I.S. FISH & WILDLIFE SERVICE T a 13

EASTERN AREA COORDINATING GROUP

2024 Priority Trainee (PT) Process Guide



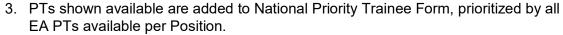
Key Points

- PTs must status themselves as "Available GACC, IMT ONLY, or VIRTUAL" in IROC.
 - GACC and VIRTUAL will only be added to National Priority Trainee List unless responder contacts Priority Trainee Coordinator.
- 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.



- 4. If another Geographic Area (GA) request a PT, the PT Coordinator in that Area will contact 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, unit duty officer, unit training officer, or trainee to confirm availability of PT.
- 7. Home Unit 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, home dispatch of PT, and PT with information on Resources Order to expect, trainee requested position, the incident name, and the request date, GA request for.
- 10. Home dispatch will email EA PT Coordinator pdf of resource order when received to SM.FS.eatraining@usda.gov.
- 11. PT returns from assignment and is recommended for certification. Notify EA PT Coordinator of current Position Task book status, "Recommended for Certification" at SM.FS.eatraining@usda.gov.
- 12. When PT is Certified in position, notify EA PT Coordinator of certification at SM.FS.eatraining@usda.gov. Priority Trainee Program list will be annotated with certification.
 - If EACC receives a request for a position, and a PT is available, the EA PT Coordinator will start the process at Step 5.











