NWCG Task Book for the Position of:

AIRCRAFT DISPATCHER
(ACDP)

**(POSITION PERFORMANCE REQUIRED ON A WILDFIRE
ASSIGNMENT)**

PMS 311-67   **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:

AIRCRAFT 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.

Aircraft Dispatcher (ACDP)

Competency: Assume position responsibilities.

Description: Successfully assume role of Aircraft 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.			
1. Obtain initial briefing from supervisor or agency dispatcher.	I		
2. Locate and use agency and interagency reference guides and manuals pertinent to mobilization of aircraft. • *United States Forest Service (USFS) 5700* • *Bureau of Land Management (BLM) 9400* • *Department of Interior (DOI) MD 350-354* • *Local state agency's aviation plans* • *Interagency Transport of Hazardous Material Handbook* • *Office of Management and Budget (OMB) Circulars A-123 and A-126* • *Aircraft identification guides* • *Interagency Airspace Coordination Guide* • *Military AP/1B* • *Military Use Handbook (Aircraft Section)* • *Interagency Radio Frequencies Guide* • *Air Tanker/Helicopter Guide* • *Mob Guides (Local, Area, National)* • *Federal Aviation Regulations* • *Airport Facilities Guide* • *Sunrise/Sunset table* • *Maps (sectional, topographic, hazard)* • *Pressler Law* • *Unit/Area/National Aviation Plan*	O		

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

Aircraft Dispatcher (ACDP)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
3. Gather information necessary to assess situation and make appropriate decisions about immediate needs and actions. • *Incident characteristics (e.g., single, multiple, type)* • *Status of current flights, orders, and committed resources* • *Agencies flight approval process for SES, non-federal and official passengers* • *Current situation* • *Expected duration* • *Operational period schedules* • *Housing and transportation availability* • *Weather (current and expected)* • *Management expectations* • *Delegated authorities* • *Local protocols, existing organization structures, expanded dispatch* • *Emergency procedures* • *Other significant action occurring nationally or within area* • *Critical resources*	O		

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
4. Conduct self in a professional manner. • *Respectful and courteous* • *Respectful of public and private property*	I		
5. Establish and maintain positive interpersonal and interagency working relationships.	I		
6. Coordinate and interact with aviation personnel. • *Pilots* • *Agency Aviation Officer/Manager* • *Unit Aviation Officer* • *Single Engine Air Tanker Manager* • *Air Attack*	I		

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

Aircraft Dispatcher (ACDP)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure ability to use tools necessary to complete assignment.			
7. Operate telecommunication equipment and aviation software successfully. • *Operate transmitters and repeaters to provide communication to aircraft and incident.* • *Receive/relay information correctly using clear text and terminology.* • *Manipulate data and send messages using computer terminal.* • *Use agency software for flight planning.*	O		
8. Demonstrate knowledge of specific types of aircraft orders. • *Infrared* • *Portable Federal Aviation Administration (FAA) towers* • *Radio frequencies* • *Temporary flight restrictions* • *Call-when-needed (CWN) helicopters with support personnel* • *Military support helicopters* • *Modular Airborne FireFighting System (MAFFS) units*	O		
9. Identify flight hazards from hazard map or software. • *Military Training Routes (MTRs)* • *Military Operating Areas (MOAs)* • *Wires and transmission lines* • *Towers and bridges* • *Environmental concerns* • *Local activities*	O		
Behavior: Understand and comply with ICS concepts and principles.			
10. 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.

Aircraft Dispatcher (ACDP)

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.			
11. Brief vendors/pilots and aviation managers on flight mission, hazards and frequencies.	I		
12. Share appropriate information in a timely manner. • *Duty officers* • *Dispatch center manager* • *Line officer*	W		
13. Conduct briefings with relief dispatchers. • *Pertinent operational period activities* • *Priorities* • *Resource and situation status*	I		
14. Participate in briefings and After Action Reviews (AAR).	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
15. Ensure incident aircraft forms are completed as required. • *Flight Request/Schedule* • *ICS 260, Resource Order* • *Agency cost analysis form* • *Non-Federal Passenger Release form* • *Senior Federal Travel form* • *Passenger and Cargo Manifest* • *Infrared Scanner form* • *SAFECOM* • *Initial Attack Smokejumper Request* • *Agency specific logs*	I		

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

Aircraft Dispatcher (ACDP)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Develop and implement plans and gain concurrence of affected agencies and the public.			
16. Locate current Interagency Aviation Mishap Response Plan. • *Brief personnel on the use of plan.*	I		

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

Aircraft Dispatcher (ACDP)

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.

