



# Eastern Area Priority Trainee Mobilization Program

2025-2028



**Eastern Area Coordinating Group**  
**2026 Training Team PLAN**  
**Signature Page**

Tom Brady  
 Northeastern Forest Fire  
 Protection Compact

**SETH GRIMM**  
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 SETH GRIMM  
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Seth Grimm  
 US Fish & Wildlife Service  
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E.W. "Chip" Broadwater

Chip Broadwater  
 Mid-Atlantic Interstate Forest Fire  
 Protection Compact

**Paul Lundgren**  
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Paul Lundgren  
 Great Lakes Forest Fire Compact

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Bart Kicklighter  
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Cheryl Bright  
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Steve Goldman, Chair  
 US Forest Service  
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 Big Rivers Forest Fire Compact

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Patrick Pearson  
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# Eastern Area Priority Trainee Mobilization Program

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# Eastern Area Priority Trainee Mobilization Program

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## **Mission Statement:**

The primary mission of the Eastern Area Priority Trainee Mobilization Program (PTMP) is developing an interagency workforce by mobilizing trainees to incidents, aiding them in gaining critical experience for Fire Management position requirements, and successional planning for Incident Management Teams. Operating procedures have been established by the EACG for the effective and efficient implementation of the Priority Trainee program.

## **Overview:**

There is a shortage of qualified individuals to fill critically needed incident command system positions. Additionally, the Eastern Area has identified shortage positions within the Incident Management Teams (IMTs). To address this concern, the Eastern Area Coordinating Group (EACG) will annually address key shortage positions.

Nationally, IMTs provide the support structure for managing complex incidents. It is critical that the interagency wildland fire community prepare for the future by training replacements to ensure that this key structural backbone remains intact. The vision is to produce a holistic system wherein all functional areas involved in the mobilization and training process work together to create a sustainable workforce.

## **National Training/Academies**

We recognize that some National Aviation (ATGS) and other National programs (NATP) will have trainees from the Eastern Area that will be placed into the NATP trainee rotation program. The Geographical Area Training Specialist has determined that the ATGS position will not be placed on the National Priority Trainee Availability List since this program has created a trainee program.

## **What is a Priority Trainee?**

A Priority Trainee (PT) is someone serving in a trainee position who is in critical need of receiving on-the-job training to meet one of the following criteria:

### *Priority Trainee Criteria:*

**Job Requirement** – Needs the trainee assignment to meet the requirements to perform fully in their present position

**IMT Shortage** – EACG has identified that a shortage of this position exists on IMTs; hence a need for successional planning

**Type 3 Organization Shortage** – Local units have identified this as a key position for their organization and there is a need to develop candidates at the local level

**National Academy** – Qualifications needed to be able to attend or complete national academies such as ATGS or NATP

**Future Advancement** – Qualification related directly to evaluation criteria commonly required for future advancement in the employee's chosen career development path

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The PT List is **not** meant to capture everyone who has an open Position Task Book (PTB). Rather, it is meant to capture those individuals who meet one of the five criteria listed above.

## Mobilization Process:

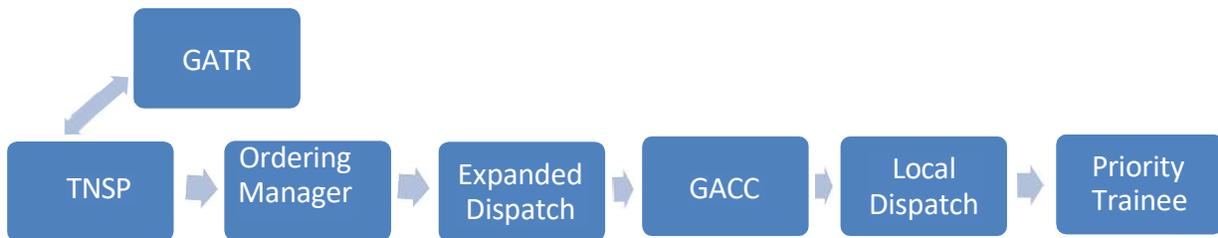
Local incident or the assigned IMT will identify a training opportunity. The Training Specialist (TNSP) or incident dispatch center will check to see if there are any available local trainees. If available, dispatch will create and fill incident trainee resource order.

If there are no local trainees available, the TNSP/dispatch will contact Eastern Area GATR. The GATR will determine if there is an available PT within the Geographic Area. If a PT is available, GATR will confirm PT's true availability. If none are available, the GATR will review the national PT available list. If an out-of-area PT resource is listed, the Eastern Area GATR will contact PT's GATR who will confirm the PT's true availability.

