments.

RESPONSIBILITY **4007.1.2**
(No. 14 March 2001)

Training records will be maintained at the reporting unit level, e.g., the Administrative Unit, Regional Office, Sacramento Headquarter Programs, and Nurseries.

The appropriate Section/Region/Unit's Training Officer keeps the ITR. The tools for record keeping are the Training Management System (TMS) and TrainTraker (TT). TMS is a commercially produced software program and TT is a Department-developed program. While TMS provides the Administrative Unit Training Officers with a standardized method to record and maintain individual training records, TT fulfills a similar role at the section/station/camp level, especially for recording recurrent-type drills. The User Guides for TMS and TT provide the facility's training instructor with instructions for entering, maintaining, and manipulating the training data.

The responsibility for control and revision of the programs' uniform class, position codes, station ID lists is delegated to the TMS/TT workgroup. The TMS/TT workgroup is sponsored by and reports to the State Training Committee with its three members selected from the two regions, Academy, Sacramento Programs, Mobile Equipment, Aviation, and the CSFMO. All suggestions for changes to the standard statewide lists will be routed to the TMS/TT workgroup for approval.

HOW TO USE

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4007.1.3

Course or class completion information will be sent to the Unit/Program Training Officer, in either printed or electronic form as outlined in policy. For Academy classes rosters sent to the Region-level Training Officers will be forwarded to their respective Unit/Program Training Officers.

For recurrent drill-type training, the station or camp shall enter the information into TT and periodically forward the electronic records to the Unit/Program Training Officer as required, while keeping a printed record on file.

For those classes not identified in the database, the training officer will have the ability to enter the course under the local option using the Unit 3 letter identification as the sponsor.

[\(see next section\)](#)

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[\(see Forms and Form Samples\)](#)