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NWCG Incident Position Standards for Ramp Manager

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The *NWCG Incident Position Standards for Ramp Manager* establishes national interagency standards for operating as a Ramp Manager (RAMP) on wildland fires. These standards are meant to ensure safe, efficient, and effective operations in support of interagency goals and objectives and should serve as a guide to promote effective and consistent on-incident training. By definition, NWCG standards encompass guidelines, procedures, processes, best practices, specifications, techniques, and methods.

The Ramp Manager Position Page, <https://www.nwcg.gov/positions/ramp-manager>, in the NWCG position catalog, includes the Incident Position Description (IPD) and Position Qualification Requirements, as well as links to standards and references needed to perform the duties of a Ramp Manager.

Tasks that are identified by a (*) are those tasks included for evaluation in the Position Task Book (PTB). Tasks not identified for evaluation in the PTB still represent standards for successful performance in the position and should be included in a comprehensive training assignment.

Where references are identified by a (**), refer to your home unit, agency, or organization for specific guidance and policy documentation. For example:

***Interagency Standards for Fire and Fire Aviation Operations (Red Book)*

The National Wildfire Coordinating Group (NWCG) provides national leadership to enable interoperable wildland fire operations among federal, state, Tribal, territorial, and local partners. NWCG operations standards are interagency by design; they are developed with the intent of universal adoption by the member agencies. However, the decision to adopt and utilize them is made independently by the individual member agencies and communicated through their respective directives systems.

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General References

- *NWCG Incident Response Pocket Guide (IRPG)*, PMS 461, <https://www.nwcg.gov/publications/pms461>
- *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503, <https://www.nwcg.gov/publications/pms503>
- *NWCG Airtanker Base Directory*, PMS 507, <https://www.nwcg.gov/publications/pms507>
- *NWCG Standards for Airtanker Base Operations*, PMS 508, <https://www.nwcg.gov/publications/pms508>
- *NWCG Standards for Aviation Transport of Hazardous Materials*, PMS 513, <https://www.nwcg.gov/publications/pms513>
- *NWCG Standards for Airtanker Operations*, PMS 514, <https://www.nwcg.gov/publications/pms514>
- *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600, <https://www.nwcg.gov/publications/pms600>
- *NWCG Standards for Interagency Incident Business Management*, PMS 902, <https://www.nwcg.gov/publications/pms902>
- *Incident Behavior Form*, PMS 935-1, <https://www.nwcg.gov/publications/pms935-1>
- Incident Command System (ICS) Forms, <https://www.nwcg.gov/ics-forms>
 - Incident Check-In List (ICS 211)
 - General Message (ICS 213)
 - Activity Log (ICS 214)
 - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
- Standard (SF) and Optional (OF) Forms, <https://www.nwcg.gov/publications/pms902>
 - Crew Time Report (CTR), SF 261
 - Incident Time Report, OF 288
 - Property Loss or Damage Report – Fire Suppression, OF 289
 - Emergency Equipment Shift Ticket, OF 297
- Job Aids, <https://www.nwcg.gov/training/job-aids>
 - J-001, *How to Correctly Fill Out the Crew Time Report (CTR), SF 261, (PSM-001)*
 - J-004, *How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297 (PSM-004)*
 - J-102, *Packing List for Wildland Fire Support Staff*
- Automated Flight Following (AFF), <https://www.aff.gov/>
- Modular Airborne Fire Fighting Systems (MAFFS), <https://www.fs.usda.gov/managing-land/fire/planes/maffs>
- National Fire Protection Association (NFPA) 407, Standard for Aircraft Fuel Servicing, <https://www.nfpa.org/codes-and-standards/nfpa-407-standard-development/407>
- National Geographic Area Coordination Center (GACC) Website Portal, <https://gacc.nifc.gov/>
- National Interagency Fire Center (NIFC) Standards, <https://www.nifc.gov/standards>
- NWCG 6 Minutes for Safety, <https://www.nwcg.gov/committee/6-minutes-for-safety>
- SAFECOM, <https://www.safecom.gov/>
- SAFENET, <https://safenet.nifc.gov/>
- U.S. General Services Administration (GSA) Travel Resources, <https://www.gsa.gov/travel>
- Wildland Fire Application Information Portal, <https://www.wildfire.gov/>