In and Out of the area PT's the Eastern Area Geographic Area Training Representative (GATR) will relay the PT's name to the incident's TNSP/Dispatch. Dispatch will create a name request resource order for the PT and place up to the Eastern Area Coordination Center (EACC). If the PT is in-area, the EACC will place the request to the PT's local dispatch center. If the PT is from out-of-the-area, the EACC will place the request up to the National Interagency Coordination Center (NICC) which will place the request to the PT's GACC. The PT's GACC will then place the request to the PT's local dispatch center.

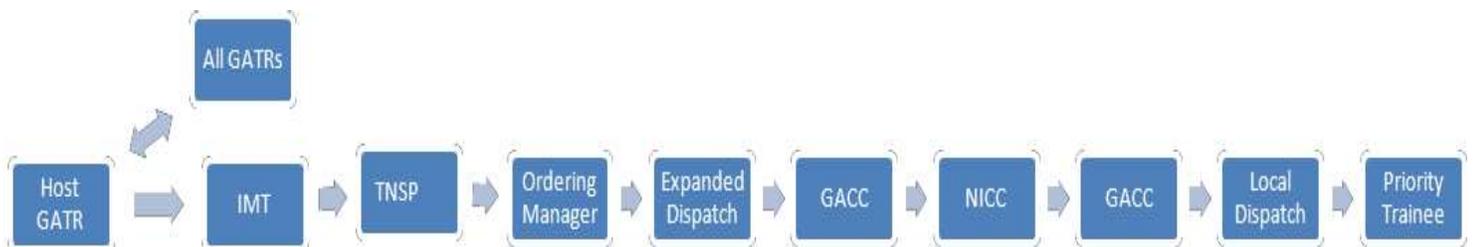
If no available PTs are identified, a standard request for a trainee will be created and place up to the Eastern Area GACC to process through normal dispatch procedures.

### In GACC



TNSP=> Ordering => Expanded Dispatch => GACC => Local Dispatch => Priority Trainee= Return with Fill or Unable to Fill (UTF)

### Out of GACC



TNSP=> Ordering => Expanded Dispatch => GACC => NICC => Out of area GACC => Local Dispatch => Priority Trainee= Return with Fill or Unable to Fill (UTF)

# Eastern Area Priority Trainee Mobilization Program

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## **Priority Trainees Application Process**

The Eastern Area GATR will update the PT announcement letter and application form. The announcement letter and application form will be posted on the EACC web page, in-addition to being emailed out to all training representatives.

All Eastern Area's interagency partners will share the letter and application form with their agency employees who support wildland fire operations. Compact representatives should be sharing within their compact organization and all state agencies should be sharing with the local cooperators within their boundaries. Agency training officers should also ensure that resources within their local area who are on a developmental path and are interested in filling a key shortage position are encouraged to apply to the PT program. Applications will be completed by trainee resources who meet the criteria identified previously.

## **Nomination Form**

The Nomination form will be completed electronically at the following location;

[https://gacc.nifc.gov/eacc/management\\_admin/training/training.htm](https://gacc.nifc.gov/eacc/management_admin/training/training.htm) . Nomination Form will need to be completed each year to be placed on the PT List.

All applicants MUST provide the following information on the form for it to be considered complete.

- Identify only one (1) trainee position.
- Percentage completed in their PTB.
- Provide a cell phone number for contact after normal working hours (ie evenings/weekends).
- Provide a valid email address.
- Government employees need to provide their IQCS number.

The applicant will need to have their supervisor and/or their local agency's administrator sign the application form indicating their support and willingness to make the applicant available for priority trainee assignments.

Applicants will be required to send a copy of their IQCS/IQS master record to their assigned Training Representative for processing to the Training Working Team (TWT).

## **Priority Trainees Business Rules**

- There will only be one (1) PT List that will be utilized in the Eastern Area.
- Eastern Area IMTs will be required to fill the IMT allocated training slots utilizing the PT List.
- Once the final PT List is approved by the EACG, additional PT nominations will not be accepted.
- PTs will not be able to be on the PT List in more than one (1) trainee position (Appendix B).
- PTs will need to show their availability for PT assignments by ensuring that their resource status is set to "Priority Assignment Only".
- PTs who decline a PT assignment when their status is set to "Priority Assignment Only" will be dropped in prioritization to the bottom of the position rankings.
- PTs that are listed "Priority Assignment Only" but are not truly available or have not updated their status to unavailable will be dropped to the bottom of the prioritization list if an order comes in and is not filled.