TASK	CODE	EVAL. RECORD #	EVALUATOR

17. Apply aviation management policies and practices.
   • *Ensure agency and interagency aviation policies related to aircraft dispatching are followed.*
   • *Effectively coordinate the movement of aircraft.*
   • *Provide flight and aircraft information to aviation users.*
	O		

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

TASK	CODE	EVAL. RECORD #	EVALUATOR

18. Receive flight request information.
   • *Date and time of flight*
   • *Departure and arrival location*
   • *Number/names/weights/hourly wages of passengers*
   • *Type of flight*
   • *Type of passengers (SES, official, non-federal)*
   • *Purpose of the trip*
   • *Charge code*
	I		

19. Work with aircraft managers to gather information needed for specific agency and interagency reporting requirements.
   • *Provide daily data on number of gallons of retardant dropped and aircraft cost.*
   • *Determine tactical aircraft availability.*
   • *Track hours flown.*
   • *Inform other appropriate agencies of tactical resource availability.*
	I		

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

Aircraft Dispatcher (ACDP)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Make appropriate decisions based on analysis of gathered information.			
20. Determine appropriate aircraft for mission based on flight request. • *Recognize environmental and human factors which influence an aircraft selection.*	W		
21. Determine appropriate aircraft for a specific flight. • *Mission (special-use)* • *Point-to-point* • *Passenger carrying capacity* • *Weather conditions (IFR versus VFR)* • *Day or night (IFR versus VFR)* • *Terrain along flight route* • *Runway/airport capabilities* • *Aircraft speed and fuel consumption rate* • *Flight and standby rate* • *High-wing versus low-wing* • *De-icing capabilities* • *Availability* • *Cost effectiveness*	W		
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
22. Process a flight request into a flight schedule. • *Gather and coordinate multiple flight requests into a single flight schedule.* • *Contact vendor or agency aviation branch to determine aircraft availability.* • *Perform cost analysis/comparison within agency guidelines.* • *Procure aircraft services by way of local CWN contracts, source list, or through established resource order procedures and channels.* • *Obtain flight and passenger approvals in accordance with specific agency guidelines.* • *Verify aircraft and pilot are agency approved prior to the flight.*	O		

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

Aircraft Dispatcher (ACDP)

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
23. Utilize and direct use of flight following systems. • *Ensure aircraft are being flight followed.* • *Relay flight itinerary as appropriate.* • *Monitor flights and flight plans.* • *Notify incident/dispatch centers of aircraft Estimated Time of Arrival (ETAs)/ Estimated Time of Departure ETDs.* • *Determine required check in times.* • *Notify sending units when resources arrive at incident.* • *Confirm aircraft is safely on the ground at final destination.*	I		
24. Deconflict and coordinate airspace. • *Complete Temporary Flight Restrictions (TFR) form.* • *Place TFR order.* • *Notify Airspace Coordinator.* • *Coordinate with military on the use of airspace in MOA and affected MTRs.* • *Notify FAA, Regional Airspace Coordinator, and military of TFR intrusions immediately.*	I		
25. Mobilize tactical air resources to an incident using established ordering procedures. • *Familiar with tactical aircraft types and capabilities.* • *Plot incident location on dispatch map or input into computer.* • *Initiate response of tactical aircraft to incident.* • *Relay incident information to responding aircraft.* • *Identify reload bases for responding resources.* • *Initiate unit's detection plan.* • *Coordinate incident infrared flight requests.*	W		

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

Aircraft Dispatcher (ACDP)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
26. Ensure aviation safety policies and practices are applied to flights. • *Refer to agency manuals, guidelines, and bulletins on safety questions.* • *Brief flight manager of his/her flight management responsibilities.* • *Initiate SAFECOM for any flight irregularities.* • *Ensure passengers and pilot meet agency policy for use of personal protective equipment (PPE) for mission flights.* • *Utilize local aviation plans for specific flights.*	O		
Behavior: Coordinate and manage the use of multiple frequencies.			
27. Coordinate and order radio frequencies as needed. • *Air-to-air* • *Air-to-ground*	O		

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

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_____ **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): _____