Agency-Specific References

- ***Bureau of Land Management (BLM) Risk Management Worksheet (Form 1112-5)*,
<https://www.nifc.gov/sites/default/files/blm/aviation/BLMseat/RiskMgtWksheetRAMP1.pdf>
- ***Interagency Standards for Fire and Fire Aviation Operations (Red Book)*,
<https://www.nifc.gov/standards/guides/red-book>
- ***National Interagency Standards for Resource Mobilization*,
<https://www.nifc.gov/nicc/logistics/reference-documents>

***Leadership Level 2, New Leader (Convey Intent)**

A new leader begins transitioning from a follower to a leader of small groups to achieve a common goal. They begin to implement team cohesion, accept responsibility for self and team, and apply effective communications. For additional information, review the Level 2 description, expected behaviors and knowledge, suggested development goals, and self-study opportunities

<https://www.nwcg.gov/committees/leadership-committee/leadership-levels>.

Description

- Proficient at leadership values and principles.
- Understand transition challenges for new leaders, situational leadership, team cohesion factors, ethical decision making, and debriefing techniques.
- Lead by example.
- Lead small groups to achieve common goals, objectives, and tasks.

Behaviors

- Demonstrates accountability for personal and team performance to build trust and establish a positive team environment.
- Applies knowledge of leadership traits to lead small teams.
- Promote team cohesion for new and existing team members and create an environment for effective communication.
- Solicits questions, both up and down chain of command, in order to learn from others.
- Applies a risk management process to ensure safety of self and team members.

Knowledge

- Utilize leadership traits to identify developmental needs in self and others.
- Describe situational leadership to understand application of appropriate leadership styles.
- Understand how wildland fire leadership values, principles, and traits inform ethical decision making.
- Understand how task, purpose, and end state are used to deliver leader's intent.
- Apply self-assessment tools to identify improvement gaps.
- Practice self-care and team-care.
- Knowledge of basic format to conduct a post-incident debriefing.
- Knowledge of the components of an operational briefing to deliver a simple assignment briefing.
- Knowledge of human factors and environmental barriers to communication.
- Knowledge of organizational structures (ICS and agency).
- Identify the sources of power which enable leadership influence.

Prepare and Mobilize

Ensure individual readiness.

When to start task: Prior to the assignment.

Resources to complete task: Office of Workers' Compensation Programs (OWCP) injury documentation; agency-specific forms; agency-specific contracts and agreements; agency-specific trainings; agency-specific driver training; inventory checklists; NIFC Standards website; resource order; personal protective equipment (PPE); personal gear; aviation and retardant contracts; *IRPG*; *NWCG Position Task Book for Ramp Manager (RAMP)*, PMS 311-117; *NWCG Airtanker Base Directory*, PMS 507; *NWCG Standards for Airtanker Base Operations*, PMS 508; *NWCG Standards for Airtanker Operations*, PMS 514; *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600; *NWCG Standards for Interagency Incident Business Management*, PMS 902; J-001, *How to Correctly Fill Out the Crew Time Report (CTR), SF 261, (PSM-001)*; J-004, *How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297 (PSM-004)*; J-102, *Packing List for Wildland Fire Support Staff*; General Message (ICS 213); Activity Log (ICS 214); Crew Time Report (CTR), SF 261; Incident Time Report, OF 288; Property Loss or Damage Report – Fire Suppression, OF 289; Emergency Equipment Shift Ticket, OF 297; AFF; FireNet; GIS applications (e.g., Wildfire Enterprise Geospatial Portal [EGP]); FAMAuth, and FLIGHT applications accessed via the Wildland Fire Application Information Portal; Incident Qualifications Card (Red Card); assigned personnel phone numbers; radio equipment and programming accessories; ****Interagency Standards for Fire and Fire Aviation Operations (Red Book)**; ****National Interagency Standards for Resource Mobilization**.

