A Publication of the
**National Wildfire
Coordinating Group**

NWCG Task Book for the Position of:

INITIAL ATTACK DISPATCHER (IADP)

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE ASSIGNMENT)

PMS 311-60   **MAY 2008**

Task Book Assigned To:

Trainee's Name: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

Verification/Certification of Completed Task Book
for the Position of:

INITIAL ATTACK DISPATCHER

Final Evaluator's Verification

*To be completed **ONLY** when you are recommending the trainee for certification.*

I verify that (trainee name) _____ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Agency Certification

I certify that (trainee name) _____ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Additional copies of this publication are available through:
NWCG, Publications Management System at http://www.nwcg.gov/pms/taskbook/taskbook.htm

NATIONAL WILDFIRE COORDINATING GROUP (NWCG)
POSITION TASK BOOK

NWCG Position Task Books (PTBs) have been developed for designated National Interagency Incident Management System (NIIMS) positions. Each PTB lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed. The codes are: O = other, I = incident, WF = wildland fire, W = wildfire, RX = prescribed fire, WFU = wildland fire use, and R = rare event. The codes are defined as:

O = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).

I = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.

WF = Task must be performed on a wildland fire incident (the term *wildland fire* includes wildfire/W, prescribed fire/RX, or wildland fire use/WFU).

W = Task must be performed on a wildfire incident.

RX = Task must be performed on a prescribed fire incident.

WFU = Task must be performed on a wildland fire use incident.

R = Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded W must be evaluated on a wildfire; tasks coded WFU must be evaluated on wildland fire use, and so on. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

A more detailed description of this process and definitions of terms are included in the *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at http://www.nwcg.gov/pms/docs/docs.htm.

RESPONSIBILITIES
The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *Wildland Fire Qualification System Guide*, PMS 310-1. It is incumbent upon each of these individuals to ensure their responsibilities are met.

INSTRUCTIONS FOR THE POSITION TASK BOOK EVALUATION RECORD

Evaluation Record
Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled "Evaluation Record #" for each numbered task the trainee has satisfactorily performed.

Trainee Information
Print the trainee's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Evaluator Information
Print the Evaluator's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Incident/Event Information
   Incident/Event Name: Print the incident/event name.
   Reference: Enter the incident code and/or fire code.
   Duration: Enter inclusive dates during which the trainee was evaluated.
   Incident Kind: Enter the kind of incident (wildfire, prescribed fire, wildland fire use, search and rescue, flood, hurricane, etc.).
   Location: Enter the geographic area, agency, and state.
   Management Type or Prescribed Fire Complexity Level: Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) or the prescribed fire complexity level (Low, Moderate, High).

Fire Behavior Prediction System (FBPS) Fuel Model Group: Circle the Fuel Model Group letter that corresponds to the predominant fuel type in which the incident/event occurred.

　G = Grass Group (includes FBPS Fuel Models 1 – 3):
　1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)

　B = Brush Group (includes FBPS Fuel Models 4 – 6):
　4 = Chaparral (6 feet); 5 = Brush (2 feet); 6 = dormant brush/hardwood slash;
　7 = Southern rough

　T = Timber Group (includes FBPS Fuel Models 8 – 10)
　8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)

　S = Slash Group (includes FBPS Fuel Models 11 – 13)
　11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

Evaluator's Recommendation
For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record.
Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature
Sign here to authenticate your recommendations.

Date
Document the date the Evaluation Record is being completed.

Evaluator's Relevant Qualification (or agency certification)
List your qualification or certification relevant to the trainee position you supervised.
Note: Evaluators must be either qualified in the position being evaluated or supervise the trainee; Final Evaluators must be qualified in the trainee position they are evaluating.

Initial Attack Dispatcher (IADP)

Competency: Assume position responsibilities.
Description: Successfully assume role of Initial Attack Dispatcher and initiate position activities at the appropriate time according to the following behaviors.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task

Behavior: Gather, update, and apply situational information relevant to the assignment.

