

EASTERN AREA COORDINATING GROUP

2025 Priority Trainee (PT) Process Guide

Key Points

- PTs must have IROC Availability Set to:
 - IMT ONLY
 - VIRTUAL ONLY
 - PRIORITY TRAINEE ASSIGNMENT ONLY
 - VIRTUAL and PRIORITY TRAINEE ASSIGNMENT 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.
- If PT is recommended for certification, email EA PT Coordinator with information to SM.FS.eatraining@usda.gov.

Process

1. A PT has themselves made available in IROC using their Dispatch Center.
 - a. If mobilizing outside EA GACC, information will be provided to PT from EA PT Coordinator on GACC, Incident Name, Time Needed.
 - b. If PT has not received Resource Order (RO) 24 HRs after being contacted by EA PT Coordinator. Contact EA PT Coordinator, as RO may have been cancelled by incident.
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. (EA PT Coordinator will require availability for all PTs shown available for position being requested).
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 status of incoming Resource Order. Priority Trainee Name, Trainee Position, Incident Name, Date Needed, and any other Specific GA information PT may need.
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 any Trainee Request is received by the EACC. EA PT Coordinator will be contacted and process will start at step 5.