How to accomplish task:

- Ensure mandatory annual training is completed.
- Obtain assignment approval from your supervisor.
- Verify your status and availability with dispatch.
- Build a kit.
 - PPE (e.g., eye and ear protection, safety vest, gloves, wands).
 - Identification/government ID (if applicable).
 - Portable radio (very high frequency [VHF]).
 - Headset.
 - Documentation (either electronic access or hardcopy):
 - *NWCG Position Task Book for Ramp Manager (RAMP)*, PMS 311-117
 - *NWCG Airtanker Base Directory*, PMS 507
 - *NWCG Standards for Airtanker Base Operations*, PMS 508
 - *NWCG Standards for Airtanker Operations*, PMS 514
 - *NWCG Standards for Interagency Incident Business Management*, PMS 902
 - Valid Incident Qualifications Card (Red Card)
 - Resource order
 - Rental/National Emergency Rental Vehicle (NERV)/agency-owned vehicle (AOV)/privately owned vehicle (POV) documentation
 - ❖ Travel log (if applicable)
 - ❖ Accident forms

- ICS forms
- OF forms
- SF forms
- ****Interagency Standards for Fire and Fire Aviation Operations** (Red Book)
- ****National Interagency Standards for Resource Mobilization**
- Suggested items:
 - Laptop
 - Cell phone with chargers
 - Contact list
 - Credit card with a sufficient credit limit
 - Pocket calendar/notepad
- Prepare for 14–21 days of travel.
- Prepare to be absent from home/family.
 - Refer to *A Preparedness Guide for Wildland Firefighters and Their Families*, PMS 600 and J-102, *Packing List for Wildland Fire Support Staff*.
- Ensure/gain access to AFF, email(s), Wildfire EGP, FireNet, and FAMAuth.
 - FAMAuth will provide access to *NWCG Airtanker Base Directory*, PMS 507 and FLIGHT (application).

Gather critical information pertinent to the assignment.

When to start task: Upon receipt of the resource order.

Resources to complete task: Resource order; *NWCG Airtanker Base Directory*, PMS 507; *NWCG Standards for Interagency Incident Business Management*, PMS 902; ****Interagency Standards for Fire and Fire Aviation Operations** (Red Book); ****National Interagency Standards for Resource Mobilization**.

How to accomplish task:

- Access and review the resource order.
 - Coordinate with your home dispatch to fill the resource order.
 - Ensure the resource order includes the following baseline information and request updates from the supervisor, as needed:
 - Incident/project name
 - Incident/project order number
 - Financial codes
 - Descriptive location/response area
 - Coordinates (latitude and longitude)
 - Local base frequency
 - Incident radio frequency (if available)
 - Incident base/phone number
 - Request number
 - Reporting date/time and location
 - Transportation arrangements and routes
 - Special instructions (e.g., authorized equipment such as laptop, cell phone)
 - Ensure the resource order has the correct spelling, home unit, phone numbers, and all other information.

- Obtain a travel itinerary.
 - Access the agency-specific travel portal or coordinate with dispatch to identify the following:
 - Mode of travel
 - Estimated time of departure (ETD) and location of departure
 - Estimated time of arrival (ETA) and destination location
 - Location for rest overnight (RON) if unable to reach your end destination within that operational shift
- Gather incident-specific references including:
 - Agency-specific guidelines.
 - Refer to NWCG Incident Business Committee (IBC) resources for incident business management guidance, as needed.
 - Geographic area supplements.
 - Obtain these supplements from your incident supervisor, the incident agency, or the appropriate GACC website.
- Contact the point of contact (POC) on your resource order (e.g., base manager).
 - Obtain work location and base access.
 - Obtain standard operating procedures (SOPs) electronically and review them.
 - Obtain situational awareness on the status of base operations.
 - Identify lodging and meal options.
 - Verify local dress code policy.
 - Advise when you will be in place.

Travel to and check in at assignment.

When to start task: Upon receipt of the resource order.

Resources to complete task: GSA per diem rates; resource order; agency-specific travel program; travel maps; *IRPG*; *NWCG Standards for Interagency Incident Business Management*, PMS 902; *Incident Behavior Form*, PMS 935-1; Incident Check-In List (ICS 211); ***National Interagency Standards for Resource Mobilization*; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Confirm travel arrangements and expected time of arrival with dispatch.
- Follow air and ground travel guidelines.
 - Air travel considerations:
 - Follow agency policy for commercial air travel.
 - Ground travel considerations:
 - Follow time limitations/driver duty day limitations.
 - Ensure your rental/NERV/AOV/POV is on the resource order, if applicable.
 - Refer to the GSA website for per diem and lodging rates.
 - Follow agency procedures for exceeding per diem allowance.
- Model professionalism for both internal and external customers.
- Notify the resource order POC upon arrival.
- Follow required check-in procedures.