# Eastern Area Priority Trainee Mobilization Program

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- PTs who accept a Non-PT assignment when statused as “Priority Assignment Only” will be dropped to the bottom of the prioritization list.

## Priority Trainees Selection Process

PTs can only apply for one (1) trainee position.

There is still shortage in many sections of the IMTs. Based on the process utilized to rate and prioritize each participant in the program, there will be no acceptance of late priority training nominations.

Each of the Eastern Area’s interagency partners will supply nomination forms for trainees within their local area who are on a developmental path and are interested in filling a key shortage position.

These representatives will compile the information and send a copy to the GATR for preparation of the Eastern Area TWT Priority list development.

PT names will be evaluated and ranked by the TWT members for inclusion onto a regional list that is used in mobilization of priority trainees. The PT List will be posted on the EACC website.

## Roles and Responsibilities

### Priority Trainee:

- Responsible for the actual planning and decisions necessary to achieve career goals.
- Reviews personal Master Record to ensure the open PTB has been documented as issued and is current.
- Will sign-up for only one position on the PTMP.
- Will submit Priority Training Application and ensure most current Master Record is available.
- Ensures their availability status is correct, working with their local dispatch center to mark them “Priority Assignment Only”, when available to accept a PT assignment.
- Ensures they follow the “Self” statusing process as required and ensure that it matches up with IROC statusing.
- Agrees to only take an assignment in the chosen PT position when statusing “Priority Assignment Only”.
- Coordinates with IC or Section Chief for availability statusing when rostering as a priority trainee for the EA CIMT.
- Works within their chain of command to ensure availability periods are accurately and correctly listed in IROC by the local dispatch center.
- Notifies their training officer and their GATR when PTB has been recommended for certification, PTB has been certified, or the employee has left the agency to ensure priority trainees status is updated and accurately reflected on the PT List.
- Required to work with assigned training on incident to receive an [Evaluator’s Record](#) and [Incident Personnel Performance Rating](#) (ICS-225) for all PT assignments.

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## **Fire Management Officer/Training Officer:**

- Works with unit personnel and unit leadership to identify and prioritize the names of trainees who are interested in filling a key shortage position.
- Evaluates and ranks applicants by position for their unit and supplies the unit prioritizations to the agency representative on the TWT.
- Ensures PTBs are entered in IQCS/IQS before March 1st of the current year and Incident qualifications cards are assigned.
- Works with the PT and local dispatch center to ensure the PTs qualification is displayed in IROC correctly prior to March 1st of the current year.
- Ensures unit personnel understand PTMP and requirements.
- Serves as a point of contact between the trainees, the Eastern Area GATR, and EACC.

## **Agency Representative on Eastern Area Training Working Team:**

- Collects Priority Training Nomination Packages from units, prioritizes names by position for the agency they represent, and compiles list of names for inclusion to the PT List.
- Ensures names are submitted as they appear in IROC.
- Ensures current PTBs are assigned for the PT position.
- Assist with the ranking and development of the PT List.
- Ensures communication link is established between key players.
- Compiles year-end Evaluator's Recommendations for PTs.

## **Local Dispatch Center:**

- Reviews IROC for potential status errors (qualifications, availability, etc.).
- Will ensure that PTs available for assignments will be statused in IROC as "Priority Assignment Only".
- Ensures communication link is established between key players.
- Works with the GATR on all PT orders needed for local unit.
- Sends a copy of the Resource orders filled with a PT to the GATR.

## **Incident Training Specialist on Eastern Area Incidents:**

- Reviews Incident Action Plans (IAPs) to assist in placing PTs into key positions.
- Attends operational briefings and works with each functional area to assess potential for PT opportunities.
- Conducts site visits to remote locations, such as helibases, spike camps, and dispatch centers to capture PT data.
- Meets with Unit Leaders and Section Chiefs to promote the PTMP.
- Reviews IMT rosters to identify PTs that may not have signed up with the TNSP.
- Trains additional TNSPs who have a strong background in the training function to build capacity which is essential on large or long duration incidents.
- Develops a positive relationship with the Ordering Manager to facilitate the placement of PTs through the "Name Request" process.
- Provides guidance to others when developing appropriate language in the "special needs" section to facilitate the mobilization process.
- Matches PTs with qualified trainers.
- Solves problems that arise within the mentorship process.

