

EASTERN AREA COORDINATING GROUP

2023 Priority Trainee Process Guide



Key Points:

- PTs must status themselves as “Available GACC, IMT ONLY, or VIRTUAL” in IROC.
- When a PT is ordered, email copy of the resource order to the EA PT Coordinator to track mobilization to SM.FS.eatraining@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 and PT or Dispatch will be contacted.
2. Daily EA PT Coordinator reviews IROC – PT Status List reviewing who is available for mobilization.
3. PTs shown available are added to National Priority Trainee Form, prioritized by all EA PTs available per Position.
4. If another Geographic Area (GA) request a PT, the PT Coordinator in that Area will call the EA PT Coordinator.
5. EA PT Coordinator will obtain the incident name, request date, and any relevant mobilization info from the requesting GA.
6. EA PT Coordinator will call the home dispatch unit of the requested PT to confirm availability of PT.
7. Home dispatch will confirm availability. If PT is unavailable, stop here.
8. Once availability of PT is confirmed, EA PT Coordinator will call requesting GA back to confirm request.
9. EA PT Coordinator will email EACC and home dispatch of PT with information on the PT, their requested position, the incident name, and the request date, GA request for.
10. Home dispatch will send EA PT Coordinator the resource order as soon as received.
11. PT returns from assignment and is recommended for certification. Notify EA PT Coordinator of current Position Task book status, “Recommended for Certification”.
12. Qualification Review Committee / Certifying Official certifies PT as Qualified in Priority Position. Responder report information to EA PT Coordinator SM.FS.eatraining@usda.gov. Responder will be removed from Priority Trainee Program.

If EACC receives a request for a position, and a PT is available, the EA PT Coordinator will start the process at Step 5.