***Obtain briefing from previous shift/assignment position as necessary.**

When to start task: Upon arrival at the incident.

Resources to complete task: Incident Action Plan (IAP); Airtanker Base Operations Plan (ABOP); Hot Loading Plan; Simultaneous Loading and Fueling Plan; Emergency Response Plan; Ramp Operations Plan; Smokejumper Operations Plan; Stormwater Pollution Prevention Plan (SWPPP); Communications Plan; MAFFS Operating Plan; local SOPs, contact list; maps; Briefing Checklist section of the *IRPG*; *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503, *NWCG Standards for Airtanker Base Operations*, PMS 508; *NWCG Standards for Airtanker Operations*, PMS 514; ****Interagency Standards for Fire and Fire Aviation Operations** (Red Book); ****National Interagency Standards for Resource Mobilization**.

How to accomplish task:

- Introduce yourself to the appropriate personnel.
- Read and review the applicable plans and guides:
 - ABOP
 - Hot Loading Plan
 - Simultaneous Loading and Fueling Plan, if applicable
 - Emergency Response Plan
 - Ramp Operations Plan
 - Smokejumper Operations Plan, if applicable
 - SWPPP
 - Communications Plan
 - MAFFS Operating Plan
 - *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503
- If plans are not available, contact the base manager.
- Obtain an initial in-brief from the previous RAMP to identify the following:
 - Number of incidents and complexities
 - Prioritizations
 - Critical needs
- Identify other local contacts, including the following:
 - Local on-site vendors (e.g., fixed-base operator [FBO])
 - Airport security
 - Airport operations managers (e.g., airside managers)
 - Flight personnel
 - Retardant manager
- Check the status and schedule of assigned resources.



Build the Team

***Assemble and validate readiness of assigned personnel and equipment.**

When to start task: Upon arrival at the incident.

Resources to complete task: ABOP; personal gear; PPE; PTBs; *IRPG*; *NWCG Standards for Airtanker Base Operations*, PMS 508; General Message (ICS 213); NIFC Standards website; ***National Interagency Standards for Resource Mobilization*.

How to accomplish task:

- Identify assigned resources and maintain accountability.
- Ensure assigned personnel are qualified and prepared.
 - Ensure assigned personnel are mentally and physically fit for the assignment.
 - Gather personnel contact information.
- Ensure the availability of supplies and services to support base/ramp operations (e.g., PPE, spill kit).
- Ensure equipment is ready for operations.
- Communicate air crew, ramp personnel, equipment, and vehicle needs to the base manager.



Supervise and Direct Work Assignments

***Establish and communicate objectives, priorities, work assignments, and performance expectations.**

When to start task: Throughout the assignment.

Resources to complete task: ABOP; local base plans; *NWCG Standards for Airtanker Base Operations*, PMS 508; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Ensure ramp personnel understand their assignments and expectations for the operational period.
- Provide clear, concise instructions, and allow for feedback.
- Establish primary and secondary fueling, maintenance, and day-off locations for expected aircraft types.
- Ensure assigned personnel are familiar with operations and procedures.

***Ensure daily operational objectives and performance standards are met.**

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Standards for Airtanker Base Operations*, PMS 508; PTBs; Activity Log (ICS 214); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Crew Time Report (CTR), SF 261; Incident Time Report, OF 288; J-001, *How to Correctly Fill Out the Crew Time Report (CTR)*, SF 261, (PSM-001); ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Monitor ramp operations continuously for safety, effectiveness, efficiency, and policy adherence.
- Monitor and mitigate ramp personnel and air crew logistical needs, fatigue, or operational challenges.
- Establish and ensure completion of operational tasks (e.g., daily briefings, equipment and operational checks, opening and closing procedures).
- Address logistical needs and administrative follow-up (e.g., CTRs, PTBs, evaluation forms).
- Engage with assigned personnel regularly to ensure effective mentorship of trainees, focused training opportunities, and continuing development of team cohesion and communication.

***Develop, implement, and adjust actions based on situational awareness, changing information, and evolving priorities.**

When to start task: Throughout the assignment.