# Eastern Area Priority Trainee Mobilization Program

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- Coordinates with other TNSPs, Expanded Dispatch, and the Geographic Area Coordination Center to reassign PTs from one incident to another, when there is an opportunity.
- Accurately captures incident/trainee data and summarizes it in reports and spreadsheets for key players.
- Completes a transition plan for incoming IMT.
- Educates IMT members on the PTMP.

## **Expanded Dispatch. Supervisory Dispatcher on Eastern Area Incidents:**

- Facilitates PT mobilization.
- Works with the GATR to get PTs assigned to incidents.

## **Center Manager of Eastern Area Coordination Center:**

- Notifies Local Dispatch Centers on their role related the PTMP.
- Ensure posting of the PT List to EACC website.
- Seeks opportunities at incidents for PT assignments.
- Provides guidance to others when developing appropriate language in “special needs” section to facilitate mobilization process.
- Works with the TNSP and/or IMT to place PTs on incidents within the Geographic Area.
- Serves as contact point to answer mobilization questions.
- Provides support to IMT if issues arise with PTs.
- Works with GATR for PT resource order request within the Geographic Area.
- Interfaces between the incident, Expanded Dispatch, GATR, TNSP, and IMT.
- Assesses applicability of PT assignments in terms of both quality and duration via situational awareness gained by gathering intelligence from IC calls, Geographic Area weather briefings, and aviation conference calls.
- Ensures communication link is established between key players.

## **Geographic Area Training Representative (GATR):**

- Solicits applications to become involved with the PTMP.
- Submits letters of acceptance to PTs.
- Provides leadership and support to TNSPs.
- Serves as contact point to answer PTMP policy questions.
- Coordinates with other GATRs, GACCs, and Expanded Dispatch to promote/facilitate PT opportunities.
- Coordinates efforts to avoid errors in ordering.
- Assists in filling trainee orders for PTs from another Geographic Area.
- Analyzes data to determine key shortages in positions and communicates to unit fire training officers what is meant by a “shortage” so that PT lists can be tailored to that specific need.
- Compiles PT assignment statistics and generates reports to the TWT.
- Provides support and priorities to other functional areas in the training mobilization chain of command.
- Ensures communication link is set up between key players.

# Eastern Area Priority Trainee Mobilization Program

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## Annual Timelines:

09/01 – GATR will solicit edits/updates from the TWT for PT Nomination Packages for the coming season

09/20 – TWT will approve Nomination Package final draft and GATR will prepare Recruitment Letter

10/01 – Recruitment Letter posted to coincide with Eastern Area CIMT application process

01/31 – Applications close and GATR finalizes PT List for TWT review

02/07 – PT rankings completed coinciding with the Eastern Area Coordination Meeting and GATR will prepare final draft of the PT List

02/20 – TWT will provide PT List to EACG for acceptance

03/01 – PT selections notified and PT List posted to Eastern Area training site

**Additional Priority Trainee information (below) is available on the [EACC Training page](#)**

- Priority Trainee Nomination Letter - EACG
- EA Priority Trainee Availability List
- Priority Trainee Master Member List
- Priority Trainee Process Guide
- Priority Trainee Program Guide

# Eastern Area Priority Trainee Mobilization Program

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## Appendix A: Eastern Area Priority Trainee Positions

Air Ops	Command	Dispatch	Finance	Logistics	Operations	Plans	Prevention & Investigation	RX Fire
AOBD	ICT3	ACDP	BUYL	BCMG	DIVS	DMOB	INVF	RXB1
ASGS	ICCI	CORD	BUYM	COML	OPBD	DOCL	INVL	RXB2
ATGS	LOFR	EDSD	COMP	COMT	OSC3	DPRO	PETL	RXMG
DECK	PIO3	EDSP	COST	EQPM	OSCC	FBAN	PETM	
HEBM	PIOC	IADP	EQTR	FACL	STAM	FEMO		
HLCO	**PIOT		FSC3	FDUL	STCR	FOBS		
HMGB	SOFC		FSCC	GSUL	STEN	GISS		
SEMG	SOF3		ICPI	INCM	STEQ	HRSP		
*UASP	SOFF		INBA	LSC3	STPS	IARR		
*UASD			PROC	LSCC	TFLD	IRIN		
*UASM			PTRC	MEDL	HEQB	ITSS		
*UASL			TIME	ORDM		LTAN		
*HECM				RCDM		PSC3		
*HMLR				SECM		PSCC		
				SPUL		RESL		
				SUBD		SITL		
				SVBD		SOPL		
						TNSP		

\* Consider approval to participate in PTP

\*\*Consider removal