

EASTERN AREA COORDINATING GROUP

To: Eastern Area Priority Trainees

Subject: Letter of Acceptance to the 2020 Eastern Area Priority Trainee Program

Congratulations, you have been accepted into the Eastern Area Priority Trainee Program for 2020. The Eastern Area Priority Trainee Program (EAPTP) provides an avenue to mobilize priority trainees to incidents in support of interagency workforce development and Incident Management Team succession planning efforts. All Geographic Areas participate in the National Priority Trainee Program. The Program is managed by the Geographic Area Training Representative (GATR).

How the Priority Trainee Program Works:

The Eastern Area Coordination Center’s (EACC) [Training web page](#) has information regarding the Priority Trainee program and the list of the current year’s Eastern Area Priority Trainees. Please be aware that the EAPTP [Standard Operating Procedures](#) posted in 2020 have changed as follows:

Availability:

When fire activity begins increasing, the GATR will ask for priority trainee availability to be turned in. When you are available, you will follow your dispatch center’s process to set your IROC resource status as “Available – GACC”.

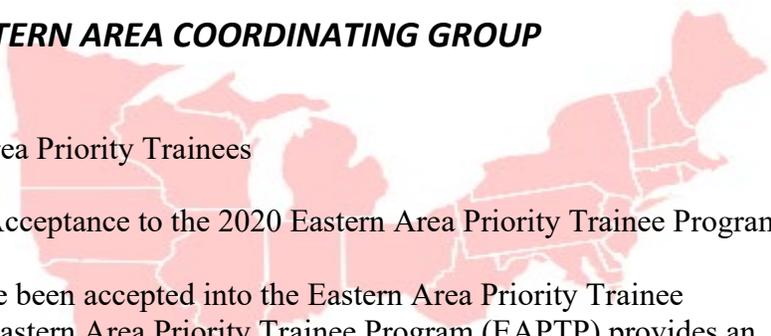
When you have declared your availability and the GATR is working on placing you, if you accept an order for a position other than your priority trainee position, you will be removed from the Priority Trainee list for the remainder of the season.

If you are no longer available for a Priority Trainee assignment, please make sure to use your dispatch center’s statusing process to either set your resource status to “Unavailable”, “Available – National” or “Available – Local” to remove you from the EAPTP’s availability list.

Eastern Area Priority Trainee resources no longer will need to hide (make non-visible) qualifications or unhide (make visible) in IROC. If the resource status is “Available – GACC”, this indicates that the priority trainee resource is only available for a priority trainee assignment. Once you change your status from “Available – GACC”, to anything else, you will be moved off the priority trainee list to accept any assignment you want without affecting your priority training status on the list.

Mobilization:

As incident activity increases GATR’s in all the Geographic Areas are working collaboratively to place priority trainees. Each GATR maintains a list of available priority trainees from their Geographic Area, visible to all other GATR’s.



Eastern Area Priority Trainees

If a GATR in a Geo Area experiencing incidents can place a trainee from the Eastern Area list, they will contact the Eastern Area GATR to confirm that the trainee is available prior to placing an order.

The Eastern Area GATR will either contact the unit or the trainee directly to confirm availability. Please verify with your dispatch center that your correct cell phone number is listed in IROC to allow for after hours or weekend contact. Once availability has been confirmed, the order will be placed through the mobilization system. The priority trainee will be aware in advance that an order is being placed for them, along with a message to EACC to let them know of the pending order being placed.

Mobilization of priority trainees is based on availability. When assignments are being processed, the Eastern Area GATR does not call down through the list of priority trainees for that position to check for availability. Priority trainees who have declared availability are the first to be mobilized.

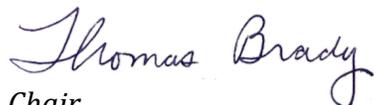
Expected length of time before placement:

Depending on the time of year and the activity level, it may take 1-3 days to place you. At the time you declare availability, feel free to ask what the probability is for placement. The GATR will appraise you of actions being taken to try to find an assignment for you until you are placed.

Your responsibilities as a priority trainee:

1. Declaring your availability to your dispatch office or training officer and check to make sure you are listed on the "Available Priority Trainee" list. This report will be posted on the EACC Trainee web page.
2. Ensure your status is "Available - GACC" in IROC when you declare availability.
3. If your availability changes, make sure that you notify the dispatch office & GATR, along with changing your status in IROC.
4. Assuring that you have your Red Card with you and can present it at Check-in.
5. After being processed through Check-in at the incident, check-in with the Incident Training Specialist (TNSP). The TNSP will check your paperwork and set up your file.
6. Ensure all documentation (position task book & performance evaluations) for the assignment are completed by your incident supervisor before demobilization occurs.
7. Close-out with the Incident Training Specialist prior to demobilization.
8. If you are recommended for certification, notify the GATR and your Training Officer upon your return.

If you have any additional questions, feel free to contact Darlene Hall, Eastern Geographic Area Training Representative, 414-297-3456 or darlene.hall@usda.gov



Chair

Eastern Area Coordinating Group