Resources to complete task: ABOP; *IRPG*; *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503; *NWCG Airtanker Base Directory*, PMS 507; *NWCG Standards for Airtanker Base Operations*, PMS 508; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Establish multiple channels for maintaining situational awareness (e.g., base manager, radio, flight tracking systems, pilots).
- Maintain knowledge of aircraft capabilities (e.g., aircraft types, fuel cycles, performance characteristics relative to airport operating conditions, fire distance).



- Make informed decisions and adjust operations as needed.
 - Identify, analyze, and use relevant information.
 - Develop trigger points and implement contingency plans.
 - Communicate changing conditions to assigned resources and the incident supervisor.
 - Respond to unforeseen circumstances (e.g., weather and medical emergencies, ramp congestion, unexpected maintenance, unanticipated delays).

***Monitor performance and provide immediate and regular feedback to assigned personnel.**

When to start task: Throughout the assignment.

Resources to complete task: *IRPG; NWCG Standards for Airtanker Base Operations*, PMS 508; PTBs; Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Ensure the oversight of ramp operations.
 - Monitor and provide feedback to assigned personnel.
 - Monitor vendor operations.
 - Document performance as needed.
 - Follow up as appropriate and communicate issues to the base manager.



Perform Ramp Manager-Specific Duties

***Train and mentor personnel in ramp operations as needed.**

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Standards for Airtanker Base Operations*, PMS 508; Incident Personnel Performance Rating (ICS 225 or ICS 225 WF).

How to accomplish task:

- Communicate deficiencies immediately and take corrective action.
- Coordinate training and mentorship for trainee personnel.
 - Provide training opportunities where available.
 - Review and evaluate PTBs.
 - Complete the Incident Personnel Performance Rating (ICS 225 or ICS 225 WF).

***Coordinate movement of aircraft, vehicles, equipment, and personnel in operational areas.**

When to start task: Throughout the assignment.

Resources to complete task: NFPA 407, Standard for Aircraft Fuel Servicing; ABOP; Ramp Operations Plan; Simultaneous Loading and Fueling Plan; Hot Loading Plan; *NWCG Standards for Airtanker Base Operations*, PMS 508; *NWCG Standards for Airtanker Operations*, PMS 514; ****Interagency Standards for Fire and Fire Aviation Operations** (Red Book).

How to accomplish task:

- Designate areas for ramp operations (e.g., ground support equipment [GSE], loading, fueling, maintenance, parking, transient aircraft).
- Assign and brief wing walkers as needed to ensure proper clearances.
- Coordinate and direct Fixed Wing Parking Tender (FWPT) personnel and ramp personnel operations.
- Establish communication with the incoming aircraft to identify and coordinate the ramp assignment.
- Coordinate fueling operations.
- Direct the movement of aircraft during large and extended fire operations (e.g., day-off parking maintenance, fueling, rotation).

***Monitor ramp operations and communicate needs to the base manager.**

When to start task: Throughout the assignment.

Resources to complete task: ABOP; Ramp Operations Plan; Simultaneous Loading and Fueling Plan; Hot Loading Plan; *NWCG Standards for Airtanker Base Operations*, PMS 508; NFPA 407, Standard for Aircraft Fuel Servicing; ****Interagency Standards for Fire and Fire Aviation Operations** (Red Book).

How to accomplish task:

- Participate in base opening (construction) and closing (winterization or tear-down) processes, as appropriate.



- Continuously monitor supply levels and communicate needs to the base manager, including:
 - Drinking water
 - Batteries
 - Base supplies
 - Small engine supplies (e.g., fuel, oil)
- Monitor airport conditions (e.g., weather, traffic, ramp) and communicate concerns to the base manager.
- Ensure assigned ramp personnel follow base-specific plans.
- Monitor fueling operations and ensure fuelers comply with established standards, safety procedures, and regulations.

***Maintain equipment readiness.**

When to start task: Throughout the assignment.

Resources to complete task: ABOP; *NWCG Standards for Airtanker Base Operations*, PMS 508; *NWCG Standards for Airtanker Operations*, PMS 514; ***Interagency Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Familiarize yourself with base equipment (e.g., transportation on-ramp, radios, headsets, lights, weed eaters, forklift, hand tugs, retardant equipment).
- Conduct operational checks and ensure the maintenance of operational equipment (e.g., radios, headsets).
- Assist with the maintenance, troubleshooting, and repairs of equipment and the facility as appropriate.
- Communicate issues with equipment and facilities to the base manager.