TASK	CODE	EVAL. RECORD #	EVALUATOR
1. Obtain initial briefing from supervisor. • *Incident characteristics (e.g., single, multiple, type)* • *Status of current orders* • *Current situation* • *Expected duration* • *Operational period schedules* • *Housing and transportation availability* • *Weather (current and expected)* • *Management expectations* • *Delegated authorities* • *Local protocols, existing organization structures* • *Emergency procedures* • *Other significant action occurring nationally or within area* • *Critical resources* • *Local facility emergency evacuation plans* • *Reference materials* • *Facility layout* • *Priorities* • *Procurement procedures*	I		

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVAL. RECORD #	EVALUATOR
2. Conduct self in a professional manner. • *Respectful and courteous.* • *Respectful of public and private property.*	I		
3. Establish and maintain positive interpersonal and interagency working relationships.	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Initial Attack Dispatcher (IADP)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure ability to use tools necessary to complete assignment.			
4. Use computers and dispatch applications. • *Relevant programs (e.g., ROSS, WILDCAD)* • *File management* • *Editing* • *Printing* • *Internet* • *Electronic mail*	O		
5. Use dispatch telecommunications equipment.	O		
6. Use and interpret topographic maps. • *Plot locations using coordinate systems (e.g., township/range/section, latitude/longitude, VOR/bearing/distance, Universal Transverse Mercator).*	I		
Behavior: Understand and comply with ICS concepts and principles.			
7. Apply the ICS. • *Follow chain of command.* • *Maintain appropriate span of control.* • *Use appropriate ICS forms.* • *Use appropriate ICS terminology.*	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Initial Attack Dispatcher (IADP)

Competency: Communicate effectively.

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
8. Share appropriate information in a timely manner. • *Duty officers* • *Dispatch center manager* • *Line officers* • *Other dispatchers* • *Incident commander*	W		
9. Conduct briefings with relief dispatchers. • *Pertinent operational period activities* • *Priorities* • *Resource and situation status*	I		
10. Participate in briefings and After Action Reviews (AAR).	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
11. Complete and maintain appropriate forms and records. • *Situation reports* • *Initial incident reports* • *Dispatch logs* • *Shift briefs* • *Flight requests/schedules* • *Accounting codes log* • *Resource orders* • *Local procurement documents*	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Initial Attack Dispatcher (IADP)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
12. Retrieve and distribute appropriate intelligence products. • *Spot weather forecast* • *AM/PM forecast* • *Fire weather watch, red flag warnings, and other weather alerts* • *Fire danger rating indices* • *Specialized information as warranted by current situation (e.g., Multi-Agency Coordination (MAC) priorities)* • *Incident intelligence information* • *Lightning* • *Fire behavior trends*	W		
13. Establish, display and maintain current resource status.	I		
Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
14. Direct resources to plotted location.	W		
15. Communicate information accurately and concisely. • *Legible and complete documentation*	O		
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
16. Implement established emergency (non-suppression) dispatch plans and make appropriate notifications. • *Crash rescue* • *Medevac* • *Search and Rescue* • *Hazmat* • *Natural disasters* • *Law enforcement* • *Agency fatality protocols*	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Initial Attack Dispatcher (IADP)

Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Administer and/or apply agency policy, contracts and agreements.			
17. Utilize incident business management concepts and consult with appropriate personnel to support operations. • *Emergency equipment rental agreements/contracts* • *Accounting codes* • *Casual hire*	I		
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
18. Determine dispatch information displayed in map format. • *Jurisdictions* • *Protection maps* • *Ownership* • *Hazard maps* • *Fuels maps* • *Lightning maps* • *Pre-planned dispatch* • *Fire management zones* • *Wilderness areas* • *Management areas*	W		
Behavior: Make appropriate decisions based on analysis of gathered information.			
19. Prioritize job duties based on current situation awareness.	I		
20. Independently resolve questions and issues by using available sources and reference materials.	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Initial Attack Dispatcher (IADP)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Utilize information to produce outputs.			
21. Use established methods to collect pertinent information and/or produce intelligence products as required by national, geographic, and local guidelines. • *Daily fire weather observations* • *Situation reports* • *Resource status* • *Fire statistics* • *ICS 209, Incident Status Summary*	W		
Behavior: Take appropriate action based on assessed risks.			
22. Dispatch tactical resources according to hosting center's procedures. • *Receive report and document accurately.* • *Determine appropriate action.* • *Dispatch appropriate resources.* • *Ensure size-up is received.* • *Support incident needs as requested.*	W		
Behavior: Modify approach based on evaluation of incident situation.			
23. Adapt to rapidly changing situations. • *Prioritize dispatch tasks to accomplish mission.* • *Recognize and identify resource shortages.*	I		
Behavior: Anticipate, recognize and mitigate unsafe situations.			
24. Recognize local and situation hazards and take appropriate action. • *Distribute fire weather watches and red flag warnings.* • *Initiate action as authorized to remedy identified safety situations and notify supervisor.* • *Ensure appropriate documentation according to agency policy.* • *Identify Incident Commander and communicate to appropriate personnel.*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Initial Attack Dispatcher (IADP)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
25. Recognize personal limits and ask for help when appropriate. • *Stress* • *Fatigue* • *Authority* • *Chain of command* • *Span of control*	I		

Behavior: Follow established procedures and/or safety procedures relevant to given assignment.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
26. Use local and national dispatch protocol to process off-unit requests.	W		
27. Operate within established guidelines and procedures. • *Demonstrate familiarity with safety guidelines and manuals.* • *Use agency manuals to resolve safety issues.*	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Initial Attack Dispatcher (IADP)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Provide logistical support as necessary.			
28. Support local office operations in providing and coordinating logistical support for initial and extended attack. • *Receive requests, process orders, and follow through to completion (e.g., local meals and housing, transportation, service and supply plan, warehouse/cache, resource mobilization/demobilization).*	W		
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
29. Plan and implement flight following procedures according to agency requirements.	W		
30. Monitor aircraft operations for adherence to regulations and safety procedures. • *Federal Aviation Regulations* • *Flight plans* • *Duty limitations* • *Flight manager briefings* • *Start up/cut off times* • *Safecoms* • *Helicopter modules* • *Ramp management*	W		
31. Select appropriate and cost effective aircraft for mission requirements. • *Capabilities/limitations* • *Types* • *Cost comparison* • *Special use missions* • *Medevac*	W		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Initial Attack Dispatcher (IADP)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task

32. Identify hazards and deconflict airspace.
    • *Frequency management*
    • *Airspace coordination*
    • *Temporary Flight Restrictions (TFR)*
    • *Special Use Airspace (SUA)*
    • *Military Operating Area (MOA)*
    • *Military Training Route (MTR)*
    • *Pilot briefings*
    • *Flight hazards*
    • *Maps*
    • *Aeronautical sectionals and military AP/1B*
	W		

33. Dispatch tactical aircraft.
    • *Airtankers/Single Engine Air Tankers*
    • *Smokejumper aircraft*
    • *Lead planes/ASM*
    • *Air attack platforms*
    • *Helicopters*
	W		

34. Mobilize aircraft for logistical missions.
    • *Point to point*
    • *Special use*
	W		

Behavior: Coordinate and manage the use of multiple frequencies.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
35. Monitor, prioritize and coordinate radio traffic involving multiple frequencies.	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: Reference (Incident Number/Fire Code):

Duration:

Incident Kind: Wildfire, Prescribed Fire, Wildland Fire Use, All Hazard, Other (specify):

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

Evaluator's Recommendation
(Initial only one line as appropriate)

_____ **1)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.

_____ **2)** The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ **3)** The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ **4)** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: _____   Date: _____

Evaluator's Relevant Qualification (or agency certification): _____

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: Reference (Incident Number/Fire Code):

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_____ **4)** The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

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Evaluator's Signature: _____   Date: _____

Evaluator's Relevant Qualification (or agency certification): _____