EASTERN AREA COORDINATING GROUP

2022 Priority Trainee Process Guide

Key Points:
- PTs must status themselves as “Available GACC” in IROC. We are monitoring the new status categories of “IMT Only” and “Virtual”.
- When a PT is ordered, email copy of the resource order to the GATR so they can keep track of mobilized PTs at SM.FS.eatrainings@usda.gov

Process:
1. A PT puts themselves as available in IROC.
   a. If mobilizing outside EA GACC, more information will be needed for National Coordination and can be completed using 2022 EA Priority Trainee Program form
2. If another Area wants to order a PT as a resource, the acting GATR in that Area will call the Eastern Area GATR (or their acting)
3. EA GATR will obtain the incident name, request date, and any other relevant info from the requesting Area
4. EA GATR will call the home dispatch unit of the requested PT to confirm they are available
5. Home dispatch will confirm availability. If PT is unavailable, stop here.
6. Once availability of PT is confirmed, EA GATR will call requesting Area back to confirm request
7. EA GATR will email EACC and home dispatch of PT with information on the PT, their requested position, the incident name, and the request date
8. Home dispatch will send EA GATR the resource order as soon as they receive it
9. PT will complete Google form indicating that they are on an incident

If EACC receives a request for a position, and a PT is available, the EA GATR will start the process at Step 4.