Communicate and Coordinate

***Participate in and/or conduct operational briefings.**

When to start task: Throughout the assignment.

Resources to complete task: Briefing Checklist section of the *IRPG*; ABOP; Hot Loading Plan; Simultaneous Loading and Fueling Plan; Emergency Response Plan; Ramp Operations Plan; Smokejumper Operations Plan; SWPPP.

How to accomplish task:

- Participate in operational briefings (e.g., daily operations briefing, mission briefings).
- Share information from briefings with assigned ramp personnel.
- Brief assigned personnel on base-specific plans (e.g., Hot Loading Plan, Simultaneous Loading and Fueling Plan, Emergency Response Plan, Ramp Operations Plan, Smokejumper Operations Plan, SWPPP).

***Establish communications and exchange necessary information with other resources.**

When to start task: Throughout the assignment.

Resources to complete task: ABOP; Communications Plan; *NWCG Standards for Airtanker Base Operations*, PMS 508; ***Standards for Fire and Fire Aviation Operations* (Red Book).

How to accomplish task:

- Determine communications needs for operations.
 - Ensure that all base radio equipment is maintained and in working order.
 - Communicate changes in frequencies as necessary.
 - Utilize radios to communicate with aircraft and base personnel.
- Communicate effectively using multichannel radios.
 - Obtain and verify the frequencies being used for the incident or project.
 - Program radios and confirm correct channel/frequency.
 - Perform radio checks to ensure positive communication.
 - Use plain language and ICS terminology.
- Communicate issues, provide documentation if necessary, and brief the base manager.
- Ensure standard and base-specific hand signals are understood and used correctly by assigned personnel.

***Conduct and/or participate in After Action Reviews (AARs).**

When to start task: Upon completion of an assignment or a shift or under special circumstances, such as an Incident Within an Incident (IWI) or near miss.

Resources to complete task: After Action Review (AAR) section of the *IRPG*; Activity Log (ICS 214).

How to accomplish task:

- Participate in AARs as appropriate.
- Facilitate an AAR at the end of an operational period with all ramp personnel.
 - Review ramp operations for efficiency, effectiveness, and safety.



- Discuss improvement opportunities, including adjustments in operations, with appropriate personnel.
- Gather feedback.
- Document successes and challenges.
- Keep the base manager informed of issues and potential problems.
- Follow up on any items that need attention based on the AAR.

Manage Risk

***Apply aviation safety and risk management systems.**

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503; *NWCG Standards for Airtanker Base Operations*, PMS 508; *NWCG Standards for Aviation Transport of Hazardous Materials*, PMS 513; SAFECOM; SAFENET; Safety Management System (SMS); ABOP; hazard maps; Aviation Mishap Response Plan; ****BLM Risk Management Worksheet** (Form 1112-5); ****Interagency Standards for Fire and Fire Aviation Operations** (Red Book).

How to accomplish task:

- Anticipate, recognize, and mitigate unsafe situations.
- Monitor ground operations for safety during loading, taxiing, and fueling operations.
- Identify risks or hazards for ramp operations utilizing the SMS or appropriate agency-specific risk management worksheet (e.g., ****BLM Risk Management Worksheet** [Form 1112-5]).
- Conduct safety briefings that utilize risk assessment and hazard analysis for base operations.
- Review the Aviation Mishap Response Plan.
- Submit accident/incident reports through the established chain of command (e.g., SAFECOM, SAFENET).
- Communicate all safety concerns to the base manager.

***Account for health, safety, location, and welfare of assigned personnel.**

When to start task: Throughout the assignment.

Resources to complete task: ABOP; PPE; Emergency Medical Care section of the *IRPG*; ****Interagency Standards for Fire and Fire Aviation Operations** (Red Book).

How to accomplish task:

- Ensure adequate quantities of required PPE are available and utilized.
- Monitor assigned personnel for signs and symptoms of fatigue, illness, or injury. Mitigate appropriately.
- Maintain accountability of assigned personnel.
- Provide assigned personnel water and adequate rest periods that adhere to work/rest ratio guidelines.
- Report all hazards, accidents, illnesses, and injuries immediately to the base manager.

