

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.
 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 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.