***Ensure cleanliness of the ramp.**

When to start task: Throughout the assignment.

Resources to complete task: *NWCG Standards for Airtanker Base Operations*, PMS 508; *NWCG Standards for Aviation Transport of Hazardous Materials*, PMS 513; ABOP; SWPPP.

How to accomplish task:

- Ensure the ramp is free of foreign object debris (FOD).
- Report all fuel and retardant spills to the base manager and ensure they are promptly cleaned by the responsible party according to established environmental and/or hazardous materials procedures.

***Maintain the safety and security of ramp operations.**

When to start task: Throughout the assignment.

Resources to complete task: ABOP; *NWCG Aviation Mishap Response Guide and Checklist*, PMS 503; *NWCG Standards for Airtanker Base Operations*, PMS 508; *NWCG Standards for Aviation Transport of Hazardous Materials*, PMS 513; ****Interagency Standards for Fire and Fire Aviation Operations** (Red Book).

How to accomplish task:

- Plan for emergencies.
 - Ensure adequate fire, medical, and emergency equipment are readily available at the base.
 - Ensure all personnel are trained appropriately in emergency procedures.
 - Brief personnel in emergency ramp procedures.
- Prepare for and respond to emergencies as training and qualifications allow.
- Ensure GSE is positioned within the designated safe zone and visually validate it is properly secured prior to aircraft movement.
- Monitor the critical turning radii for wing clearances and jet/prop blast to maintain safe operating distances from facilities, other aircraft, equipment, and personnel based on aircraft type and size.
- Become familiar with local safety supplements, procedures and protocols, and known hazards.
- Enforce established safety guidelines.
- Identify and correct unsafe actions or conditions and notify the base manager.
- Mitigate or correct hazards and safety concerns at the lowest level.
- Comply with PPE requirements.
- Maintain required security procedures for the base of operations.
 - Train and brief personnel regarding base facility and airport security protocols.
 - Ensure only authorized personnel and activities are allowed on the ramp.
 - Review the facilities security assessment for the base.
 - Allow only authorized personnel access to the ramp, air operations area (AOA), and aircraft.

Document

***Complete all administrative tasks and documentation in an accurate and timely manner.**

When to start task: Throughout the assignment.

Resources to complete task: PTBs; General Message (ICS 213); Activity Log (ICS 214); Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); Incident Time Report, OF 288; Crew Time Report (CTR), SF 261; Emergency Equipment Shift Ticket, OF 297; J-001, *How to Correctly Fill Out the Crew Time Report (CTR), SF 261, (PSM-001)*; J-004, *How to Correctly Fill Out the Emergency Equipment Shift Ticket, OF 297 (PSM-004)*; SAFECOM.

How to accomplish task:

- Complete all administrative tasks and documentation in an accurate and timely manner.
 - Base Activity Log
 - PTBs
 - Incident Time Report, OF 288
 - Crew Time Report (CTR), SF 261
 - Emergency Equipment Shift Ticket, OF 297
 - Incident Personnel Performance Rating (ICS 225 or ICS 225 WF)
 - General Message (ICS 213)
 - SAFECOM

Demobilize

***Prepare for and implement demobilization.**

When to start task: Upon the end of the assignment.

Resources to complete task: *NWCG Standards for Interagency Incident Business Management*, PMS 902; Incident Personnel Performance Rating (ICS 225 or ICS 225 WF); agency travel system.

How to accomplish task:

- Notify relevant contacts of your departure and the incoming replacement.
- Check out with the appropriate agency or incident personnel prior to departure and complete the closeout/briefing.
- Prepare and facilitate a comprehensive transition briefing with the incoming RAMP.
- Ensure the continuity of operations is maintained.
- Arrange and document travel to your home unit or reassignment.
- Ensure you are released from the incident by dispatch.
- Request an Incident Personnel Performance Rating (ICS 225 or ICS 225 WF) from your supervisor, as applicable.
- Complete agency finance and time records for approval.
 - Refer to *NWCG Standards for Interagency Incident Business Management*, PMS 902.
- Check in with your home dispatch center and supervisor upon arrival.

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